



Child passport renewal applications (PC8) can be mailed-in provided the applicant is:

- aged up to 15 years old and
- has held a previous passport

If you can answer yes to the above, complete a PC8 passport application [online](#).

For first-time child applications and applicants aged 16 or 17, the application must be lodged in person by appointment only. To make an appointment [click here](#).

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## Guide for a child renewal passport application (PC8) by mail

### 1. Complete the application form (PC8) [online](#)

- The application must be lodged within six months of completion.

### 2. Photos

- Include minimum four passport photos, less than six months old. Refer to [photo guidelines](#) for more information.
- The back of one photo must be endorsed by the child's guarantor, writing 'This is a true photo of [the child's full name]' and signed in **black pen**.
- DO NOT attach the photos to the form as this may damage them

### 3. Parents proof of identity

- Copies of both parents' identity documents that show their name, photo, signature and current address (i.e., both parents or those with parental responsibility for the child who signed section 17 on the application form).
  - **Name changes:** If the current names of either parent are different to how they appear on the child's birth certificate, please include certified documents that explain the change of name.

### 4. Print the application form

- Print the child renewal application on **plain white A4 paper**, using **blank ink** only. Make sure the form has been printed in full and isn't cut off at the top or bottom of the page.
- US standard letter paper or US legal paper sizes are also acceptable, but only if they're scaled properly. Refer to more information on [printing your application form](#).



## 5. Signing the application form

- Sign the form using **black pen**, **within** the signature box. Make sure there are no alterations or whiteout on the signature or the date.
- Children **10 years or older must provide a signature unless** there is a medical reason or disability that prevents them from signing.

## 6. Guarantor

- A guarantor must sign section 11 of the application form. Remember the guarantor must also endorse the back of a passport photo by writing 'This is a true photo of [the child's full name]' and signing in black pen. Refer to <https://www.passports.gov.au> for more information on guarantor requirements.

## 7. Consent

- **Parental Consent** is required for a child passport. Everyone who's giving consent must sign section 15 of the form in front of a witness.

## 8. Payment

- Complete the payment authorisation form. [Click here](#)

## 9. Check the child renewal checklist

- Before posting your application, review the child renewal checklist (available on the Embassy's website)

## 10. Post your application

- Post your application to **Consular and passports section, Australian Embassy in Cairo , 11th Floor, World Trade Center, 1191 Corniche El-Nil, Boulak, Cairo**

## 11. How long will it take?

- Please allow from 6 to 10 weeks to receive a new passport once payment has been taken. PLEASE NOTE: incomplete applications will cause delays.