



## Adult Renewal – PC7 Checklist

1. Completed and printed online application form
2. Include 2 Australian standard passport photos - \*see guidelines below
3. Book an appointment at your nearest Australian mission, see [Department of Foreign Affairs and Trade website](#) for location details.

Passport Application CHECK LIST 	
1. Did you complete and print the form from the Australian Passport Office website?	
2. Please check your current home address, contact phone number and valid email address is on the form	
3. Did you check your biodata details are correct? (Name, Place of Birth, Country of Birth, Date of Birth and Sex)	
4. Did you read and sign the declaration?	
5. Did you sign the declaration inside the box and enter the correct date format – DD/MM/YYYY?	
6. Did you include a minimum of 2 identical photos?	
7. Did you write your name on the back of one photo in black ink pen?	
8. Do your photos meet the photo guidelines - *see below	
9. Check the form is printed in full - no parts of the form are cut short	

\*If you have any concerns about your photo, please check our [photo guidelines](#) or go to the next page for examples of acceptable photos.

<https://www.passports.gov.au/getting-passport-how-it-works/photo-guidelines>

\*\* If the current names of either parent are different from those on the birth certificate, please include certified copies of documents that explain the change of name.



ACCEPTABLE



Acceptable



Acceptable



Acceptable



Acceptable



Acceptable

UNACCEPTABLE



Side on to camera



Insufficient contrast



Background too dark



Eyes not open/toy visible



No glasses



Hair obscuring face



Background not plain



Eyes/edges of face obscured



Parent visible



Shadows on image and background