




## Child renewal passport application - PC8 Checklist

1. Completed and printed online application form
2. Include 2 Australian standard passport photos - \*see guidelines below
3. Completed credit card authorisation payment form
4. 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 copies of their proof of identity showing name, photo, signature and current address?	
8. **Are both parents' names the same as how they appear on the child's birth certificate?	
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. Did you complete the payment authorisation form?	
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 current names of either parent are different from those on the birth certificate, please include certified copies of documents that explain the change of name.



# Is your passport photo correct?

If your photo does not meet the requirements detailed below, you will be required to provide suitable photos.

	Acceptable image example		Smiling		Distortion - camera too close
	Acceptable image example		Retouching/skin smoothing		Glasses on
	Acceptable image example		Object in the photo		Parent's hand in photo
	Acceptable image example		Background not plain and edited		Head turned to the side
	Acceptable image example		Hair covering eyes		Lines/streaks
	Acceptable image example		Patterned head covering		Face partly covered
	Acceptable image example		Reduced resolution		Uneven lighting

The Australian Passport Office does not endorse particular photo outlets or providers. We recommend that you choose an experienced passport photographer. You should confirm that the photos they take meet our requirements. This list is not exhaustive. Please refer to [passports.gov.au](https://passports.gov.au) for further examples.