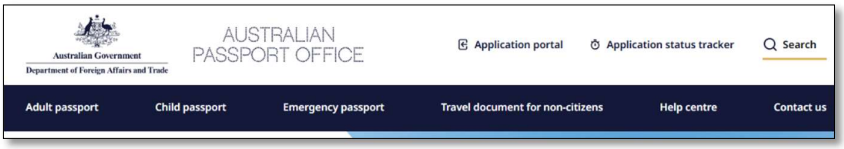
Australian Embassy in Saudi Arabia

Passports Section

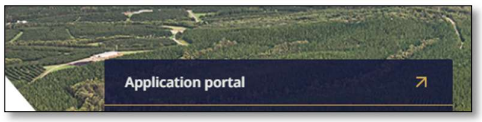
Renew ADULT passports

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

1. **Visit** www.passports.gov.au



2. **Click** on '*Application portal*'



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



4. **Click on** '*Start application*'

5. **Choose** the following answers to the questions,
   a. Lodge application from : ***Overseas***
   b. Application for: ***Adult***
   c. Apply to renew an existing passport: ***Yes***.

   then **follow** the other instructions.

6. **Fill out** the application online and make sure you **complete ALL** sections

7. Once all sections have been completed, check the details and click on '***Submit'***

8. The application form number will be generated, **click on** the download's icon ( ) to download and print off *application form*.

Important note when printing the application 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 downloaded to ensure that all form parts (top and bottom) are not missing.

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Guideline for an Adult Passport Renewal (Applications sent via MAIL ONLY)
(PC7 FORMS (71G) 1 page)

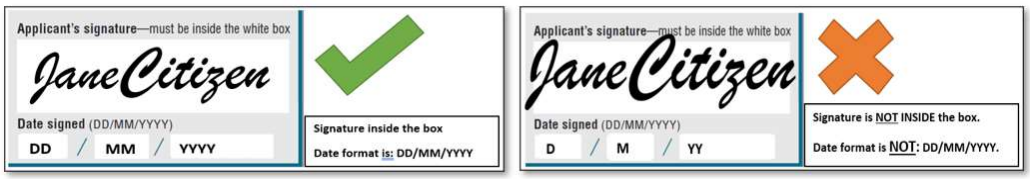
PRINT OFF THE FORM

- ☐ **CHECK** THE FORM AND ENSURE THAT **ALL RELEVANT** SECTIONS & FIELDS HAVE BEEN FILLED OUT.
- ☐ **Ensure** that **ALL** sections (**top and bottom of the pages**) on the passport application form are not cut off **during printing**. Ensure you adjust the page settings to "Scale to fit paper size" or "Shrink to fit".

SIGN & DATE

Dates MUST be in Australian form (DD/MM/YYYY)

- ☐ **SIGN** inside the designated white box (section 5).
- ☐ Your signature **must NOT touch or exceed** the white box (see below example).



- ☐ **Ensure** that you put **the date** in the form in Australian Date Format (**DD/MM/YYYY**).
- ☐ Applicant's **signature** on the application form should **match** the signature on the current passport.
- ☐ If you wish to **change** your signature on the new passport, please complete **B11 form** to declare the change and the reason/s why you need to change the signature.

Provide

- ☐ **Copy** of your current/expired Australian passport,
- ☐ **Two** recent identical passport-sized photos (*less than 6 months old*).
- ☐ You **must write** (by hand) your full name only on the back of one photo (*No guarantor is required*).

Photos

- ☐ **Do not** staple or tape the photos to the application
- ☐ **Ask** the photographer to send you an unedited electronic copy of your photo. We may need the electronic photo to be sent to us via email only if the physical photo provided was rejected.
- ☐ **Full** information on passport **photo requirements**, can be found via **this link** .

Payment

- ☐ **Complete** the **payment authorisation form** , **print**, and **send 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** .

Send

- ☐ **Send** the application form/s and supporting document/s by a **registered courier company** to:

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

IMPORTANT NOTES

- ☐ Allow **around 6 weeks** from the time the application is received at the Embassy to get the child's new passport
- ☐ We'll email you when your new passport has arrived at the Embassy and advise you on how to collect it.
- ☐ The passport fees do not cover courier costs. You need to pay all shipping costs direct to the courier company.
- ☐ **Should we require any further information on your application, we will contact you accordingly.**

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Adult PC7 (71G) Passport Application CHECK LIST		☑
1	**Did you complete and print the form from the Australian Passport Office website?**	☐
2	**Did you check the form is printed in full and no parts of the form are cut short (from the bottom and top of the page/form) ?**	☐
3	**Did you include two passport photos?**	☐
4	***Do the photos meet the photo guidelines?**	☐
5	**Did you write your full name on the back of one photo (in black ink pen)?**	☐
6	**Check your signature and date on the form are within six months of mailing the application**	☐
7	**Check your signature is within the signature white box (section 5) and DOES NOT TOUCH or EXCEED the sides.**	☐
8	**Did you complete the payment authorisation form?**	☐
9	**Did you include a copy of your current/expired passport (bio page only)?**	☐

***If you have any concerns about your photo, please check our photo guidelines**

- If you may require any further details, please email the Embassy's Passport Section at consular.riyadh@dfat.gov.au .