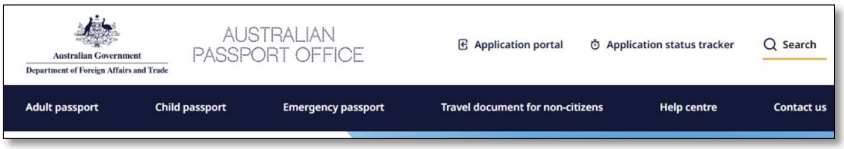
Australian Embassy in Saudi Arabia

Passports Section

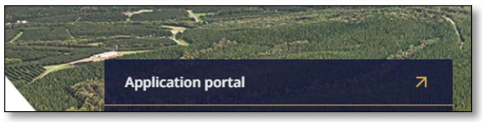
Apply for Lost/ Stolen/ Damaged ADULT Australian passports

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: ***No***.

   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.

Australian Embassy in Saudi Arabia
Passports Section

Guideline for Replacing Lost/ Stolen/ Damaged Adult Passports
(Lodged IN-PERSON ONLY - PC8 Forms, 5 pages)

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)

THE GUARANTOR MUST:

- ☐ **Sign** and **date section 11** *(Declaration by guarantor)*
- ☐ **Endorse one photo of** the applicant.

THE APPLICANT MUST:

- ☐ **Sign** and **date section 17**.
- ☐ **Sign inside** the designated white box on **section 18.**
  - ☐ Your signature **must NOT touch or exceed** the white box.

Provide

- ☐ **Copy** of your **lost/ stolen** Australian passport, **OR if damaged**, present your **original damaged passport**,
- ☐ **Two** recent identical passport-sized photos (less than 6 months old).
  One photo **must** be **endorsed by an eligible guarantor** .

IF BORN IN AUSTRALIA:

- ☐ **Original official Australian Birth Certificate** (extracts and Commemorative certificates are **not** acceptable)

IF BORN OUTSIDE AUSTRALUA:

- ☐ **Original foreign birth certificate**
- ☐ **Original** translation of your **foreign birth certificate** by a certified translation office (only if not in English).
  NOTE: Translated documents sent to you electronically and subsequently printed, will NOT be accepted. You must submit the original translation bearing the original stamp/ seal of the translation office.
- ☐ **Original Australian Citizenship Certificate**.

ADDITIONAL REQUIRED DOCUMENTS (*for applicants born in or outside Australia*):

- ☐ **Original** documents proving any **change of name or gender,** issued from Australia or overseas (If applicable).
- ☐ **ONE of the following valid original documents**;
  - Australian/ foreign driver's license - Foreign residency ID card - Australian Proof of ID card
- ☐ **And ONE of the following valid original documents;**
  - Medicare card - Credit/ Bank card - Foreign passport - National Insurance card
  More information on the combination can be found page5 of the application form.
- ☐ **Complete B11 Form** to outline the circumstance/s of **how and when** the passport was lost/ stolen/ damaged.
- ☐ **Copy** of **a proof of address** (in English) (e.g. National Address, tenancy agreement, letter from the landlord, utility bill, etc). **If you cannot find any**, please complete **B11 Form** to confirm the current address and why you cannot provide other proof of address.

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

- ☐ We accept card payments **ONLY**. All major credit & debit cards are accepted. Cash payment is **not** accepted.
- ☐ Passport applications lodged overseas incur an additional overseas application fee (overseas surcharge)
- ☐ For the current **passport fees**, please **click here .**

Lodgement

- ☐ The Embassy operates an online appointment system for **all** consular services **including** passport services.
- ☐ **You need to make prior appointment at the Australian Embassy in Riyadh via this link .**

IMPORTANT NOTES

- ☐ Allow around **six weeks** from the receipt of the complete application at the Embassy to get the new passport
- ☐ **All** supporting documents MUST be originals. Electronic copies will **NOT** be accepted (except the address proof).
- ☐ 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.**

Australian Embassy in Saudi Arabia
Passports Section

	Adult 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 two passport photos?**	☐
5	***Do the photos meet the photo guidelines?**	☐
6	**Did you include the originals of your passport (if damaged) and supporting documents?**	☐
7	**Did the guarantor complete, SIGN and DATE section 11?**	☐
8	**Did the guarantor endorse the back of one photo in black/blue ink pen?**	☐
9	**Did you sign Section 17?**	☐
10	**Did you sign Section 18 (**signature to go in the passport**)?** Please ensure the signature is inside the white box.	☐
11	**Ensure all signatures are within six months of lodging the application**	☐
12	**Check the entire form has been printed and there is nothing missing at the top or bottom of the form, like the barcode or any of the boxes.**	☐
13	**Did you print a copy for proof of address (in English)?** (For Saudi residents, a copy of the national address can be accepted). **If you cannot find one, please complete B11 Form to confirm the current address and why you cannot provide other proof of address**	☐

***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.**

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