

Note: Please print out a copy of this checklist, Sign and submit the same along with your application.

Passport Application Checklist

Place a tick in the box for documents you are submitting or if the statement is applicable to your case.		
Section A: Standard documents	You	Staff
<ul style="list-style-type: none"> ● Fill online Application form - available at www.vfsglobal.com/india/australia <ul style="list-style-type: none"> ○ Download and print the online filled form. ○ Questions 7 to 29 on application form to be filled manually and signed wherever applicable. ○ Applicants are advised to ensure accuracy of the details entered in the online Form. ○ Any Errors on the printed form cannot be modified by Pen/Pencil at the time of Submission. ○ In case of an abbreviated name, e.g. Mr. M.K Sharma - Please provide full name while completing online passport application and documentary proof as initials are no longer accepted by Government of India ○ Applicants applying for Complete name change or Change of name after marriage/divorce, Fill online application form with the name you wish to be on your new passport. ○ Provide accurate contact details (telephone/mobile number) to reach you for any additional information. Land: _____ Mobile: _____ 		
<ul style="list-style-type: none"> ● Two recent photographs (2 inch x 2 inch), meeting strict specifications. see www.vfsglobal.com/india/australia for more details. IPVSC Centres in Australia provide photography services as per the guidelines of International Civil Aviation Organisation (ICAO). This service is chargeable and available for standard photographs of Adult and children. (Assistance may not be available for Infant and applicants' with Special Needs). 		
<ul style="list-style-type: none"> ● Current Original passport <ul style="list-style-type: none"> ○ Except in the case of Lost Passport or First passport for a Minor under 18 years 		
<ul style="list-style-type: none"> ● Complete Personal Particular Form 		
<ul style="list-style-type: none"> ● Current Visa Status <ul style="list-style-type: none"> ○ VEVO/Visa Grant Notice/Visa sticker is an acceptable proof for a valid visa status. For all bridging visas, a 'Visa Grant Notice' must also be provided (along with VEVO) clearly specifying the category of visa applied for. ○ In the case of passport for a Minor - Both parents Visa status copy required 		
<ul style="list-style-type: none"> ○ Mode of payment:- <ul style="list-style-type: none"> ○ Eftpos / Credit card –MasterCard or Visa Card issued in Australia (at VFS counters) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to "VFS Services Australia Pty Ltd" only ○ Post Applications- Complete Credit Card Authorization form Note: - Personal Cheque and Company Cheque are not acceptable. - Courier Fee is mandatory (Applications received by post will be returned by post) 		
<ul style="list-style-type: none"> ● Appointment Letter:- <ul style="list-style-type: none"> ○ All Applicants visiting the application centre for submitting their applications in person are required to schedule an appointment. (Applications sent by Post/Courier do not require scheduling an appointment) ○ Visit www.vfsglobal.com/india/australia to schedule appointment or Click here. 		
Section B : Additional documents based on specific conditions		
Condition 1: Has your passport expired more than one month ago from the date you plan to lodge your application?		
<ul style="list-style-type: none"> ● If Yes, Complete Form I (Attested by JP or Notary) 		
Condition 2: Is your Current Signature different from the one on your passport?		
<ul style="list-style-type: none"> ● If Yes, Provide a Statutory declaration (Attested by JP or Notary) Stating the signature belongs to one and the same person. 		

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Condition 3: Do you need to have your surname changed in your new passport (After Marriage or remarriage)? Or Do you need to add your spouse name in your new passport?		
• Submit copy of Spouse's passport (Self-attested by spouse)		
Condition 4: Do you need to have your surname changed in your new passport? (After Divorce) Or Do you need to remove your spouse name in your new passport?		
• If you are removing your spouse name from your passport or changing your surname after divorce, submit a self-declaration		
• If you are changing surname after divorce, submit copy of previous passport or any certificate showing previous surname.		
Condition 5: Do you need to have your name order change / splitting name in your new passport?		
• If yes, submit a self-declaration .		
Condition 6: Is your appearance considerably changed? (E.g. From with a turban to without a turban)		
• If yes, attach Form J (Attested by JP or Notary) with a current photo.		
Condition 7: Do you need to have address changed on your new passport?		
• If yes, attach copy of any utility bill (Attested by JP or Notary) as a proof of new address. P.S. If you are not a PR in Australia, an Australian address is not acceptable.		
Condition 8: Do you need to have your complete name changed in your new passport?		
• If yes, attach the original newspaper page (With page number & date visible) containing the advertised name change. Ads must be in an Indian National newspaper as per the address in your passport also in an Australian National newspaper as per your present residence (Application can only be lodged after 30 days of the ads appearing in the newspapers) or the Gazette notification of the concerned State Government.		
• Copies of at least two public/school documents issued in favour of the applicant with the changed name (attested by JP/Notary) (viz. Name change certificate from the Registry, Driver Licence, Pay Slips, Bank statement, Aadhar Card, PAN Card, Voter ID, property ownership, rental agreements, Tax/utility bills etc...)		
Condition 9: Are you applying for a new passport to replace your Lost or Damaged Passport?		
In Addition to standard documents and any of the checklist points as applicable, you will also need to submit the below (Jumbo Passport cannot be applied for)		
• Submit Form V (Attested by Notary)		
• If your passport is Lost, submit a copy of the police report (With Full name, Date & Place where the passport was lost). Without this your application can not be processed. Only Provision of Police report (Event) number is not acceptable.		
• If your passport is Damaged, submit a copy of the front and back page, in addition to the original passport.		
• If your passport is Lost or Damaged, you must submit reference letters from 2 Indian nationals (Residing in Australia) along with self-attested copy of their Indian passports (Front & Back page)		
• If your passport is Lost or Damaged, you must also submit copies of documents supporting personal details mentioned in your passport (Name, Date of Birth & Place of Birth)		
Condition 10: Are you applying passport re-issuance for Minor (Under 18 years)?		
In Addition to standard documents and any of the checklist points as applicable, you will also need to submit the below documents.		
• If Minor is unable to sign or provide a thumb impression: - Leave Signature Boxes Blank on Passport Application form and attach a letter stating child is too young to sign or provide a thumb impression. Both parents must sign the letter.		
• Attach copies of passports of both the parents (First, Last & Visa page - Attested by JP or Notary).		

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<ul style="list-style-type: none"> Both parents should sign the passport application Form (Question # 28) 		
<ul style="list-style-type: none"> If Minor child has single parent/legal guardian and details of both parents cannot be submitted, 'Annexure C' must be submitted (Attested by JP or Notary) 		
<ul style="list-style-type: none"> 'Annexure D' - Duly filled and signed by both parents/legal guardian(s). 		
Condition 11: Are you applying for the First passport of Minor (Under 18 years) or for the first Passport for a minor whose name is presently on Mother's Passport?		
In Addition to standard documents and any of the checklist points as applicable, you will also need to submit the below documents.		
<ul style="list-style-type: none"> Form K - Duly filled and signed by both parents for Child's birth registration with Indian Authorities (If Child is Over 1 year from the date of application, Apply for birth registration separately) - http://www.vfsglobal.com/india/australia/consular_miscellaneous/registration_of_birth.html 		
<ul style="list-style-type: none"> If Minor is unable to sign or provide a thumb impression: - Leave Signature Boxes Blank on Passport Application form and attach a letter stating child is too young to sign or provide a thumb impression. Both parents must sign the letter. 		
<ul style="list-style-type: none"> Attach copy of Applicant's birth certificate (Attested by JP or Notary) 		
<ul style="list-style-type: none"> Attach copies of passports of both the parents (First, Last & Visa page - Attested by JP or Notary) - If Spouse name is not on parents passports, Provide a copy of parents' marriage certificate (Attested by JP or Notary) 		
<ul style="list-style-type: none"> Both parents should sign the passport application Form (Question # 28) 		
<ul style="list-style-type: none"> If Minor child has single parent/legal guardian and details of both parents cannot be submitted, 'Annexure C' must be submitted (Attested by JP or Notary). 		
<ul style="list-style-type: none"> 'Annexure D' - Duly filled and signed by both parents/legal guardian(s). 		
<ul style="list-style-type: none"> High Commission or Consulate General of India may seek more information or documents if necessary to process the application. 		

FOR OFFICIAL PURPOSES ONLY

Submission Officer Comments -

The applicant hereby confirms that he/she has read the above, ticked the boxes against documents submitted & ensures that all the necessary documentation has been submitted.

VFS Officer (Name & Sign)



Applicant (Name & Sign)

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Credit Card Authorization (to be completed for applications sent by post)

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on [https://www.vfsglobalonline.com/ihcausonline/\(S\(x0dgry452b3q2445i1js2w55\)\)/FeeCalculator.aspx](https://www.vfsglobalonline.com/ihcausonline/(S(x0dgry452b3q2445i1js2w55))/FeeCalculator.aspx)

Please note Debit cards are not accepted for postal applications.

Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Credit Card Expiry Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M M Y Y
Card Type (Tick appropriate box)	 <input type="checkbox"/>  <input type="checkbox"/> Visa card or Master card issued in Australia only. 1.95% surcharge including GST applicable on total payable.
Cardholder's name (As printed on Card)	<input type="text"/>
Cardholder's Signature	<input type="text"/>
Applicant's Passport Number	<input type="text"/>