

Requirements for lost/ stolen or damaged child Australian Passports

To report lost/stolen passport to the Australian authorities, please visit <https://www.passports.gov.au/Web/index.aspx>

The following documents are needed to apply for a new passport:

1. Completed overseas application form/s (**PC8 - 5 pages**) available on: www.passports.gov.au
2. Two recent passport photos. One photo must be **endorsed by a guarantor**
3. Your child's current Australian passport (for damaged passports only).
4. Your child's original official Australian Birth Certificate (Commemorative Australian birth certificates cannot be accepted), **OR** If born outside Australia, the following original documents must be presented;
 - Citizenship certificate
 - Foreign birth certificate that shows both parents names.
 - Translation of the document by a certified translation office is needed if the document is not in English.Note; if the citizenship certificate or the birth certificate does not show the child's city of birth, you must provide further supporting documents to proof that.
5. Both parents' original IDs (passport). In addition to the requirements listed in the first page of the form (section 3a and/or 3b).
6. If there has been any change of name for the parent, please provide the Marriage Certificate or Change of Name Certificate issued by the Registrar of Births, Death and Marriage in Australia.
7. Complete B11 General Declaration form in which you can outline the circumstance of how and when the passport was lost/ stolen.
8. A police report from the local authority (if possible) English translation is needed (for stolen passports only).
9. Payment in cash in Saudi Riyals. Please email reg.riyadh@dfat.gov.au for rates of this month.

Full information on passport requirements can be found on www.passports.gov.au

Photos General requirements

- Good quality, high resolution, colour gloss prints, less than six months old
- Plain white or light grey background that contrasts with your face
- Uniform lighting (no shadows or reflections) with appropriate brightness and contrast to show skin tone naturally
- Face looking directly at the camera and not tilted in any direction
- Hair off the face so that the edges of the face are visible
- Eyes open, mouth closed
- Neutral expression (not smiling, laughing or frowning)
- Please do not staple or tape the photos to the application.
- Head coverings (for religious reasons only) should be plain coloured and the edges of the face must be visible.
- Please ensure enough space around the face for cropping purposes.

Full information on passport photo size can be found via this link, <https://www.passports.gov.au/Web/Requirements/Photos.aspx>

Important notes:

- All documents **MUST** be originals. Clear copies must be provided along with the original documents.
- Passport application pages should be clear show all page parts/information (application with missing information/part/s will be rejected)
- Please be advised that the witness parts on the application form (page 84F) must be completed prior to your visit/interview. Passport officers cannot be the witness
- Please consider providing extra photos which will be returned if unused
- If your child is over 10 years old, he/she must sign in the designated box on the last page of the application. If the child has previously signed on the passport, and wishes to change his/her signature, they must complete B11 form and declare the change.
- For list of acceptable guarantors, please visit this link, <http://saudiarabia.embassy.gov.au/ryad/Passports.html>
- Final acceptance of photos provided will be determined after scanning. New photos would then be required to be mailed to the embassy.
- Sending the new passport will incur charges which should be paid by client upon delivery.
- **As per the new policy, minors between 16 and 18 year-old, will have a full validity passport. In addition to that they must attend an interview along with one of the parents.**

If you may require any further details, please contact our Passport Section on +966 112500 990/3, or email reg.riyadh@daft.gov.au