




Child renewal passport application - PC8 Checklist

1. Completed and printed online application form
2. Include 2 Australian standard passport photos - *see guidelines below
3. Completed credit card authorisation payment form
4. Post to your nearest Australian mission, see [Department of Foreign Affairs and Trade website](#) for location details.

Child PC8 Passport Application CHECK LIST	
1. Did you complete and print the form from the Australian Passport Office website?	
2. Did you check the current home address, contact phone number and email address on the form are valid and correct?	
3. Are the biodata details correct on the application form? (Name, Place of Birth, Country of Birth, Date of Birth and Sex)?	
4. Did you include a minimum of two passport photos?	
5. *Do the photos meet the photo guidelines ?	
6. Did the guarantor endorse the back of one photo in black ink pen?	
7. Did both parents include photocopies of their proof of identity showing name, photo, signature and current address?	
8. **Are both parents' names the same as how they appear on the child's birth certificate?	
9. Did the guarantor complete and sign section 11?	
10. Did both parents complete and sign section 15 (declaration and consent) in front of an appropriate witness?	
11. Did one parent (or person with parental responsibility for the applicant) sign Section 17?	
12. If the child is aged 10 or over, did they sign Section 18?	
13. Check all signatures are within six months of mailing the application	
14. Check all signatures are within the signature box	
15. Did you complete the payment authorisation form?	
16. Check the form is printed in full and no parts of the form are cut short	

*If you have any concerns about your photo, please check our [photo guidelines](#) or go to the next page for examples of acceptable photos.

<https://www.passports.gov.au/getting-passport-how-it-works/photo-guidelines>

** If the current names of either parent are different from those on the birth certificate, please include **certified copies** of documents that explain the change of name. Certified copies can be taken by the guarantor (step 6). They should write on the photocopy; "this is a true copy of the original document presented to me", with their full name, occupation or Australian passport number and the date signed. Certified copies must be of good quality and may be presented in either colour or black and white. This is only necessary if there are any changes in parental circumstances, such as a name change.



ACCEPTABLE



Acceptable



Acceptable



Acceptable



Acceptable



Acceptable

UNACCEPTABLE



Side on to camera



Insufficient contrast



Background too dark



Eyes not open/toy visible



No glasses



Hair obscuring face



Background not plain



Eyes/edges of face obscured



Parent visible



Shadows on image and background