

Requirements for lost/ stolen or seriously damaged adult Australian Passports

To **report** lost/stolen passport to the Australian authorities, please contact your nearest Australian Mission/Consulate.

The following documents are needed to apply for a new passport:

1. Completed overseas application form/s (PC8 - 5 pages), available on www.passports.gov.au
2. Two recent passport photos. One photo must be **endorsed by a guarantor**. Please consider providing extra unsigned photos that will be returned if unused.
3. Your current original Australian passport (not applicable for lost and stolen passports).
4. Your original official Australian Birth Certificate (Commemorative Australian birth certificates cannot be accepted), **OR** If born outside Australia, the following original documents must be presented;
 - Citizenship certificate
 - Foreign birth certificate that shows both parents names
 - Translation of the document by a certified translation office is needed if the document is not in English.

Note; if the citizenship certificate or the birth certificate does not show your city of birth, you must provide further supporting documents to prove that.

5. One of the following **valid** documents;
 - Australian/foreign driver's license
 - Foreign residency ID card
 - Australian Proof of ID card
6. **And**, one of the following **valid** documents;
 - Medicare card
 - Credit/Bank card
 - Foreign passport
 - National Insurance card- More information on the combination can be found on page 5 of the application form.
7. Complete B11 General Declaration form (available on the Embassy's passport web page) in which you can outline the circumstance of how and when the passport was lost/ stolen.
8. Documentation that provides confirmation of the address (unless this information is included in the documents detailed at point 5). Alternatively you can provide a letter from your employer/sponsor's employer confirming your residential address.
9. A police report from the local authority (if possible) with English translation (for stolen passports only).
10. Fees. Please email reg.riyadh@dfat.gov.au for rates of this month and payment method.

Full information on passport requirements can be found on www.passports.gov.au

Photos General requirements

Please do not staple or tape the photos to the application. Please ensure enough space around the face for cropping purposes.

Full information on passport photo size can be found via this link, <https://www.passports.gov.au/Web/Requirements/Photos.aspx>

Important notes:

- All documents **MUST** be originals. If the interview is during passports visits to Oman and Bahrain please provide black and white copies too.
- Passport application page should be clear and show all page parts/information (application with missing information/part/s will be rejected)
- If you changed or wish to change your signature on the new passport, please complete B11 form and declare the change.
- Final acceptance of photos provided will be determined after scanning. New photos would then be required to be mailed to the embassy.
- Sending the new passport will incur charges which should be paid by client upon delivery.

If you may require any further details, please contact our Passport Section on +966 112500 990/3, or email reg.riyadh@dfat.gov.au