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. Pre-paid, registered courier airway bill for return postage
5. 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 2 identical photos and write your name on the back of 1 in black ink?	
7. Do your photos meet the photo guidelines - *see below	
8. Did you complete the payment authorisation form?	
9. Check your form is printed in full - no parts of the form are cut short	
10. Did you provide a pre-paid registered courier airway bill for return postage?	

*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/help/passport-photos

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

https://www.passports.gov.au/help/passport-photos