



Australian Embassy
Bangkok, Thailand

**Passport and Notarial Services
at the Embassy require an appointment.
To make an appointment please visit www.aeb.setmore.com**

Australian Passports – Child Applicants

This information sheet should be read in conjunction with the guidance notes available at www.passports.gov.au.

Applications or renewals of an Australian passport will be accepted by appointment only, Monday to Friday between 8:30am and 12:00pm. All passport applications must be lodged in person.

For child applicants, one parent must lodge the application in person. The child does not need to be present (except if aged 16 or over at the time of application).

Your child's new passport will take **3 weeks** to process. If you need to travel while the new document is being processed, please advise staff at the interview. For this option you will need to keep the current passport and present it to us for cancellation when you collect the new passport. If you choose to have the current passport cancelled at the interview, the new passport can be mailed to you in Thailand or collected in person from the Consular Services Section at the Embassy.

Full Application - Overseas Passport Application – Child (PC8)

First Australian Passport or to replace a lost or stolen Passport

Before the passport interview appointment:

- Please register and log-on via www.passports.gov.au to complete the Application Form.

The lodging parent must bring the following **original documents** to the passport interview appointment:

- Completed Overseas Application Form (PC8) available at www.passports.gov.au including a completed Guarantor section (see attached list of guarantor categories);
- Current Australian passport (if applicable);
- If the child was born in Australia - original Australian birth certificate;
- If the child was born overseas - original birth certificate plus original translation by a qualified translator showing the translation office's stamp plus original Australian Citizenship Certificate;
- If the child has changed names following the issue of Citizenship Certificate please refer to the following link <https://www.passports.gov.au/Web/NameChange.aspx>;
- Original Parents' passports, in their current name and showing their signature;
- a name change document or marriage certificate plus original translation, if the spelling of a parent's name on the child's birth certificate differs from the parent's current ID;
- **Three passport photos** (guidelines are available at <https://www.passports.gov.au/Web/Requirements/Photos.aspx>); and
- If your child's Australian passport has been lost or stolen you must present a Thai police report.

If you are unable to complete or print an application online please contact the Consular Services Section.

Child's passport applications without consent from each person with parental responsibility

Generally, people with parental responsibility are the parents named on the child's full birth certificate.

The only way to guarantee the issue of a passport to a child **without full consent** is with an **Australian court order** permitting the child to have an Australian travel document, travel internationally or live or spend time with a person outside Australia.

Without full consent or an **Australian court order**, you may ask for your child's application to be considered under special circumstances. Applications to be considered under special circumstances must be referred to the Australian Passport Office, Canberra and a decision may take an additional 6-8 weeks. We recommend waiting for the decision on whether a passport can be issued before making firm travel plans or purchasing tickets.

Applications considered under special circumstances also require additional forms to be completed to support the application. **Please contact the Consular Services Section to request these forms.**

For more information, please visit

www.passports.gov.au/passportexplained/childpassports/Pages/default.aspx

Fees

Children under 16 years are issued with a 5 year validity passport.

The fee for this passport plus the overseas surcharge is AUD148 plus AUD64 (total AUD212)

Children aged 16 and over are issued with a 10 year validity passport.

The fee for this passport plus the overseas surcharge is AUD293 plus AUD64 (total AUD357)

Fees are payable in **Thai Baht** by **CREDIT or DEBIT CARD and are** linked to the AUD/THB exchange rate and re-aligned monthly. For current THB fee information please refer to our website; https://thailand.embassy.gov.au/bkok/Australian_Passports_Page.html

Passport photos

We appreciate that obtaining a photo in Thailand that meets the photo requirements can be challenging. **Master Photo Sathorn** are familiar with Australian passport photo requirements though you are welcome to select another photo outlet who is able to meet the Australian passport photo requirements. Please avoid photos with a matte finish. Gloss photos provide a higher quality image.

Photos that do not meet the requirements will be rejected and this will delay the issue of your passport.

For a full list of passport photo requirements please visit:

<https://www.passports.gov.au/Web/Requirements/Photos.aspx>

Contact Details – Consular Services Section

Address: Australian Embassy Bangkok
181 Wireless Road
Bangkok, 10330
Thailand

Telephone: +66 2 344 6300
(follow the prompts for consular services)

Fax: +66 2 344 6310
Email: consular.bangkok@dfat.gov.au

Occupational Guarantor Occupation Groups

The applicant's identity must be clearly established. A Guarantor may be either:

- the holder of a current Australian passport with at least two years validity; or
- the local equivalent of the occupational categories listed below.

Occupational Category	Occupational Category
Accountants to whom the following membership status applies: <ul style="list-style-type: none"> ▫ Institute of Chartered Accountants in Australia, ▫ Australian Society of Certified Practising Accountants ▫ National Institute of Accountants ▫ Association of Taxation and Management Accountants ▫ Registered Tax Agents 	Members currently serving in the regular Australian Defence Force <ul style="list-style-type: none"> ▫ with at least five years continuous service
Bailiffs	Members of the Chartered Institute of Company Secretaries in Australia
Barristers, Solicitors and Patent Attorneys	Pharmacists
Bank Managers except managers of bank travel centres	Police Officers <ul style="list-style-type: none"> ▫ with at least 5 years continuous service
Chartered Professional Engineers	Postal Managers
Clerk of Courts	Public Servants <ul style="list-style-type: none"> ▫ current full-time employees of Commonwealth, State, territory or local Governments or Statutory Authorities ▫ who have been employed continuously for at least 5 years by their current employer
Clerk of Petty Sessions	Registered Medical Practitioners
Dentists	Registered Nurses
Elected Representatives of: <ul style="list-style-type: none"> ▫ Federal Parliaments ▫ State Parliaments ▫ Territory Parliaments ▫ Legislative Assembly of Norfolk Island ▫ Municipal or Shire Councils 	Registered Veterinary Surgeons
Holders of Statutory Offices for which an annual salary is payable	Sheriffs
Judges	Stipendiary Magistrates
Marriage Celebrants	Teachers <ul style="list-style-type: none"> ▫ full time and who have been teaching for more than 5 years at schools or tertiary institutions