



## AUSTRALIAN EMBASSY

### Application for an Australian Passport Overseas Form (PC8) - CHILD

PLEASE MAKE SURE YOU COMPLETE THE APPLICATION FORM IN **BLACK INK**.

#### **CHILD'S FIRST PASSPORT APPLICATION PC8 CHECKLIST**

(for child's passport renewal application checklist please see page 2)

- ☐ Application for an Australian Passport Overseas Form (PC8) form completed in black ink.
- ☐ The passport fee.
- ☐ Two passport sized colour photographs. One must have the Guarantor's declaration of "This is a true photograph of (your child's name in full)" and their signature, on the back.
- ☐ Mother/Guardian and Father/Guardian's passports.
- ☐ Proof of Citizenship:
  - if the child was born in Australia, their original full birth certificate issued by the Australian Registrar of Birth, Deaths and Marriages, plus evidence that at least one parent was either an Australian citizen or a permanent resident of Australia at the time of the applicant's birth.
  - if the child was born in Japan or another overseas country, their original Australian citizenship certificate.
- ☐ Full Birth Certificate:
  - if the child was born in Australia, their original full birth certificate issued by the Australian Registrar of Birth, Deaths and Marriages, plus evidence that at least one parent was either an Australian citizen or a permanent resident of Australia at the time of the applicant's birth.
  - if the child was born in Japan and one parent is Japanese, the Kosekitohon (Family Register).
  - if the child was born in Japan and both parents are foreign nationals their Shusseitodoke Kisaijikoshomeisho (available from the City/Ward Office where the birth is registered.)

Please note: Any documents in a foreign language **MUST** be accompanied by an English translation by a professional translation company/translator. The translation must be on their company letterhead or must have their official company stamp/seal/certificate, and include their contact details. The person who translates the document must be a third party not related to the applicant in any way, nor living at the same address. You can also find qualified translators on NAATI website <http://www.naati.com.au>

- ☐ B11 Declaration for Name Difference on Japanese Birth Documents  
If your child was born in Japan and issued an Australian Citizenship Certificate prior to March 2009 that shows a different name to the name on their Japanese birth document (due to the romaji spelling of names and/or Japanese Authorities not allowing a middle name, or an Australian parent's surname), one parent will need to complete a B11 Declaration Form explaining why there is a difference. Please contact the Australian Embassy Tokyo or your nearest Australian Consulate if you require us to send you a B11 Declaration Form.

**One or both parents must come to the Embassy, or their nearest Consulate-General or Consulate to lodge their child's first passport application.**

## **CHILD'S RENEWAL PASSPORT APPLICATION PC8 CHECKLIST**

- ☐ Application for an Australian Passport Overseas Form (PC8) form completed in black ink.
- ☐ The passport fee
- ☐ Two passport sized colour photographs. One must have the Guarantor's declaration of "This is a true photograph of (your child's name in full)" and their signature, on the back.
- ☐ The child's previous passport.
- ☐ Mother/Guardian and Father/Guardian's passports
- ☐ Proof of Citizenship:
  - if the child was born in Australia, their original full birth certificate issued by the Australian Registrar of Birth, Deaths and Marriages, plus evidence that at least one parent was either an Australian citizen or a permanent resident of Australia at the time of the applicant's birth.
  - if the child was born in Japan or another overseas country, their original Australian citizenship certificate.
- ☐ Full Birth Certificate:
  - if the child was born in Australia, their original full birth certificate issued by the Australian Registrar of Birth, Deaths and Marriages, plus evidence that at least one parent was either an Australian citizen or a permanent resident of Australia at the time of the applicant's birth.
  - if the child was born in Japan and one parent is Japanese, the Kosekitohon (Family Register).
  - if the child was born in Japan and both parents are foreign nationals their Shusseitodoke Kisaijikoshomeisho (available from the City/Ward Office where the birth is registered.)

Please note: Any documents in a foreign language **MUST** be accompanied by an English translation by a professional translation company/translator. The translation must be on their company letterhead or must have their official company stamp/seal/certificate, and include their contact details. The person who translates the document must be a third party not related to the applicant in any way, nor living at the same address. You can also find qualified translators on the NAATI website <http://www.naati.com.au>.

- ☐ B11 Declaration for Name Difference on Japanese Birth Documents

If your child was born in Japan and issued an Australian Citizenship Certificate prior to March 2009 that shows a different name to the name on their Japanese birth document (due to the romaji spelling of names and/or Japanese Authorities not allowing a middle name, or an Australian parent's surname), one parent will need to complete a B11 Declaration Form explaining why there is a difference. Please contact the Australian Embassy Tokyo or your nearest Australian Consulate if you require us to send you a B11 Declaration Form.

## **DOCUMENTS NOT IN JAPAN**

If any of your necessary original documents are not in Japan with you, you may request a family member/friend to take the necessary document/s to their nearest Australian Passports Office for sighting. The Australian Passports Office will then forward a copy of the document to the Australian Passports Office in Japan to complete your application. Please note it must be forwarded from an Australian Passports Office. We cannot accept faxed documents from any other sources. For further details, please ask your family member/friend to call on 131 232 in Australia.

## **LODGEMENT**

Applications should be lodged in person by one or both parents at the Australian Embassy in Tokyo or the Consulates-General in Osaka and Fukuoka or Consulate in Sapporo. A lodgement appointment is necessary. Please contact your local mission to arrange an appointment time. Passport renewals may be submitted by mail only if you live in a remote area outside the metropolitan districts and do not fall into one of the following categories:

- applications for renewal of a passport with a validity of less than two years (these applications must be lodged in person);
- applications for children applying for their first Australian passport (one parent must attend a passport issuing office for an interview on behalf of the child); or
- applications to replace lost, stolen or damaged Passports (these applications must be lodged in person).

## **IMPORTANT INFORMATION FOR APPLICANTS WISHING TO REPLACE A LOST/STOLEN PASSPORT**

You will be required to pay an additional lost/stolen fee on top of the normal application fee. The amount of the additional fee will depend on the number of passports you have lost or had stolen in the five years preceding the date of lodgement of your application. Please see the following website for this month's lost/stolen passport fees: <http://www.consular.australia.or.jp/fees.html>

Please make sure you complete Section 10 of the PC8 application form, declaring any passports you have lost or had stolen in the past 5 years. Any errors in this section may delay the issue of your passport.

Please note that passports reported as lost or stolen will be immediately and permanently cancelled in the passports electronic system. You cannot use the lost/stolen passport again. If you recover the passport that was lost or stolen you must return it to your nearest passport office, where it will be physically cancelled.

In some circumstances you may be eligible for a refund of the lost/stolen fee. For further information on replacing a lost/stolen passport and eligibility for a refund, please contact the Consular Section of the Australian Embassy.

## **PHOTOGRAPHS**

Please refer to the enclosed Australian Passport Photo Guide for photograph requirements.

If photographs do not meet the size and quality requirements they will be rejected. Please do not attach photographs to the application with paperclips, staples, bulldog clips, etc. Photographs that have been marked or have indentations cannot be used for the production of a new passport.

You will need to have the back of one photograph endorsed by a guarantor. For more information regarding who qualifies as a guarantor, please refer to the "Guarantor" section below.

## **SIGNATURES**

Please ensure the declaration box has been signed and dated by one of the applicant's parents / guardians. Please ensure children over 10 years old have signed in the 'signature to go in your passport' box within the white space (unless they are unable to sign for themselves). For children under 10 years old please cross the 'unable to sign' box. Parents/guardians may not sign the child's name for children under 10 years old. Parents/guardians need to sign the passport application form in the same way as their passport. Should the signature in one parent's passport be in Kanji then the signature on the form should also be in Kanji. Japanese hanko stamps may not be used in place of a signature.

## **GUARANTOR**

It is a requirement for applicants using the PC8 form to provide additional proof of identity in the form of a completed Guarantor's declaration and an endorsement by the Guarantor on the back of one of the passport photographs. The person completing the declaration must be:

over 18 years of age;

have known the applicant for a period of more than 12 months, or in the case of a baby, since birth;

not be related to the applicant by birth, marriage or de facto relationship, nor living at the same address; and either:

(a) an Australian citizen who holds a passport of at least two years validity,

**OR**

(b) a national of another country who is currently employed in one of the occupational groups listed below:

### **Guarantor Occupational Groups**

Accountants (Registered)	Members of the Chartered Institute of Company Secretaries
Bank managers	Marriage Celebrants
Barristers, Solicitors and Patent Attorneys	Pharmacists
Chartered Professional Engineers (government registered)	Registered Medical Practitioners
Clerks of Courts	Postal Managers
Members currently serving in the regular Defence Forces with at least five years continuous service	Teachers - full time early childhood/ primary/ highschool teachers of more than five years service who hold university teaching qualifications and are registered to a Board of Education.
Dentists	Stipendiary Magistrates
Police Officers with at least five years continuous service	Public Servants with at least five years continuous service
Elected representatives of Parliaments	Registered Veterinary Surgeons
Judges	Registered Nurses
University Professors of more than five years service.	

The Guarantor must complete the declaration on page three of the application form AND endorse and sign the back of one photograph with the words "This is a true photograph of (applicant's name)". Please ensure that the guarantor signs the declaration in Section 11 and the back of the photograph using the same signature. Should the guarantor sign in Kanji in Section 11 then the signature on the back of the photograph should also be in Kanji.

## **SUPPORTING DOCUMENTATION**

- All supporting documentation must be **originals**. Where the document is in a foreign language, a translation must be provided. The translation must be performed by a professional translation company/translator. The translation must be on their company letterhead or must have their official company stamp/seal/certificate, and include their contact details. The person who translates the document must be a third party not related to the applicant in any way, nor living at the same address.
- If you are required to provide an Australian Birth Certificate this must be an original FULL Birth Certificate from the Australian Registrar of Births, Deaths and Marriages. Commemorative Birth Certificates from the Australian Registrar of Births, Deaths and Marriages are NOT acceptable, neither are Birth Extracts. (Commemorative Birth Certificates are certificates with a theme or fancy graphic design. A typical 'commemorative' Birth Certificate is A3 in size.)

## **APPLICATION FEES**

Passport fees are set under the Passports Act. Fees are revised monthly based on the current exchange rate (AUD to Yen). Please check the Embassy website (<http://www.australia.or.jp/en/consular/notarial/fees.php>) to ensure the fee you submit is valid for that month. Please note that all fees are payable in yen in cash or by a postal money order (yuubin kawase), which is available at the post office.

Please check the Embassy website or contact the Consular Section on 03-5232-4111 between 9am and 5:30pm if you require further information.

## **FREQUENTLY ASKED QUESTIONS**

### **Can my child travel on my passport?**

No. A separate passport (and separate application for a passport) is required for each child.

### **My child already has a passport - do I need to provide a full birth certificate for a renewal?**

Yes. You must provide an original full birth certificate for all children's passport applications regardless of whether it is their first passport application or a passport renewal application. Please note birth certificates in a foreign language **MUST** be accompanied by an English translation by a professional translation company/translator. The translation must be on their company letterhead or must have their official company stamp/seal/certificate, and include their contact details. The person who translates the document must be a third party not related to the applicant in any way, nor living at the same address. You can also find qualified translators on the NAATI website <http://www.naati.com.au>

### **My child was born in Japan. Is the certificate issued by the hospital accepted as their birth certificate?**

No. For children born in Japan, hospital issued birth certificates are not acceptable. If the child was born in Japan and one parent is Japanese, the Kosekitohon (Family Register) from the parents' City/Ward Office must be presented. If the child was born in Japan and both parents are foreign nationals, the Shusseitodoke Kisaijikoshomeisho (available from the City/Ward Office where the birth is registered) must be presented. A full translation by a third party not related to the applicant must be provided.

### **Can Embassy Consular and Passport staff witness parents' consent or sign as guarantor on my child's passport application?**

No. Embassy Consular and Passport Officers can not sign as witness or guarantor.

### **My child's passport photo is out of date – can I change the photo without cost?**

You can update the passport photo free of charge once only for children under the age of five who have been issued with a passport in the first year of their life. The passport with the new photograph will be valid only until the expiry date of the original passport issued. Please note that to update a child's photograph you must complete a new passport application and submit it with original supporting documentation and photographs endorsed and signed by a guarantor.

### **I live far away from my nearest Australian Embassy or Consulate but I need to apply for my baby's first passport - am I able to do the application by post?**

No. For a child's first passport application, at least one parent/guardian must lodge the passport application in person at their nearest Australian Embassy, Consulate-General or Consulate. If only one parent attends the interview, they still must ensure that they bring ID (with a photo/signature) for both parents.

### **What is the best way to take a newborn's photo for their first passport?**

Many parents have advised that the easiest way to take a baby's passport photo is with the baby lying on a light coloured blanket or towel on the floor. The baby must be facing the camera and eyes must be open.

### **Our baby has just been born. Who can be nominated as Guarantor?**

Most parents nominate a doctor or nurse who was present at the time of birth, or a nurse who is employed at the hospital in which the baby was born.

### **Our baby's Guarantor has not known our baby for a period of a year, as stated in the passport application. What should we do?**

The one year rule does not apply to newborn babies, however the guarantor must have known your baby since birth. The guarantor needs to specify the number of months he/she has known your baby since birth.

### **My child's Mother/Father is currently overseas. How should I go about getting their consent?**

If one parent cannot complete the consent section of the application form because they are not in Japan, then that parent needs to take their passport into their nearest Passport Office in Australia or the nearest Australian Embassy, High Commission, Consulate-General, or Consulate overseas, and complete the consent section on a passport application for the child. This will then be forwarded to Tokyo Passports Office. If one parent is in Australia, for further details, please call on 131 232.

### **Can I apply for my baby's Australian citizenship and passport at the same time?**

No. You must apply for and obtain an Australian citizenship certificate first.