

Requirements for lost/ stolen or damaged adult 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 current original Australian passport (not applicable for lost and stolen passports).
 4. Your 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 your city of birth, you must provide further supporting documents to proof that.
5. One of the following **valid** documents;
 - Australian/foreign driver's license
 - Foreign residency ID card
 - Australian Proof of ID card
 6. **And**, one of the following **valid** documents;
 - Medicare card
 - Credit/Bank card
 - Foreign passport
 - National Insurance card- More information on the combination can be found page5 of the application form.
 7. Complete B11 General Declaration form in which you can outline the circumstance of how and when the passport was lost/ stolen.
 8. Documentation that provides confirmation of the address (unless this information is included on the documents detailed at point 5). Alternatively you can provide a letter from your employer/sponsor's employer confirming your residential address.
 9. A police report from the local authority (if possible) English translation is needed (for stolen passports only).
 10. 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 page should be clear show all page parts/information (application with missing information/part/s will be rejected)
- Please consider providing extra photos which will be returned if unused
- If you changed or wish to change your signature on the passport, please complete B11 form and declare the change.
- The turn-around is up to 3 weeks from the time of receiving a complete application form
- Sending the new passport will incur charges which should be paid by client upon delivery.
- 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.

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