

# Australian Embassy in Saudi Arabia Passports Section

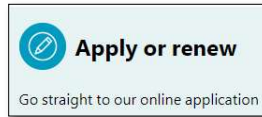
## Renew a child passport

How to log in/create an account online to complete the application form

1. Visit [www.passports.gov.au](http://www.passports.gov.au)



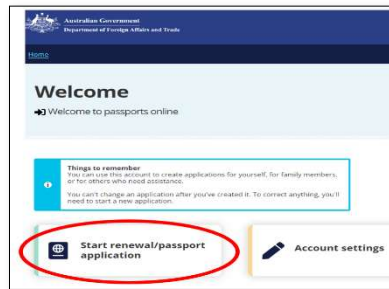
2. Click on 'Apply or renew'



3. Create an account first  
If you already have an account, login direct.



4. Click on 'Start renewal/passport application'



5. Scroll down the next page and choose to lodge your application from "Overseas" then follow the other instructions.

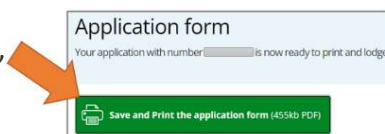
6. Fill out the application online  
Make sure you complete ALL sections



7. Once all sections have been completed, Click on 'Generate application form'



8. Click on 'Save and Print the application form'



- When printing the form, please ensure that your printer settings are set to show the top and bottom of the form in full.

- You may need to adjust your printer settings so that the top/bottom of the pages are not cut off (look for Shrink to Fit or Fit to Page settings) and/or manually adjust your print settings.

- Please compare the form after printing with the form you completed online to ensure that all form parts (top and bottom) are not missing.

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## Child Passport Renewal Guideline

### Completed Child Passport Application form

(five pages form)

Print

Sign and date

- ✓ **Sign and date section 15** (**both parents must sign** in front of an eligible witness)
- ✓ **Sign and date section 17** (signature of one parent of the child applicant)
- ✓ **Parents' signatures** on the application form should **match** their signatures on their current passports/photo ID
- ✓ **Children aged 10 years or over**, **must sign inside** the designated white box on **section 18**
- ✓ **Please ensure the dates** on all relevant sections are in Australian Date Format (**DD/MM/YYYY**).

Provide copies of

- ✓ Your child's current Australian passport.
- ✓ **If born in Australia:**
- ✓ **Your child's official Australian Birth Certificate** (Commemorative Australian birth certificates cannot be accepted)
- ✓ **If born outside Australia:**
  - ✓ **Your child's foreign birth certificate** that shows both parents names
  - ✓ **Translation of the foreign birth certificate** by a certified translation office (if not in English)
  - ✓ **Australian citizenship certificate by Descent.**
- ✓ **Both parents' photo IDs** (e.g., **passports**).
- ✓ If there has been a change of name for any of the parents, please provide the Marriage Certificate or Change of Name Certificate issued by the Registrar of Births, Death and Marriage in Australia in addition to a current photo ID.
- ✓ **Proof of address** (in English) in the country of residence (**for both parents**) e.g. National Address, tenancy agreement, letter from the landlord, utility bill, etc.

Photos

**Minimum of Two recent identical passport photos** (less than 6 months old).

- ✓ **One photo must be endorsed by a guarantor**
- ✓ Please ensure the unsigned photos are clean and free of any marks (please separate the unsigned photo/s from the endorsed photo).
- ✓ Please ensure there is enough space around the face for photo cropping purposes
- ✓ **Do not staple or tape** the photos to the application
- ✓ Please consider providing **extra unsigned photos** which will be returned if unused
- ✓ **Full information on passport photo requirements** and size, can be found via [this link](#)
- ✓ For a list of **local photographers**, please [click here](#) .

Payment

- ✓ **Complete** the [payment authorisation form](#) , **print**, and **include** this with the passport application form
- ✓ Passport applications lodged overseas incur an additional overseas application fee (overseas surcharge)
- ✓ For the current passport fees, please [click here](#) .


Important notes

- ✓ Final acceptance of photos provided will be determined by the Passports Office in Australia.
- ✓ The application form and passport copy can be accepted in black and white **or** colour.
- ✓ **Sending** the new passport to the applicant will incur courier charges which must be paid direct by client to the courier company upon the shipment's delivery/arrival.

Send (by a registered courier)

Passports Section, Australian Embassy,  
Abdullah bin Hozafa Al-Sahmi Avenue, Diplomatic Quarter, Riyadh, Saudi Arabia, Tel: +966 112 500 990/3

## Australian Embassy in Saudi Arabia Passports Section

Child PC8 Passport Application CHECK LIST		
1	Did you complete and print the form from the Australian Passport Office website?	
2	Did you check the current home address, contact phone number and email address on the form are valid and correct?	
3	Are the biodata details correct on the application form? (Name, Place of Birth, Country of Birth, Date of Birth and Sex)	
4	Did you include a <b>minimum</b> of two passport photos?	
5	*Do the photos meet the photo guidelines?	
6	Did <b>both parents</b> include copies of their proof of identity showing name, photo, and signature?	
7	**Are both parents' names the same as how they appear on the child's birth certificate?	
8	Did the guarantor complete and sign section 11?	
9	Did the guarantor endorse the back of one photo in black/blue ink pen?	
10	Did both parents complete and sign section 15 (declaration and consent)?	
11	Did one parent (or person with parental responsibility for the applicant) sign Section <b>17</b> ?	
12	If the child is aged 10, did they sign Section 18?	
13	Check all signatures are within six months of mailing the application	
14	Check all signatures are within the signature box	
15	Did you complete the payment authorisation form?	
16	Check the form is printed in full and no parts of the form are cut short?	
17	Did you print a copy for proof of address (in English) <b>for each parent</b> ? (For Saudi residents, a copy of the national address can be accepted).	

\*If you have any concerns about your photo, please check our [photo guidelines](#)

\*\* If the current names of either parent are different from those on the birth certificate, please include certified copies (certified by a local lawyer) of documents that explain the change of name.