




Guide for Adult renewal application (PC7) by mail

1. Completed and printed online application form
2. Include 2 Australian standard passport photos – see item 8
3. A request for payment email will be sent once your application has been checked for completeness
4. If you are living in the Netherlands, post your application to:

Australian Embassy
Passport Renewal Office
Carnegielaan 4
2517 KH, Den Haag

Passport Application Check List		
1	Did you complete and print your form from the Australian Passport Office website?	
2	Please check your current home address, valid 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? There should be no alterations or whiteout on your signature and date. Your signature should be completely in black and inside the white box.	
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	<p>Do your photos meet the photo guidelines?</p> <p>Photos differ to that of Dutch sizing and attention should be given by the photographer to ensure the photograph meets Australian requirements. There should be no flash reflection on your face or shadows behind your head. Do not use a photo booth.</p> <p>Check your photos for size and quality before lodging the application by mail.</p>	
9	Check your form is printed in full – no parts of the form are cut off at the top or bottom of the page. For example, on the application page, a barcode at the top and admin section at the bottom should be visible.	

IMPORTANT: if you find any mistakes, start again. Go back to your online application, check it, print it, sign and date it and complete the checklist again.