Australian Embassy in Saudi Arabia
Passports Section
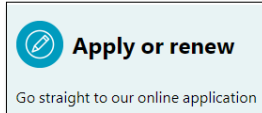
> ## Renew Adult passports
> How to log in/create an account online to complete the application form
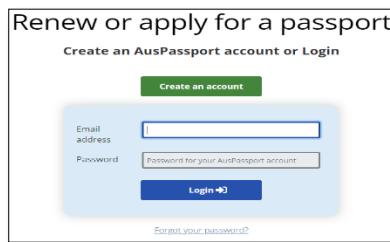
1. **Visit** www.passports.gov.au
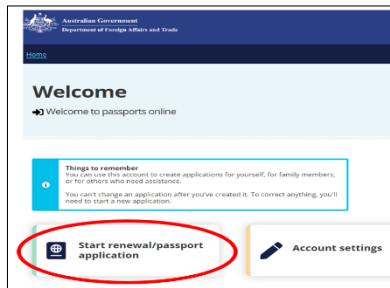

2. **Click** on '*Apply or renew*'

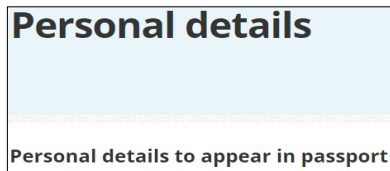3. **Create** an account first
   If you already have an account, login direct.

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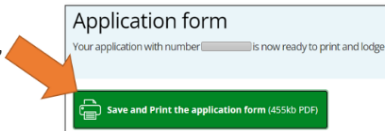
6. **Fill out** the application online
   Make sure you **complete ALL** sections

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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Passports Section
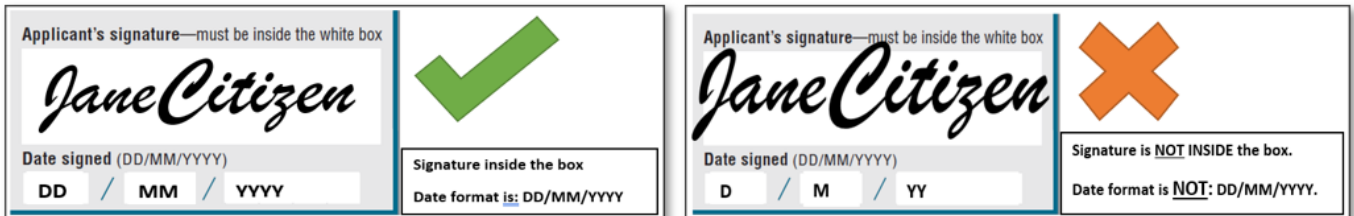
Adult Passport Renewal Guideline

Completed Adult Passport Application form
(one page form)

Print

Sign and date

- ✓ You **must sign** <u>inside</u> **the designated white box**. Your signature must **NOT touch or exceed the box** (see below example).
- ✓ Please ensure that you put the date in the form in <u>Australian Date Format</u> (**DD/MM/YYYY**).
- ✓ Applicant's signature on the application form <u>should</u> 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.

Photos

- ✓ Provide a **minimum** two **recent** identical passport photos (less than 6 months old)
- ✓ You must write (by hand) your full name on the back of **one** photo
- ✓ Please ensure the photos are clean and free of any marks (please separate 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 photos** which will be returned if unused
- ✓ <u>Full information on passport photo requirements</u> 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 your application form
- ✓ Passport applications lodged overseas incur an additional overseas application fee (overseas surcharge)
- ✓ For the <u>current passport fees</u>, please **click here** .

Provide a copy of your passport (bio page only)

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 <u>courier charges</u> 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