



Australian Government

Department of
Foreign Affairs and Trade

Application for an Australian Passport Child

BEFORE YOU TRAVEL

Visit the Department's website
www.smarttraveller.gov.au
to view the latest travel advice

PASSPORT WEBSITE
www.passports.gov.au

Australian Passport
Information Service
(APIS)

131 232

[@dfat.gov.au](http://passports.australia)

Protect your identity

**Keep your passport
safe at all times.**

Report any loss or theft
immediately.
See page 4 for details.

**Find your nearest
AUSTRALIA POST
OUTLET**

www.auspost.com

137 678

Further information

If you have questions about
this form or about how to get
an Australian passport, or if
you wish to comment on
our service, offer suggestions
for improvement or register
a complaint, please visit our
website, contact APIS or write
to the following address:

Executive Director
Australian Passport Office
Department of Foreign
Affairs and Trade
R.G. Casey Building
John McEwen Crescent
Barton ACT 2600

Use this form if:

- the child is an Australian citizen, **and**
- the child is under 18 years of age, **and**
- the child has never been married—if the child has been married they should use the **Application for an Australian Passport: Adult** form.


Parental consent: By law, the consent of each person or organisation who has parental responsibility for the child is required before a passport may be issued to a child. For further information, read the notes or contact the Australian Passport Information Service (APIS) for advice.

Processing time for your passport: Please allow for a **turnaround time of approximately three weeks**. If you have an urgent need to travel, visit our website or contact APIS for details about our Priority Processing Service.

Your checklist

The following things will help you complete the form and minimise our requests for further information:

Completing the form

- ☐  Use **BLACK INK** and print within the boxes in **BLOCK LETTERS**
- ☐ If you are not required to give information in some parts of the form, leave the boxes blank—do not mark or cross them out.
- ☐ Choose an appropriate guarantor to endorse the child's photo and complete section 11 of the form. See page 2 for more details.
- ☐ Make sure that sections 13, 14 and 15 are completed by the child's parents or persons with parental responsibility. See notes for more details.

Lodging the form

- ☐ The application form and all supporting documents must be lodged by a person with parental responsibility for the child at a participating Australia Post outlet. Child applicants aged 16 or 17 **must attend** with the person lodging the application. The person lodging the application must provide documents that show their name, photo, signature and current address.
- ☐ Contact Australia Post to find your nearest outlet and make an appointment if required. If you are applying for a diplomatic or official passport, contact APIS.

Bring to the passport interview

- ☐ The completed form.
- ☐ The application fee. Contact APIS or visit our website for details of the current fee and acceptable methods of payment.
- ☐ The child's current Australian passport, if any.
- ☐ The child's **full** birth certificate showing the names of the child's parents and the child's full name at birth (see notes).
- ☐ Documents that prove the Australian citizenship and identity of the child and that of those with parental responsibility (see notes).
- ☐ Name change documents, if applicable (see notes).
- ☐ Two recent colour photos with one endorsed by the child's guarantor (see page 2).

Supporting documents

- ☐ You must provide original supporting documents (not certified copies). All certificates must be legible.
- ☐ You must provide approved English translations for any foreign language documents that support the child's application. Visit our website for details.

Lodge your form at



Keep this card in case of queries and, if you are eligible to collect your passport, present this card at collection.

If you have any questions about your application
phone **131 232** or visit the passports
website **www.passports.gov.au**
and quote form number: **32806245 O**

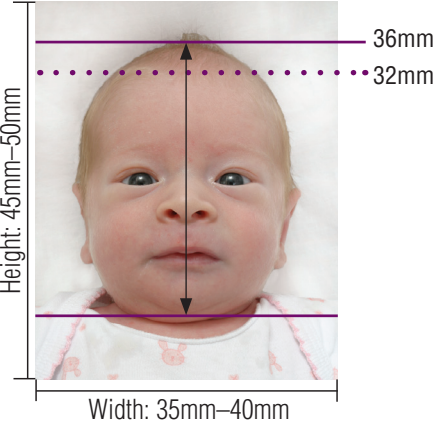


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Notes for completing the form

Providing two identical photos of the child

Photo size:



Your photos:

The chin-to-crown measurement must be between 32mm and 36mm (the crown is where the top of the head/skull would be if it was visible).

You must provide two identical colour photos of the child with the completed application form. One must be endorsed by the child's guarantor.

The photos must be less than six months old and meet Australian Passport Office standards. For full details of our standards visit our website or refer to our 'General photo guidelines' brochure, available online or through APIS.

Photos that do not meet our requirements will be rejected and this will delay the issue of the child's passport.

NOTE:
Due to security printing requirements, images reproduced in passports will not be of photographic quality and will appear different from the photos supplied.

You will need a guarantor to endorse the photo and complete part of the form

Your guarantor must:

- ☐ be an Australian citizen who is 18 years of age or over
- ☐ not be related to the child by birth or marriage
- ☐ not be in a de facto or registered relationship with a parent of the child
- ☐ not live at the same address as the child or parent of the child
- ☐ have known the child for at least 12 months or since birth
- ☐ either: A. possess a current (unexpired) Australian passport, issued with at least two years validity, or
B. have been on the Commonwealth electoral roll at their current address for a minimum of 12 months
- ☐ be able to endorse the back of one photo as shown
- ☐ agree to be contacted by an Australian Passport Office representative to confirm the child's identity.

Reverse of one photo:

Guarantor must endorse photo:

This is a true photo of

JANE ANN CITIZEN

(full name of applicant)

J Smith

(signature of guarantor)

Please check that the guarantor you choose can fulfil **all of these requirements before** they sign the child's photo. If the person you choose does not meet all the requirements, you will have to supply new photos and information from another guarantor.

Note: The guarantor's declaration must be less than six months old at the time the application is lodged.

Notice about the collection, use and disclosure of personal information

The Australian Passports Act 2005 authorises the Australian Passport Office of the Department of Foreign Affairs and Trade to collect the personal information provided with the child's application for an Australian passport, including supporting documents and photos, to determine the child's eligibility. Without this information we are unable to process the application.

We may also collect personal information from third parties such as law enforcement or security agencies where those third parties provide us with information which is relevant to this application for a passport.

We may disclose your/the child's personal information for the provision of consular services and to other entities or individuals specified in the Australian Passports Act 2005, such as:

- the immigration department; civil registries; and licensing authorities that can verify information and assist in establishing your/the child's identity and eligibility

- Interpol and its member countries; other countries with which we have an agreement for purposes such as advising about the status of a passport; law enforcement authorities; Australian border authorities to facilitate international travel; and law courts for the operation of family law and related matters.

We are authorised by law to disclose your/the child's personal information to foreign border authorities:

- if we suspect there is unlawful activity relating to the passport
- for law enforcement purposes
- in countries with which Australia participates in the Regional Movement Alert System.

We may also use current and past information for testing, training and research purposes (contact APIS if you object).

For information on how to access or correct personal information and how to complain about a breach of privacy, refer to the 'Protecting your Privacy' brochure, available on our website or through APIS.

CHILD Passport Application



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Use **BLACK INK**and print within the boxes in **BLOCK LETTERS**Use **CROSSES** in boxes**DO NOT MARK** 'INTERVIEWING OFFICER USE ONLY' sections or circles e.g. 1

1 Date of travel

Does the child intend to travel within the next two months? No ☒ Yes ☐Date of travel
(DD/MM/YYYY)

/ /

2 Personal details—to appear on the passport

a Child's name

This must be the child's current name at the time the application is lodged.

Family name

ROY

Given name(s)

SHULAGNA

b Child's birth details

The child must present their Australian birth certificate or if born overseas, their Australian citizenship and foreign birth certificates.

Male ☐Female ☒Indeterminate/
Intersex/
Unspecified ☐Date of birth
(DD/MM/YYYY)

02 / 08 / 2009

Town or city of birth as shown on birth certificate

KOLKATA

Country of birth

(will not appear on passport)

INDIA

3 Confirming the child's citizenship—see notes for additional information

a Does the child have an Australian birth certificate?

If the child has been issued with an Australian birth certificate this section MUST be completed.

Yes ☐No ☒ Go to section 3b

Registration number (include any letters)

State/territory

Family name as shown on certificate

Given name(s) as shown on certificate

If the child also has an Australian citizenship certificate go to section 3b.

For a child born in Australia, please mark which **one** of the following documents you are providing to prove that the child is an Australian citizen **or** to prove that one of the child's parents was an Australian citizen **at the time of the child's birth**.

- ☐ The child's Australian passport (issued on/after 01/01/2000 and valid for at least two years) **or** ☐
- ☐ One parent's full Australian birth certificate (parent born prior to 20/08/1986) **or** ☐
- ☐ One parent's Australian passport (issued on or after 20/08/1986, valid for at least two years and issued before the child's birth) **or** ☐
- ☐ One parent's Australian citizenship certificate ☐

b Does the child have an Australian citizenship certificate?

Or extract from the register of citizenship by descent/ Australian births abroad.

Yes ☒No ☐ Go to section 4

Certificate number (include any letters)

1280508138

Family name as shown on certificate

ROY

Given name(s) as shown on certificate

SHULAGNA

Date of issue (DD/MM/YYYY)

29 / 07 / 2020

4 Name changes—you must provide original documents that explain all name changes

Is the child's current name (given in section 2) different from the name given in section 3 (above)?

See name change notes.

Yes ☐No ☒ Go to section 5

Date current name was registered

/ /

Please complete the following details about the document you are providing to explain this name change:

☐ Revised Australian birth certificate☐ Change of name certificate(s) issued by the Registrar of Births, Deaths and Marriages

Certificate/registration number (include any letters)

Date of issue (DD/MM/YYYY)

/ /

State/territory

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5 Security question—this question may be asked to confirm the child's identity

Family name at birth of
one of the child's parents

(Family name only)

ROY

5

6 Travel document type

Ordinary passport

☒ 5 years validity for
children under 16 years.
10 years validity for
children 16 or 17 years.

7 Contact details of person lodging the application and emergency contact

a Telephone numbers
and email address

Daytime phone number

Evening phone number

Mobile

Fax

0 4 0 6 1 4 5 2 9 5

Email (must be written clearly in BLOCK LETTERS, with one letter in each box)

S H O V A N . R O Y . N E W I T

@ G M A I L . C O M

b Who can we contact
in an emergency?

Full name

S H O V A N R O Y

Relationship to the child

F A T H E R

Daytime phone number

Evening phone number

0 4 0 6 1 4 5 2 9 5

0 4 0 6 1 4 5 2 9 5

Address

9 / 8 0 - 8 2 M E T E L L A R O A D

T O O N G A B B I E 2 1 4 6 N S W

8 Address—the passport will be sent to this address

The child's residential
address

This must be the child's
home address, not a
PO Box or a business
address.

Unit or house number and street (or rural delivery address)

U N I T 9 8 0 - 8 2 M E T E L L A
R D

Locality/suburb

T O O N G A B B I E

State/territory N S W

Postcode 2 1 4 6

9 Previous Australian passport—this document will be cancelled

Has the child ever been
issued an Australian
passport?

No ☒

Yes ☐

Go to
section 11

a Number (include any letters) of the
child's last issued document (if known)

b Date of issue (if known) / / (DD/MM/YYYY)

10 Loss or theft previous Australian passports

Are you replacing the
child's lost or stolen
Australian passport?

No ☒

Yes ☐

Go to
section 11

a Number (include any letters) of the
document you are replacing

b Was this passport lost or stolen?

Lost ☐

Stolen ☐

c Date incident occurred (DD/MM/YYYY) / /

d How many Australian passports (including the one above) has the child lost or had
stolen in the past five years?

See notes.

1 ☐

2 ☐

3 or more ☐

e Provide details, in writing, of all losses of the above passports.
See notes.

NOTE: If the child was issued an emergency
passport, you must present it at interview. If you
find a passport that you previously reported as
lost or stolen and present it before or at interview,
the loss may not affect the maximum validity of
the child's new passport. See notes.

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11 A guarantor must complete this section—see the notes below on who can be a guarantor

To qualify as a guarantor you must:

- ☐ be an Australian citizen who is 18 years of age or over
- ☐ not be related to the child by birth or marriage
- ☐ not be in a de facto or registered relationship with a parent of the child
- ☐ not live at the same address as the child or either parent of the child
- ☐ have known the child for at least **12 months** or for children under one year, since birth
- ☐ be able to satisfy and complete **either A or B** below
- ☐ endorse **the back of one photo** by writing 'This is a true photo of [child's full name]' and signing it
- ☐ provide all the information requested below, sign the declaration and agree to be contacted on the phone number provided to confirm the child's identity.

Use **BLACK INK** and
BLOCK LETTERS

Full name of guarantor

Family name

G U P T A

Given name(s)

A M I T

Male ☒

Female ☐

Indeterminate/
Intersex/
Unspecified ☐

Date of birth
(DD/MM/YYYY)

2 8 / 1 1 / 1 9 7 8

Proof of identity of guarantor—guarantor must complete either A or B below

A

Australian passport details

If you possess a current (unexpired) Australian passport, issued with at least two years validity, complete this section.

Australian Passport number (include any letters)

P B 3 4 5 8 1 3 7

Date of expiry (DD/MM/YYYY)

1 0 / 1 0 / 2 0 2 9

Family name as shown on passport

G U P T A

Given name(s) as shown on passport

A M I T

OR

B

Electoral roll details

If you are enrolled without restriction on the Commonwealth electoral roll and have been on the roll at your current address for the past 12 months, complete this section.

Family name as shown on Commonwealth electoral roll

Given name(s) as shown on Commonwealth electoral roll

Current address
(as shown on the
Commonwealth
electoral roll)

Locality/suburb

State/territory

Postcode

Declaration by guarantor—declarations cannot be more than six months old

Have you endorsed and signed the back of one photo?

You must endorse one photo of the child before they can lodge the application.

WARNING

It is a criminal offence under

the *Australian Passports Act 2005* to make false or misleading statements (there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units, or both).

I have personally known the child applicant named below for a period of

0 3 years 1 0 months You **MUST** complete 'years' and 'months' known boxes on the left.

Family name of child applicant (as shown in section 2a)

R O Y

Given name(s) of child applicant (as shown in section 2a)

S H U L A G N A

I declare that:

- the statements I have made are true and correct.
- I have read and understood the 'Notice about the collection, use and disclosure of personal information' on page 2.

I understand that:

- the Department of Foreign Affairs and Trade (DFAT) may disclose the information I have provided in this section of the application to any organisation or individual that can verify the information.

Signed

Date signed
(DD/MM/YYYY)

/ /

Preferred phone number

For information on how to access or correct personal information and how to complain about a breach of privacy, refer to the 'Protecting your Privacy' brochure, available on our website or through APIS (131 232).

The person completing this form **MUST** ensure that sections 12–17 are completed

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12 The child—the child's name must be repeated here so that each parent can identify the child for whom they are giving consent

**Child's full name—
to appear on the passport**
(as written in section 2 of this form)

Family name

ROY

Given name(s)

SHULAGNA

15

13 Parent 1—family name written at [A] MUST be COPIED from the child's birth certificate

A Parent 1's name as shown on child's birth certificate

Child's full birth certificate
must be provided at interview.

Family name

ROY

Given name(s)

SHOVAN

16A

B Parent 1's current name

If this name differs from the
name shown on the **child's**
birth certificate refer to
'Providing parental consent
for a child applicant' in the
notes or visit www.passports.gov.au
for details. If consent
cannot be provided, contact
APIS for advice.

Family name

ROY

Given name(s)

SHOAVN

Residential
address

UNIT 9 80 - 82 METELLA

RD

Locality/suburb

TOONGABBIE

State/territory

NSW

Postcode

2146

Daytime phone number

0406145295

17

C Have you ever held an Australian passport? No ☐ Yes ☐ Number (if known, include letters)

14 Parent 2—family name written at [A] MUST be COPIED from the child's birth certificate

A Parent 2's name as shown on child's birth certificate

Child's full birth certificate
must be provided at interview.

Family name

ROY

Given name(s)

SONALI

16B

B Parent 2's current name

If this name differs from the
name shown on the **child's**
birth certificate refer to
'Providing parental consent
for a child applicant' in the
notes or visit www.passports.gov.au
for details. If consent
cannot be provided, contact
APIS for advice.

Family name

ROY

Given name(s)

SONALI

Residential
address

UNIT 9 80 - 82 METELLA

RD

Locality/suburb

TOONGABBIE

State/territory

NSW

Postcode

2146

Daytime phone number

0410611985

18

C Have you ever held an Australian passport? No ☐ Yes ☐ Number (if known, include letters)

15 Declaration and consent

I consent to the child named in section 12
having an Australian travel document.

I declare that:

- all persons with parental responsibility for the child have provided consent for the child to travel internationally, or
- a statement under the *Australian Passports Act 2005* and all other court orders in relation to the child have been provided
- I have read and understood the 'Notice about the collection, use and disclosure of personal information' in the explanatory notes
- I signed this declaration in front of a witness who is not related to the child by birth or marriage; and who is not in a de facto or registered relationship with any person having parental responsibility for the child, or living at the same address.

Parent 1 (named in section 13 above)

Parent 1's
signature

Date signed
(DD/MM/YYYY)

**Witnessed
by** (must be
18 years of
age or over)

Name (witness)

Daytime phone
(witness)

Parent 2 (named in section 14 above)

Parent 2's
signature

Date signed
(DD/MM/YYYY)

**Witnessed
by** (must be
18 years of
age or over)

Name (witness)

Daytime phone
(witness)

CHILD Passport Application



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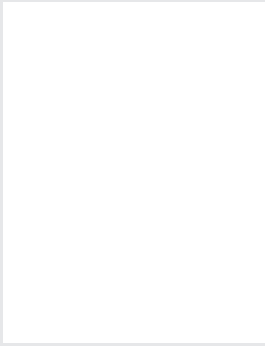
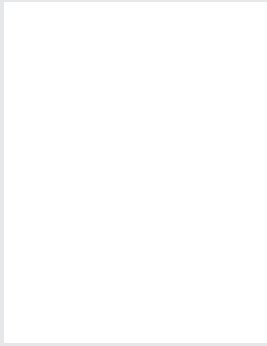


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16 Child's photo and signature—cannot be more than six months old—this signature will appear on the passport

PHOTO FACE UP

PHOTO FACE DOWN



The child (if aged between 10 and 18 years) must sign using a black pen in the white box below. There is a practice signature box in the notes.

OR

If the **child** is under 10 years of age, or is unable to sign, place an 'X' in the box at the right.

Child's signature—
must be inside
the white box



OFFICE USE ONLY



17 Declaration by parent—cannot be more than six months old

I declare that:

- information about all persons with parental responsibility for the child and any current court orders in relation to the child have been provided with this application
- the child is an Australian citizen
- the statements that I have made and the information that I have provided in, or in connection with, this application are true and correct
- I have read and understood the 'Notice about the collection, use and disclosure of personal information' on page 2.

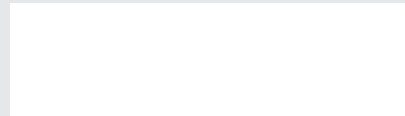
I understand that:

- the applicant's photo and personal information will be used for data and biometric matching purposes, even in the event that the application is withdrawn (biometric matching allows the passport photo to be electronically compared with other facial images to confirm identity).

WARNING

It is a criminal offence under the *Australian Passports Act 2005* to make false or misleading statements (*there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units, or both*). Under section 19A of the Act, we can also refuse to process an application for an Australian travel document if we have reasonable grounds to suspect fraud or dishonesty in the application.

Parent's signature—must be inside the white box



Date signed
(DD/MM/YYYY)

/ /

Signed by

☐ Parent 1 ☐ Parent 2 ☐ Other person with parental responsibility

Full name of
person signing

INTERVIEWING OFFICER USE ONLY — Use **CROSSES** in circles

APPLICATION LODGEMENT, PASSPORT ISSUE AND DELIVERY

Lodgement		Lodged by	ID copied
	Parent 1	<input type="checkbox"/>	<input type="checkbox"/>
	Parent 2	<input type="checkbox"/>	<input type="checkbox"/>
	Child applicant	<input type="checkbox"/>	<input type="checkbox"/>
	Other (explain in space provided)	<input type="checkbox"/>	<input type="checkbox"/>
Priority fee paid	<input type="checkbox"/>	Prev. PPT cancelled	<input type="checkbox"/>
Method of delivery	<input type="checkbox"/> Registered Post	<input type="checkbox"/> Passport Office	
Replacement	<input type="checkbox"/> Updating photo	<input type="checkbox"/> Other (explain in space provided)	
	<input type="checkbox"/> Replacing limited validity		
Lost/stolen	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 or more
Sponsoring authority (Passport Office use only)	<input type="text"/>	Number of attached pages (i.e. statements, copies of court orders, citizenship evidence must be attached)	<input type="text"/>

INTERVIEWER'S DECLARATION

I declare that I have conducted an interview with the applicant/person who lodged (delete as applicable) and confirmed the information provided in this application for an Australian travel document against original documentation submitted, and copies of original documentation are attached where required. I declare that the attached photo is a true photo of the applicant present at interview (strike out if not at interview).

WARNING

It is a criminal offence under the *Australian Passports Act 2005* to make false or misleading statements (*there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units, or both*).

Interviewer's signature

Work Centre Code

Date signed

/ /

PICS
User ID

Interviewer's full name (please print)

COMMENTS

Comments for
the attention of the Passport Office