



AUSTRALIAN PASSPORTS: APPLYING FOR A CHILD PASSPORT RENEWAL

It normally takes **minimum six weeks** to receive a full 05-year validity passport. Priority processing is not applicable for overseas applications.

Child renewal applications can now be posted to the Australian High Commission, Dhaka.

Eligibility

Child passport renewal applications (PC8) can be posted provided the applicant is:

- aged up to 15 years old and
- has held a previous Australian passport

If you can answer yes to the above, complete a PC8 passport application.

Guide for a child renewal passport application (PC8) by post/courier

1. Complete the application form (PC8) [online](#)

- The application must be lodged within six months of completion of the application form.

2. Photos

- Include minimum **two passport photos**, less than six months old. Refer to [photo guidelines](#) for more information.
- The back of one photo must be endorsed by the child's guarantor, writing 'This is a true photo of [the child's full name]' and signed in **black pen**.
- DO NOT attach the photos to the form as this may damage them

3. Parents proof of identity

- Copies of both parents' identity documents that show their name, photo, signature and current address (i.e. both parents or those with parental responsibility for the child who signed section 17 on the application form)
 - Proof of your current residential address must be in either parent's name and in the form of a bank statement/utility bill/drivers' licence etc.
 - **Name changes:** If the current names of either parent are different to how they appear on the child's birth certificate, please include **certified** documents that explain the change of name.

4. Print the application form

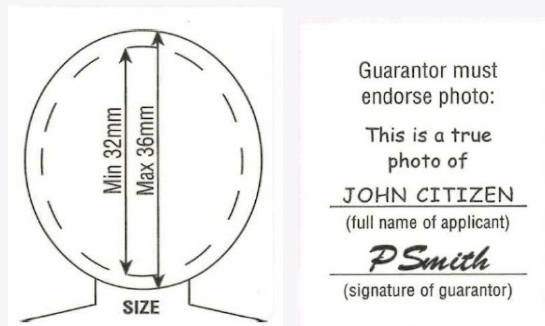
- Print the child renewal application on **plain white A4 paper**, using **black ink** only. Make sure the form has been printed in full including the BARCODE and isn't cut off at the top or bottom of the page. Application forms must not be folded or otherwise damaged.
- US standard letter paper or US legal paper sizes are also acceptable, but only if they're scaled properly. Refer to more information on [printing your application form](#).

5. Signing the application form

- Sign the form using **black pen**, **within** the signature box. Make sure there are **no alterations or whiteout** on the signature or the date.
- Children **10 years or older must provide a signature unless** there is a medical reason or disability that prevents them from signing.

6. Guarantor

- A **guarantor** who has **personally** known the applicant must sign section 11 of the application form. The guarantor must also endorse the back of a passport photo by writing '**This is a true photo of [the child's full name]**' and sign in **black pen**. Refer to <https://www.passports.gov.au> for more information on guarantor requirements.
- Please see the attachment for information on guarantor. Preferred guarantors are - registered medical practitioner, registered nurse, dentists, full time teachers with more than 5 years' experience. No seals required with signature.



Please click on the link for information on Photograph guideline - <https://www.passports.gov.au/getting-passport-how-it-works/photo-guidelines>

7. Consent

- **Parental Consent** is required for a child passport. Everyone who's giving consent must sign section 15 of the form in front of a witness.
- The guarantor, a friend or colleague can be the witness.

Note: if the parents are either in Australia or overseas:

- Visit the nearest Australian Diplomatic Mission/ Australian passport office/Australia post office to collect and complete the PARENTAL CONSENT section of the passport application form.
- Complete sections 12, 13 – A, B, C, 14 – A, B, C and the relevant signature part on section 15
- Sign and have your signature witnessed by friend/colleague/someone who knows you

- Have a copy of your Australian passport and your driver's licence (for proof of address) certified by officers from Australian Diplomatic Mission/ Australian passport office/Australia post office
- Have them email the consent form and the certified copy of your passport or any other documents to Dhaka Passports - daca.passports@dfat.gov.au.

8. Payment

- Fees are payable in Bangladesh Taka.
- Cash transactions, American Express and Dutch Bangla Bank credit/debit cards are not acceptable.
- You can pay using a Visa or Master card credit/debit card through the Credit/Debit card deduction authority (debit instruction)

9. Check the child renewal checklist

- Before posting your application, review the child renewal checklist

10. Post your application

Attention: Consular Section

(Passport Application – Child Renewal)

Address 1: Australian High Commission

Address 2: 184 Gulshan Avenue, Gulshan 2

City: Dhaka 1212

Country: Bangladesh

NOTE: The Australian High Commission will not bear postage costs.

11. How long will it take?

- Please allow **minimum 6 weeks** to receive a new passport once payment has been taken.
PLEASE NOTE: incomplete applications will cause delays.