



PASSPORT APPLICATION INFORMATION HONG KONG

Please read instructions on the application form carefully. All requirements must be met before your application is accepted. Passport staff have no discretion to waive requirements of the *Passports Act 2005*

We aim to issue a passport within **10 working days** (excl delivery), provided all requirements are met. To track the production of your passport, take down the form number from your application form (below the barcode) and visit www.passports.gov.au

All applications must be lodged **in person** by the applicant or for minors (under 18) by **one person with parental responsibility** for the minor. Children aged 10 years and above must sign section 18 of the form.

Please complete applications in **black** ink, otherwise you may be asked to complete a new form.

Where you are requested to provide documentation, we must sight **originals**. Unfortunately, we cannot accept copies, or certified copies, under any circumstances. This applies even if you presented the original with a previous application.

Any supporting documentation in a **language other than English** must be accompanied by a **full English language translation** provided by an **approved translation service**.

If you have an **urgent and unforeseen** need to travel, you may apply for an **Emergency Passport**, at additional cost. The emergency passport will be produced within 2 working days. Strict conditions apply.

PAYMENT OF APPLICATION FEES

We accept **Hong Kong dollars (HKD)** only, and accept cash, Visa, Mastercard and Diner's Club. Fees are set in Australian dollars and converted to HKD, adjusted monthly. The fee is payable at lodgement. Visit www.hongkong.china.embassy.gov.au to see current fees, and www.passports.gov.au for our refund policy.

PASSPORT PHOTOGRAPHS

Requirements for photographs are strict. To avoid frustration, read instructions on the application form, and visit www.passports.gov.au for examples. Note that we do not have a photo machine at the Consulate. Home prints are not acceptable.

ADULT PASSPORT RENEWAL

You may use the PC7 form only if your **most recent Australian passport** meets all the following criteria:

- ✓ it was issued as an adult passport (10 year validity) after 1 July 2000; AND
- ✓ it was issued with at least two years validity; AND
- ✓ it was issued to you when you were aged 18 years, or above; AND
- ✓ it has not been lost, stolen or damaged, AND
- ✓ New passport will be issued in the same name, date of birth and sex.

You need only bring your existing passport and acceptable photographs when you lodge your application.

FIRST ADULT PASSPORT APPLICATION (18 YEARS & OVER)

You may use the PC7 form only if your **most recent Australian passport** meets all the following criteria:

- ✓ it was issued as a child's passport (5 year validity) after 1 July 2005; AND
- ✓ you were 16 years of age or over at the time it was issued; AND
- ✓ it was issued with at least two years validity; AND
- ✓ it has not been lost, stolen or damaged; AND
- ✓ New passport will be issued in the same name, date of birth and sex.

You need only bring your existing passport and acceptable photographs when you lodge your application. Please visit www.passports.gov.au to complete the form online, and then print it.

If you do not meet the requirements above, you need to use a '**PC8**' **overseas application form** and refer to page 2 on application form for requirements of identity proof documentation.

PARENTAL CONSENT - APPLICATIONS FOR MINORS

Applicants under 18 years of age must complete the 'PC8' overseas application form. The signature of each person with parental responsibility **must** be witnessed at section 15 on the form. Please note the requirements on who can be a witness, including that the witness **cannot be related to the child** and **cannot live at the same address** (includes domestic helpers). Requirements for applications are outlined on the application form. The witness and guarantor can be the same person, but not a requirement.

CHANGE OF NAME – only applicable for those using PC8 Overseas passport application forms

The *Passports Act 2005* imposes strict requirements on the process to change a name in an Australian Passport, regardless of the circumstances. See the instructions on the application form or www.passports.gov.au. Please complete 'PC8' overseas application form and refer to page 2 on application form for identity proof.

CITIZENSHIP PROOF – only applicable for those using PC8 Overseas passport application forms

You are required to present the following documentation to demonstrate your Australian Citizenship:

Born overseas	Born in Australia before 20 August 1986	Born in Australia on or after 20 August 1986
<p>-Australian Citizenship Certificate; <i>or</i></p> <p>-extract from the register of citizenship by descent; <i>or</i></p> <p>-extract from the register of Australian births abroad.</p> <p>Note: The document must be an original.</p> <p>If the document does not show your sex or place and country of birth, you will need to present documentation that confirms these details.</p>	<p>-Australian birth certificate.</p> <p>Note: The certificate must be an original.</p> <p>Extracts of birth certificates and commemorative certificates are not acceptable.</p>	<p>Australian citizenship is based on evidence that at least one parent was an Australian citizen or permanent resident at the time of the applicant's birth.</p> <p>Evidence includes:</p> <ul style="list-style-type: none"> • Applicant's Australian passport issued on/after 01/01/2000 and valid at least two years; <i>or</i> • One parent's Australian Passport (issued with at least two years validity on/after 20/08/86 and before the birth of the applicant); <i>or</i> • A full Australian birth certificate for one parent born before 20/08/86; <i>or</i> • An Australian citizenship certificate issued to one parent, prior to the birth of the applicant; <i>or</i> • Proof of one parent's permanent residency status, valid at the time of the birth of the applicant.

The Department of Immigration and Citizenship is responsible for citizenship matters – see www.immi.gov.au

GUARANTORS – only applicable for those using PC8 forms

Your guarantor must **either possess a current Australian Passport** with at least two years validity from the issue date; **OR be currently employed** in one of the below capacities:

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| ➤ Accountants with membership of an association e.g. HKICPA | ➤ Dentists | ➤ Police Officers - with at least 5 years continuous full-time service |
| ➤ Bailiffs & Sheriffs | ➤ Judges and Stipendiary Magistrates | ➤ Postal Managers |
| ➤ Barrister, Solicitors & Patent Attorneys | ➤ Registered Marriage Celebrants | ➤ Registered Medical Practitioners |
| ➤ Chartered Professional Engineers | ➤ Members of the Chartered Institute of Company Secretaries | ➤ Registered Nurses |
| ➤ Civil Servants - with at least 5 years continuous full-time service | ➤ Registered Pharmacists | ➤ Registered Veterinary Surgeons |
| ➤ Clerk of Courts or Petty Sessions | | ➤ Teachers - with at least 5 years continuous full-time service |

OUR OFFICE

23rd Floor Harbour Centre
25 Harbour Road
Wanchai, Hong Kong

Tel: +852 2827 8881 Fax: +852 2585 4461

Our office will close on the following dates for public holidays in 2012: 24, 25, 26Dec

Our office will close on the following dates for public holidays in 2013:

**Jan: 1; Feb: 11,12,13; Mar: 29; Apr: 1,4; May: 17
Jun: 12; Jul: 1; Sep: 20; Oct: 1; Dec: 25, 26**

Note: these public holiday dates may differ from general public holidays in Hong Kong.

www.hongkong.china.embassy.gov.au

To lodge applications:

Mon - Fri
9am to 4pm

To collect passports:

Mon - Fri
9am to 5pm

This information sheet is a guide only. Please read the instructions on the application form carefully