


Adult Renewal - PC7 Checklist / Renouvellement simplifié passeport adulte – Checklist PC7

1. Completed and printed online application form / *Formulaire de demande de passeport dûment rempli et imprimé*
2. Include 2 Australian standard passport photos (*see guidelines below) / *Inclure 2 photos au format normalisé pour passeport australien (*voir les instructions ci-après)*
3. Completed credit card authorisation payment form / *Formulaire d'autorisation de débit de carte bancaire dûment rempli*
4. Post to your nearest Australian mission (see [Department of Foreign Affairs and Trade website for location details](#)) / *Envoyer votre demande à la représentation diplomatique australienne la plus proche (voir le [site internet du Ministère australien des Affaires étrangères et du Commerce extérieur pour la liste des missions diplomatiques](#)).*

<p align="center">Passport Application CHECKLIST CHECKLIST pour les demandes de passeports</p>	
<p>1. Did you complete and print your form from the Australian Passport Office website? <i>Avez-vous rempli et imprimé votre formulaire depuis le site internet du Bureau des Passeports australiens ?</i></p>	
<p>2. Please check your current home address, valid contact phone number and valid email address is on the form <i>Merci de vérifier que vos adresse, contact téléphonique et adresse e-mail valides apparaissent bien sur le formulaire</i></p>	
<p>3. Did you check your biodata details are correct? (Name, Place of Birth, Country of Birth, Date of Birth and Sex) <i>Avez-vous vérifié que les détails de vos données personnelles sont corrects ? (Nom, Lieu de naissance, Pays de naissance, Date de naissance et Sexe)</i></p>	
<p>4. Did you read and sign the declaration? <i>Avez-vous lu et signé la déclaration ?</i></p>	
<p>5. Did you sign the declaration inside the box and enter the correct date format – DD/MM/YYYY? <i>Avez-vous signé la déclaration sans dépasser le cadre prévu à cet effet, et entré la date de votre signature au format correct – Jour/Mois/Année ?</i></p>	
<p>6. Did you include a minimum of 2 identical photos? <i>Avez-vous inclus au moins 2 photos identiques ?</i></p>	
<p>7. Did you write your name on the back of one photo in black ink pen? <i>Avez-vous écrit votre nom au dos d'une des photos, au stylo noir ?</i></p>	
<p>8. Do your photos meet the photo guidelines – *see below <i>Est-ce que vos photos correspondent aux normes indiquées ci-dessous ?</i></p>	
<p>9. Did you complete the payment authorisation form? <i>Avez-vous rempli le formulaire d'autorisation de débit de carte bancaire ?</i></p>	
<p>10. Check your form is printed in full – no parts of the form are cut short <i>Vérifiez que votre formulaire s'est imprimé en entier et qu'aucune partie du formulaire n'a été coupée à l'impression</i></p>	

*If you have any concerns about your photo, please check the online photo guidelines or go to the next pages for examples of acceptable photos and specifics. / **En cas de doute concernant votre photo, merci de vérifier le guide en ligne ou de vous référer aux pages suivantes pour des exemples de photos acceptables et spécificités.*











































[Passport photos | Australian Passport Office](#)

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. / *Si vous remarquez des erreurs, recommencez le processus. Retournez à votre demande en ligne, vérifiez-la, imprimez-la, ajoutez votre signature et la date et remplissez à nouveau la checklist.*



Is your passport photo correct?

If your photo does not meet the requirements detailed below, you will be required to provide suitable photos.

	Acceptable image example 		Smiling 		Distortion - camera too close 
	Acceptable image example 		Retouching/skin smoothing 		Glasses on 
	Acceptable image example 		Object in the photo 		Parent's hand in photo 
	Acceptable image example 		Background not plain and edited 		Head turned to the side 
	Acceptable image example 		Hair covering eyes 		Lines/streaks 
	Acceptable image example 		Patterned head covering 		Face partly covered 
	Acceptable image example 		Reduced resolution 		Uneven lighting 

The Australian Passport Office does not endorse particular photo outlets or providers. We recommend that you choose an experienced passport photographer. You should confirm that the photos they take meet our requirements. This list is not exhaustive. Please refer to passports.gov.au for further examples.

passports.gov.au



Camera operator guidelines

How to take a good passport photo

Camera

- Use a high-quality digital or film camera.
- Focal length of 90-130mm (35mm film equivalent).
- Stand at least 1.2 meters from the subject.

Subject

- Face the camera straight on, eyes open, neutral expression.
- Ensure the forehead, eyes, and eyebrows are fully visible, with no hair or head coverings blocking any part of the face.
- If makeup is worn, please ensure that it is natural everyday makeup that doesn't alter the appearance.

Photo prints

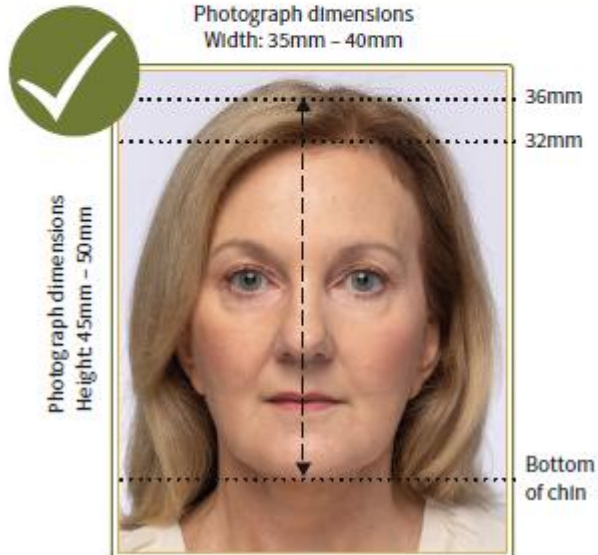
- Size: 35-40mm wide, 45-50mm high.
- Glossy, heavy paper (200 gsm+), professionally printed photos only.

Editing

- No editing, retouching or filters.
- No removal or replacement of background.
- Don't remove moles, wrinkles or scars.

Glasses

- No glasses unless medically required (with proof).
- If worn, frames cannot cover the eyes and the lenses must have no reflection.



The chin to crown measurement (i.e. the vertical black dashed line) must be between 32mm – 36mm

Lighting

- Face must be evenly lit - no shadows.
- Use a plain white or grey background.

Infants

- For children under 3, mouth can be open, but no one else or objects in the photo.

Facial piercings

- Permanent piercings allowed if they don't cause reflection or obstruct any part of the face.



Non-compliant images - these types of images will not be accepted



Glasses on



Object in the photo



Face partly covered



Streaks/lines



Smiling

These examples are not exhaustive. Please refer to passports.gov.au for further examples.



Printing a passport photo

Your passport photo must meet all the following requirements.
If you're unsure, you can show this to your photo provider.



- Printed on high-quality, heavy-weight, glossy photo paper.
- Image is in focus, clear and undamaged.
- Background is plain (white or light grey) and unedited.
- No retouching or enhancing of facial features.
- Image is a true likeness of the applicant.
- Original, unedited digital photo is provided where possible.

Need more details or examples?

Visit www.passports.gov.au/help/passport-photos
or scan for full passport requirements

