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
  - ☐ 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)

For current passport fees; http://uk.embassy.gov.au/lhlh/Pportfees.html

Authorisation

Please fully complete using block letters and return with your completed application after crossing the ☒ **Appropriate box(es)**

Type of card	❒ Visa	❒ 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:		Issue Number: ***Security Code:** **MUST BE COMPLETED** 		
Signature	Passport fee ❒ Ordinary (32 page)	❒ Priority fee	☒ Special Delivery Postage		
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 passport photo guidelines: https://www.passports.gov.au/passports-explained/how-apply/passport-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.