

# PASSPORT APPLICATION FOR AN ADULT

Checklist for New or Renewal of Passport (18 years of age and over)

Please read **ALL** instructions noted on the Application Form.

The application form should be completed in **BLOCK LETTERS** using a **black ballpoint pen**.

Ensure you have completed the following sections before submitting your application:

*Section 11* - Guarantor who has known you for more than 12 months

*Section 11 A* - Refers to a Guarantor who is the holder of an Australian Passport

*Section 11 B* - Refers to a Guarantor who is a Professional

*Section 18* - Signature of Applicant

Please bring with you to the interview (see page 2 of the application form):

- Australian Birth or Citizenship Certificate
- 3 forms of identification, preferably with your photograph & signature, eg. Credit Card, Drivers Licence, etc, and at least one document that lists your current name and address eg utility bill, bank statement
- Your current Australian Passport
- 2 Identical photographs (off white background), 1 photograph endorsed by the Guarantor

**All documents in a foreign language must be accompanied by an English translation by an official translator.**

*Please ensure your photographs conform to the requirements set out on page 2 of the application form. Photographs that do not meet these strict requirements will **not** be accepted.*

Passport fee: **RM 474** for 32 pages or **RM 711** for 64 pages\* payable in Malaysian Ringgit only

Cash or Bank draft (personal cheques are not accepted)

Bank drafts should be made payable to the "**AUSTRALIAN HIGH COMMISSION**"

*Passport fees quoted may vary due to exchange rates. Please call the Passport section on +603 2146 5575 to confirm the latest rates.*

The Consular Counter is open from Mon-Fri 0830am-1200pm except observed Public Holidays and no appointment is required. After 1200pm please call the High Commission for an appointment.

- **ONLY ORIGINAL DOCUMENTATION WILL BE ACCEPTED**
- Passport Fees quoted may vary due to exchange rates
- Providing all requirements (including contacting Guarantor and Witness) have been met your new passport will be ready in 10 working days (excluding observed Public Holidays) from the date the application is sent to Canberra.

## SECTION 12 - GUARANTOR OF APPLICANT

### Must fall into one of the following categories

1. Possess a current Australian passport that was issued with at least 2 years validity
2. Accountants – qualified Chartered Accountants. Members of (1A) Institute of Chartered Accountants in Australia, (1B) Australian Society of Certified Practising Accountants, (1C) National Institute of Accountants, (1D) Registered Tax Agents (Specify which below)
3. Bank Managers except Managers of Bank Travel CentresBank Managers except Managers of Bank Travel Centres
4. Barristers, Solicitors and Patent Attorneys
5. Elected representatives of Parliaments, Legislative Assembly of Norfolk Island and Municipal or Shire Councils.
6. Clerks of Courts
7. Clerks of Petty Sessions
8. Members currently serving in the regular Defence Force with at least five years continuous service
9. Dentists
10. Registered Medical Practitioners
11. Chartered Professional EngineersMarriage Celebrants
12. Teachers - Full time who have been teaching for more than five years at schools or tertiary institutions
13. Public Servants - Current full-time employees of Commonwealth, State, Territory or Local Governments or Statutory Authorities, who have been employed continuously for at least five years by their current employerDentists
14. Stipendiary Magistrates
15. Registered Veterinary Surgeons
16. Police Officers in charge of Police Stations, Police Sergeants and above with at least five years continuous service
17. Judges
18. Marriage Celebrants
19. Optometrists
20. Pharmacists
21. Registered Nurses

***The back of one photograph must be endorsed (by the person who completed Section 12) with "This is a true photograph of ..... (Your name in full)" and signed by the Guarantor.***