



## Applying by Post Checklist

### Australian Passport Renewal Application (PC7) Form



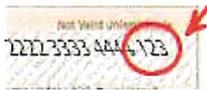
- Completed Australian Passport Renewal Application (PC7) form
  - Use black pen only
  - Correct ~~UK~~ residential address provided  
DK
  - Section 5 signed and dated
  - Entire signature **INSIDE** the white box
  - Dated within six months of lodgement
  - No alterations or whiteout on signature or date
  - Place of birth matched previous passport
  - Application form is valid (check expiration date at the top)
  - Form printed correctly – no sections cut-off or missing and barcode clearly visible at top of form
- Two Australian standard passport photos
  - Refer to our strict photo guidelines
  - Taken within six months of lodgement
  - Full name printed on the back of one photo
  - Do not affix or bend photos
- Photocopy of most recent Australian passport
  - Do not** send in the original document
  - Does not** need to be a certified copy
- Completed payment authorisation form (ensure card number, expiry date and 3 digit security code included)



# Authorisation

Please fully complete the form and remember to sign it. Please use block letters and return the form with your completed application after crossing the

**Appropriate box(es)**

<b>Type of card</b>	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard			
<b>Card number</b> (16/18 digits)			Start Date	/	
<b>Name on card</b>			Expiry Date	/	
<b>Address to which your credit/debit card statements are sent</b>	Address:		<b>*Security Code:</b>		
	Post Code:		 <p><b>MUST BE COMPLETED</b></p>		
<b>Signature</b>	<input type="checkbox"/> Passport fee Ordinary (32 page)	<input type="checkbox"/> Priority fee	<input checked="" type="checkbox"/> Postage	<input type="checkbox"/> Overseas surcharge	
<b>For Official Use Only</b>	Passport Fee	S/D Fee(s)	PPF	OSC	TOTAL

\*If the security code (last 3 or 4 digits on reverse of card) is not provided the application will be returned unprocessed.

- **For Current passport fees:**  
<https://denmark.embassy.gov.au/cpgn/Fees.html>
- **For Passport photo guidelines:**  
<https://www.passports.gov.au/getting-passport-how-it-works/photo-guidelines>

## IMPORTANT

Please check that your photos meet the standards before you lodge your application. Many clients have their photos taken too far from the camera – your head should take up between 32mm and 36mm of the photo so you may need to stand closer to the camera. Your application will be returned unprocessed if the photos are not acceptable and this will delay the processing and involve added expense. The notes on the application form give examples that we do not accept.

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Website: <https://denmark.embassy.gov.au/cpgn/home.html>