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Australian Passport Renewal Application

Department of Foreign Affairs and Trade

Passports Australia
Providing a world-class passport service to Australians

Who should use this form?

Use this form if you are 18 years of age or over, and have an Australian **adult** passport that:

- was valid for at least two years, and
- is current, or expired less than twelve months ago, and
- was issued in your current name, date of birth and sex.

Why do we need the information requested on this form?

We need the information requested on this form to assess your eligibility for an Australian Passport and to maintain a database of this information for use by the Department of Foreign Affairs and Trade for future applications. The Department may make inquiries with any organisation or individual to verify the information provided in this application to establish your identity and eligibility for an Australian travel document. Information provided on this form may be passed to and/or verified with the Commonwealth or State Government agencies or passed to government authorities in other countries.

The information you provide is a requirement made under the passports regulations in force under the *Passports Act 1938*. It is a **criminal offence** under the *Passports Act 1938* to deliberately make false or misleading statements. (There are penalties of up to 2 years imprisonment, or a fine of \$5000.)

Lodgement, payment and validity

If you are renewing your passport in Australia, you must lodge your renewal application in person at an Australia Post office. If you are renewing your passport overseas, you can lodge your renewal application in person or by mail to your nearest Australian mission.

Preferred methods of payment in Australia are cash, EFTPOS, Bankcard, Visa or Mastercard. Passports Australia aims to issue a travel document within 10 working days (excluding delivery) if you have met all our requirements and given us the information we need. If you require a 48-hour turnaround, ask about the priority processing service. An additional fee applies.

An adult passport is normally valid for 10 years. A seniors' passport (available to those aged 75 or over) is valid for 5 years, a lower fee applies.

Protect your identity

Lost or stolen passports cause inconvenience and may be used by others to assume your identity for illegal activities. **Keep your passport safe at all times.**

Australian Passport Information Service

131 232

If you have any questions about this form or about how to get an Australian passport, or if you wish to comment about our service, offer suggestions for improvement, or register a complaint, you may telephone us on 131 232 (from anywhere in Australia), visit our web site at: www.passports.gov.au, or write to the following address:

Director, Passport Operations Section
Department of Foreign Affairs and Trade
R.G. Casey Building
John McEwen Crescent
Barton ACT 0221

Or contact the nearest Australian mission

Check before travelling

Visit the Department's website at www.dfat.gov.au/travel to view the latest travel advice.

Photograph requirements

You must provide two identical colour photographs of yourself. The photos must:

- be no more than six months old, have appropriate brightness and contrast, and show your skin tones naturally
- be between 35mm and 40mm in width, and between 45mm and 50mm in height, be of good quality colour and on high quality paper, with no ink or marks on the image
- be in sharp focus and clear.
- be of your head and top of your shoulders and show your shoulders square on (**not** portrait style with you looking over one shoulder) and show your face square on with both ears showing (if the hair covers the ears, both edges of the face should be visible)
- show you looking straight at the camera, and your head not tilted
- be taken with a neutral expression (**not** laughing or frowning) with your mouth closed
- be close up, so that the head takes up most of the photograph (70–80%—see diagram at section 6 over the page)
- have a plain, light-coloured background and be taken with uniform lighting (no shadows across the face)
- show your eyes open and clearly visible, and no hair in your eyes
- show your eyes clearly through glasses—if you wear them—with no flash reflection off the glasses, and no tinted lenses (if possible, avoid heavy glasses frames—wear lighter framed glasses if you have them)
- show you without any hat or other head covering (if you wear a head covering for religious reasons, we will accept a photograph of you wearing it, but your facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown).

Note: due to security printing requirements, images reproduced in passports will not be photographic quality and will appear different from the photographs supplied.



✓ Acceptable



✗ Too far away



✗ Not square on to the camera



✗ Too dark



✗ Too light