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](https://www.dfat.gov.au/about-us/our-locations/missions/our-embassies-and-consulates-overseas) for location details.

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| Child PC8 Passport Application CHECK LIST | Inbox Check with solid fill |
| 1. Did you complete and print the form from the Australian Passport Office website?
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| 1. Did you check the current home address, contact phone number and email address on the form are valid and correct
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| 1. Are the biodata details correct on the application form? (Name, Place of Birth, Country of Birth, Date of Birth and Sex)
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| 1. Did you include a minimum of two passport photos?
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| 1. \*Do the photos meet the photo guidelines
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| 1. Did the guarantor endorse the back of one photo in black ink pen?
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| 1. Did both parents include certified copies of their proof of identity showing name, photo, signature and current address?
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| 1. \*\*Are both parents’ names the same as how they appear on the child’s birth certificate?
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| 1. Did the guarantor complete and sign section 11?
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| 1. Did both parents complete and sign section 15 (declaration and consent)?
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| 1. Did one parent (or person with parental responsibility for the applicant) sign Section 17?
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| 1. If the child is aged 10, did they sign Section 18?
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| 1. Check all signatures are within six months of mailing the application
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| 1. Check all signatures are within the signature box
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| 1. Did you complete the payment authorisation form?
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| 1. Check the form is printed in full and no parts of the form are cut short
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\*If you have any concerns about your photo, please check our [photo guidelines](https://www.passports.gov.au/getting-passport-how-it-works/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.



<https://www.passports.gov.au/getting-passport-how-it-works/photo-guidelines>