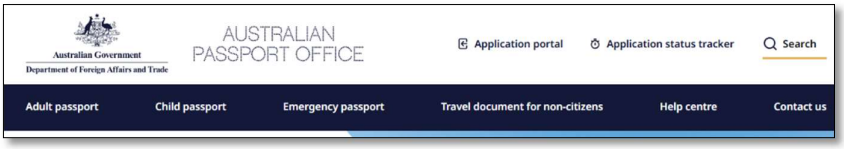
Australian Embassy in Saudi Arabia
Passports Section

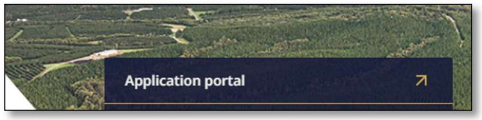
Replace Lost/ Stolen/ Damaged Child Australian Passprot

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: ***Child***

   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 replacing a Lost/ Stolen/ Damaged Child Passport
(Lodged IN-PERSON ONLY)

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 PARENTS MUST:

- ☐ **Sign and date section 15** (**BOTH** parents **must** sign and date the form **before** an eligible witness\es).
- ☐ **Sign and date section 17** (signature of one parent of the child applicant).
- ☐ **Children aged 10 years or over**, **must sign inside** the designated white box on **section 18.**
- ☐ Parents' signatures on the application form should **match** their signatures on their current passports/photo ID.

Provide

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

IF THE CHILD WAS BORN IN AUSTRALIA:

- ☐ **Original** Australian Birth Certificate issued by an Australian Registry of Births, Deaths & Marriages (**RBDM**)
- ☐ If applicable, if the child has been issued an Australian citizenship certificate, provide the **original** certificate.

IF THE CHILD WAS BORN OUTSIDE AUSTRALIA:

- ☐ **Original** foreign official birth certificate that shows both parents names
- ☐ **Original** translation of the child's foreign birth certificate by a certified translation office (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 by descent.

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

- ☐ **Original** photo ID for the lodging parent (valid/current passport)
- ☐ **Copy or original** photo ID of the non-lodging parent (valid/current passport)
- ☐ If there has been a change of name for the child **or** any of the parents, please provide the **original** of the official Change of Name Certificate/ Marriage Certificate.
- ☐ **Complete** B11 Form to outline the circumstance/s of **how and when** the passport was lost/ stolen/ damaged.
- ☐ **Copy** of **a proof of address** for one of the parents (in English) in the country of current residence (e.g. National Address, tenancy agreement, letter from the landlord, utility bill, etc). **If you cannot find one, 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 the child's 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

- ☐ Children **aged 16 or 17 years** old **must attend** the interview **along with one (or both) of their parents.**
- ☐ **All** supporting documents MUST be originals. Electronic copies will **NOT** be accepted (except the address proof).
- ☐ Allow around **six weeks** from the receipt of the complete application at the Embassy to get the new passport.
- ☐ 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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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 the original damaged passport, or a copy of the passport, if not lost/stolen?**	☐
5	**Did you include two passport photo? *Do the photos meet the photo guidelines?**	☐
6	**Did ONE/BOTH parents include original of their proof of their IDs 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, SIGN and DATE 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) and had their signatures WITNESSED by an eligible witness/es?**	☐
11	**Did one parent (or person with parental responsibility for the applicant) sign Section 17?**	☐
12	**If the child is aged 10, did the child sign Section 18?** Please ensure the signature is inside the white box.	☐
13	**Check all signatures are within six months of lodging the application**	☐
14	**Check all signatures are within the signature box**	☐
15	**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.**	☐
16	**Did you print a copy for proof of address (in English) for BOTH parents?** (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 .