

## Requirements for change of name on Australian adult Passports

1. Completed overseas application form/s (PC8 - 5 pages), available on [www.passports.gov.au](http://www.passports.gov.au)
2. Two recent passport photos. One photo must be **endorsed by a guarantor**
3. Your current original Australian passport.
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 with English translation, if applicable.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. 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.
8. If you were born in Australia but marry overseas, your foreign marriage certificate will not be accepted to support a family name change; in these circumstances, you must apply to an Australian RBDM for a change of name certificate.
9. If you were born and live overseas and cannot meet Australian RBDM residency requirements to register a name change, you may use the name in a foreign name change or marriage certificate, provided this was issued after you obtained Australian citizenship, and has been properly legalised or apostilled by the issuing government. If you are presenting foreign documents that are not written in English, you must provide a full English translation prepared by an approved translation service.
10. In the case of foreign issued change of name certificate, the applicant must submit:
  - B11 statement confirming the applicant's inability to change his/her name with an Australian RBDM and other documentation to confirm residency overseas (eg. tenancy agreement, utility accounts).
  - Original foreign name change certificate issued by the relevant foreign government authority that clearly establishes the identity of the applicant and the link between the two names; and
  - The foreign name change certificate must be legalised by the issuing government
11. Payment in cash in Saudi Riyals. Please email [reg.riyadh@dfat.gov.au](mailto:reg.riyadh@dfat.gov.au) for rates of this month.

Full information on passport requirements can be found on <https://www.passports.gov.au/passportsexplained/theapplicationprocess/eligibilityoverview/changeofname/Pages/default.aspx>

### 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 and 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.
- Any document that is **not in English** must be translated by a certified and registered translation office.
- 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.
- 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@dfat.gov.au](mailto:reg.riyadh@dfat.gov.au)