




Adult Renewal - PC7 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. Please only use a registered courier service (DHL or Fedex).

| Passport Application CHECK LIST  | |
|---------------------------------------------------------------------------------------------------------------------|--|
| 1. Did you complete and print your form from the Australian Passport Office website? | |
| 2. Please check your current home address, valid contact phone number and valid email address is on the form | |
| 3. Did you check your biodata details are correct? (Name, Place of Birth, Country of Birth, Date of Birth and Sex) | |
| 4. Did you read and sign the declaration? | |
| 5. Did you sign the declaration inside the box and enter the correct date format – DD/MM/YYYY? | |
| 6. Did you include a minimum of 2 identical photos? | |
| 7. Did you write your name on the back of one photo in black ink pen? | |
| 8. Do your photos meet the photo guidelines – *see below | |
| 9. Did you complete the payment authorisation form? | |
| 10. Check your form is printed in full – 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>

IMPORTANT: If you find any mistakes, start again. Go back to your online application, check it, print it, sign and date it and complete the checklist again.



ACCEPTABLE



Acceptable



Acceptable



Acceptable



Acceptable



Acceptable

UNACCEPTABLE



Side on to camera



Insufficient contrast



Background too dark



Eyes not open/toy visible



No glasses



Hair obscuring face



Background not plain



Eyes/edges of face obscured



Parent visible



Shadows on image and background