

Requirements for lost/ stolen or seriously damaged children 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 child's current Australian passport (for damaged passports only).
4. Your child's 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 the child's city of birth, you must provide further supporting documents to prove that.
5. The lodging parent must provide an original photo ID with the signature on **and** if possible, an original/copy photo ID for the other parent.
6. If there has been any change of name for the parent, please provide the Marriage Certificate or Change of Name Certificate issued by the Registrar of Births, Death and Marriage in Australia in addition to a current photo ID.
7. Complete B11 General Declaration form in which you can outline the circumstance of how and when the passport was lost/ stolen/damaged.
8. A police report from the local authority (if possible) with English translation (for stolen passports only).
9. 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 (only applicable for children 10 years of age and above).
- 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.
- **Minors between 16 and 18 year-old, will have a full validity passport. In addition to that they must attend an interview along with one of the parents.**

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