




## Child renewal passport application - PC8 Checklist

1. Completed and printed online application form
2. Include 2 Australian standard passport photos - \*see guidelines below
3. 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 <b>black ink</b> pen?	
7. Did both parents include <u>copies</u> of their proof of identity showing name, photo, signature and current address?	
8. **If there are changes in parental circumstances, did you include <b>certified</b> copies of the supporting documents showing the changes?	
9. Did the guarantor complete and sign section 11?	
10. Did both parents complete and sign section 15 (declaration and consent)?	
11. Did one parent (or person with parental responsibility for the applicant) sign Section 17?	
12. If the child is aged 10, 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. Do you have a Mastercard/Visa/American Express card for online payment?	
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 supporting documents provided are not in English, an English translation is required.



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