



Apply by Post Checklist

Australian Passport Overseas Application (PC8) Form - ADULT



- ☐ Completed Australian Passport Overseas Application (PC8) form
 - ☐ All personal details correct
 - ☐ Correct ~~UK~~^{DK} residential address provided
 - ☐ Guarantor section complete
 - ☐ Guarantor is acceptable (view our guidelines)
 - ☐ Section 11 signed and dated (include phone number of guarantor)
 - ☐ Sign and date sections 17 and 18
 - ☐ Entire signature **INSIDE** white box
 - ☐ 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 in your possession

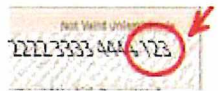
- ☐ Proof of citizenship (Australian citizenship certificate ~~or~~ Australian birth certificate with additional proof of citizenship if born after 26/08/1986, refer to our guidelines). Ensure both sides are certified
- ☐ Proof of place of birth (birth certificate, citizenship certificate, or passport)
- ☐ Proof of sex (birth certificate or passport)
- ☐ Name change document, if applicable (refer to our guidelines)
- ☐ Translations of foreign language documents, if applicable
- ☐ Approved valid ID combination (refer to our guidelines)
- ☐ Proof of address (refer to our guidelines)
- ☐ All copies of supporting documents have been certified correctly:
 - ☐ Certifier meets ~~UK~~ guidelines
DK
 - ☐ 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
- ☐ 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 (including 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)**

Type of card	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard			
Card number (16/18 digits)			Start Date /		
Name on card			Expiry Date /		
Address to which your credit/debit card statements are sent	Address: Post Code:		*Security Code:  MUST BE COMPLETED		
Signature	<input type="checkbox"/> Passport fee Ordinary (32 page)	<input type="checkbox"/> Priority fee	<input checked="" type="checkbox"/> Postage	<input type="checkbox"/> Overseas surcharge	
For Official Use Only	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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E-mail: cpgn.passports@dfat.gov.au

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