



Passport Application Checklist Instructions

SCANLON

TIFFANY JANE

24/10/1986

Thank you for submitting your application for an Australian passport. This instruction sheet advises what you must now do to lodge your application. We cannot start processing your application until you lodge it in person and pay the fee(s).

What you need to do...

Step 1



Print the application checklist

Print all pages, single-sided on A4 paper, either in colour or black ink.

Step 2



Book your application lodgement appointment

Go to www.auspost.com.au to book an appointment at a participating Post Office to lodge your passport application in person.

This Passport Application Checklist is valid until **01/02/2018**

Write your lodgement appointment location, date and time here as a reminder.

Location

Date and time

After you lodge, allow up to three weeks to receive your new passport.

If you need to travel urgently, you can ask for our priority service when you lodge your application.

Priority processing guarantees that your passport will be issued within two business days of us receiving everything we need from you (this does not include delivery time). An additional fee applies.

Step 3



Gather all documents listed in the checklist

You must present **original** documents (not certified copies) at lodgement.

Step 4



Obtain passport photos

You must provide two identical colour passport **photos** that are less than six months old and show you with a neutral expression (mouth closed and not smiling or frowning), looking straight at the camera and without any head tilt. Photos that do not meet **our requirements** will be rejected, delaying the processing of your application. Do not attach them to the checklist yet.

Go to www.passports.gov.au for detailed information and examples.

Step 5



Attend your lodgement appointment

Remember to bring all required documents, your photos and the means to pay the fee(s).



After lodging your application

You can use the application number above to **monitor the progress** of your passport application by logging in to your account. If you have any questions about your application please phone the Australian Passport Information Service on **131 232** and quote your application number.



Privacy information

Go to www.passports.gov.au for information about how your personal data is used and shared.



Need help? Call us on 131 232.



Adult Passport Application Checklist

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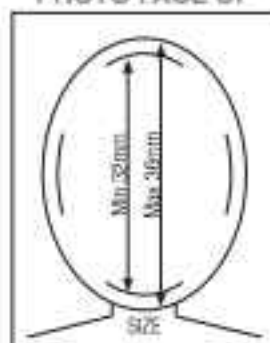
24/10/1986

1. Provide two identical passport photos

Lodgement officer to place:

PHOTO FACE UP

PHOTO FACE DOWN



Write full name
on back of one
photo

2. Sign inside this box

- I understand that my photos and personal information will be used for biometric and data matching purposes, even in the event that the application is withdrawn.
- I declare that the information I have provided in, or in connection with, this application is true and correct.

Signature of applicant (must be in the white box)



Unable to sign ☐

Date signed (DD / MM / YYYY) / /

3. Bring the following original documents when you lodge the application

AUSTRALIAN PASSPORT

TIFFANY JANE SCANLON

M8928239

Official use only
Sighted Copy
attached

☐

4. Bring payment of \$282.00 Expires 01/02/2018 (10 year PPT)

Upgrade to priority processing, fee charged at lodgement.

☐ Received

☐ PPF Received

☐ PPT Cancelled

Official use only

☐ Sup page
attached ☐
☐ Collect
Passport
Office

I have confirmed the information provided in this application for an Australian passport against original documentation presented. I have attached copies of original documentation where required and a true photo of the applicant – for applicants 16 and over, present at lodgement.

Lodgement officer's signature

Work Centre Code

attachments

Lodgement officer's ID

Warning: Making a false or misleading statement and/or giving false or misleading information is a serious offence.

Date signed (DD / MM / YYYY)

 / /