



## Apply by Post Checklist

### Australian Passport Overseas Application (PC8) Form - CHILD



- Completed Australian Passport Overseas Application (PC8) form
  - All personal details correct. Section 2 should be your current name
  - Correct ~~UK~~ residential address provided  
DK
  - Guarantor section complete
    - Guarantor is acceptable (view our guidelines)
    - Section 11 signed and dated
  - Parent consent section complete
    - Child's name in section 12 exactly matches section 2
    - Sections 13a and 14a list parents' names as per birth certificate
    - Sections 13b and 14b list parents' current names, additional documentation required if different to sections 13a and 14a
    - Section 15 complete with both parents' signatures witnessed by a third party (over the age of 18, unrelated, and not residing at the same address) Ensure name and phone number of witness included
  - One parent has signed and dated section 17 on behalf of the child
  - Child has signed section 18 if over the age of 10
    - Entire signature **INSIDE** white box
    - Sign with **black pen only**
  - All dates are within six months of lodgement
  - No alterations or whiteout on any signatures or dates
  - Form printed correctly – no sections cut-off or missing and barcode clearly visible at top of each page

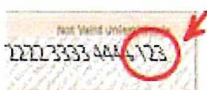
- Two Australian standard passport photos
  - Refer to our strict photo guidelines
  - Taken within six months of lodgement
  - Guarantor has endorsed the back of one photo:
    - “This is a true photo of APPLICANT’S NAME” and signed underneath
  - Do not affix or bend photos
  
- Certified copies** of supporting documentation (**do not send in originals**):
  - Most recent Australian passport, if the child has one
  - Child’s birth certificate showing parents’ names
  - Child’s proof of citizenship – Australian citizenship certificate **or** Australian birth certificate (with additional proof of citizenship, refer to our guidelines). Ensure both sides are certified.
  - Child’s name change document, if applicable (refer to our guidelines)
  - Translations of foreign language documents, if applicable
  - Parent’s name change document, if required (see sections 13 & 14)
  - Lodging parent’s valid government issued photo ID
  - Lodging parent’s proof of address
  - All court orders in relation to the child, if applicable (refer to our guidelines for supplementary forms)
  - All copies of supporting documents have been certified correctly:
    - Certifier meets ~~UK~~<sup>DK</sup> guidelines
    - Certifier writes “Certified to be a true copy of the original seen by me” on the photocopy
    - Certifier signs and dates under certification (dated within six months of lodgement)
    - Certifier prints their name under their signature
    - Certifier adds their occupation, address and telephone number under their name

- All sides of multi-sided documents have been copied and certified
- Appropriate supplementary form/s completed if child born through surrogacy, only one parent is listed on the birth certificate, or consent has not been provided by all parties with parental responsibility (refer to our guidelines)
- If replacing a lost, stolen or damaged passport, include a completed B11 General Declaration form with a clear and concise statement explaining how, when and where the incident occurred
- Completed payment authorisation form (include card number, expiry date and 3 digit security code)



# 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:		 <b>MUST BE COMPLETED</b>		
<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>