




## Applying by post - Adult Renewal Application (PC7) Cover Sheet

Complete your application barcode number:	7	7	8										
You must be able to answer YES to the following:												YES	
1a. <b>APPLICATION FORM:</b> I have printed and included my complete PC7 application form from <a href="http://www.passports.gov.au">www.passports.gov.au</a>													
b. My form is not cut off at the bottom of the page (Office Use Only section). The barcodes in the top right corner have printed correctly.													
c. I have signed <u>within</u> the white signature box in <u>black ballpoint</u> pen. My signature does not touch or cross border of the box.													
d. I have dated Section 5 with no corrections or alterations. The date is within six months of lodgement.													
e. I have provided my correct residential address, phone number and email on the application form.													
f. My place of birth matches that on my previous Australian passport.													
g. I have selected the correct type of passport required in section 3. <i>(If you are over 75 years old, you have the choice of <u>either</u> an Ordinary (ten year) passport <b>or</b> a 75+ senior (five year) passport)</i>													
2a. <b>PHOTOS:</b> I have included two identical Australian standard passport photos, taken within the last six months <i>(for guidance visit: <a href="http://www.passports.gov.au/getting-passport-how-it-works/photo-requirements">www.passports.gov.au/getting-passport-how-it-works/photo-requirements</a>)</i>													
b. My full name is printed on the back of <u>one</u> photo in <u>black ballpoint</u> ink. There are no ink smudges on the second photo.													
c. I have left the photos loose in the envelope. <i>(Do not attach to the form)</i>													
3. <b>PAYMENT SLIP:</b> I have completed the below payment slip in full.													
4a. <b>TRAVEL:</b> If you have upcoming travel, please provide dates:										[DD/MM/YYYY] – [DD/MM/YYYY]			
b. If you need to apply for an emergency passport, please provide a printed copy of your booked travel itinerary <i>(for eligibility and requirements, please visit <a href="http://uk.embassy.gov.au/lhlh/EmergencyPassports.html">http://uk.embassy.gov.au/lhlh/EmergencyPassports.html</a>)</i>													
<b>IMPORTANT: Do NOT send your current passport or any other original documents with your application.</b>													

For current passport fees please visit: <https://uk.embassy.gov.au/lhlh/PassportFees.html>

### Payment Authorisation

Using block letters, please complete all sections and return with your application

Card number (16/18 digits):	
Name on card:	
Expiry Date:            /	Security Code: 
Signature:	Billing address:
Please tick one option: <input type="checkbox"/> Ordinary <input type="checkbox"/> Emergency <input type="checkbox"/> Ordinary AND Emergency	
<i>For official use only</i>	Total:

PLEASE NOTE: Mailed in applications will be charged in Australian dollars (AUD) and subject to exchange rates and any overseas transaction fees.

For passport photo guidelines: <https://www.passports.gov.au/passports-explained/how-apply/passport-photo-guidelines>

## IMPORTANT

Please check that your photos meet the standards before you lodge your application. Many clients have their photos taken too far from the camera – your head should take up between 32mm and 36mm of the photo so you may need to stand closer to the camera. Your application will be returned unprocessed if the photos are not acceptable and this will delay the processing and involve added expense. The notes on the application form give examples that we do not accept.