

Ten Top Tips for Completing Your Passport Application

1

Properly Sign the Forms

When you complete your passport application you are signing a declaration. Passport Officers are prevented from accepting forms that are not signed, incorrectly signed or incorrectly witnessed. For PC7 forms make sure you sign in the box provided. For PC8 forms please ensure all parental consent signatures are signed and appropriately witnessed.

No witness to parent's signatures

Parent's signature is traced over in black ink.

Error in signature box

Parent signed in wrong box

2

Photographs

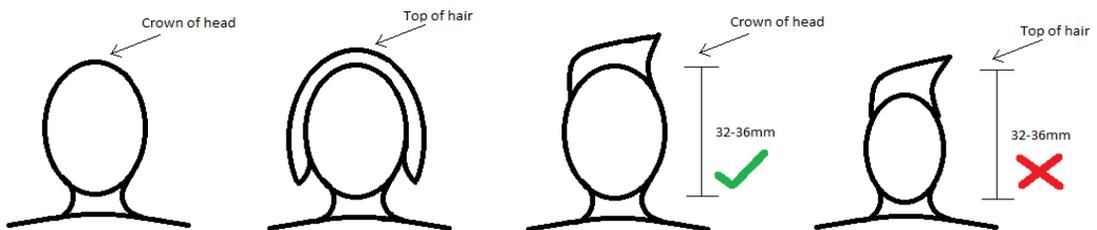
Home printed photos are generally not acceptable. The reason for this is that most home printers do not print at a resolution acceptable for a passport. In addition, photos taken at home may have incorrect lighting and unacceptable backgrounds. The Passport Office recommends going to a professional photo shop for a passport photo to Australian passport requirements.

3

Crown of the Head

Passport photos have strict size requirements. One of the more common rejection reasons is the photo head size is too small. The photo must meet a minimum size requirement from the base of the chin to the crown of the head.

Where is the crown of the head? It isn't the top of your hair. On a normal frontal faced photo the crown is usually about an inch above the hairline. We recommend you use the Australian Passport Photo Guides in our waiting room to check.



4

Citizenship Certificate Number

If you have a citizenship certificate you need to fill in all letters and numbers included in the certificate number. In most cases this is usually something similar to ROC123456 or CBD987654.

This means you need to include the letters "ROC" or "CBD" component in this section as well as the numbers.

5

Witnesses

If you are filling in a PC8 for a child application you need a witness. The rules around witnessing signatures require you to sign in front of your witness. We carry out checks on this section and it is a common area for an application to be held up. Also witnesses cannot be related to you by birth or marriage. This means no sisters, brothers, aunts, uncles, cousins or in-laws of any kind are permitted to sign. In Hong Kong domestic helpers cannot sign as witnesses as they are required by Hong Kong labour law to reside at their employer's address.

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6

Guarantors

There are strict requirements on guarantors. Guarantors are used to confirm an applicant's identity. They must not be related to you. They can either be an Australian or one of the approved professions in Hong Kong. We conduct checks on guarantors and incorrectly completed guarantor sections are a common area for an application to be held up.

7

Personal Identification

If you are over 18 and completing a PC8 form you need to provide three forms of identification, including photo identification, proof of address and government-issued evidence of your presence in the community. If you are unable to provide these, we cannot process your application until you can prove your identity.

8

Birth Certificates and Citizenship Certificates

You must provide all required documentation with your application. For a PC7 form this requires your current passport.

For a PC8 form this may require your citizenship certificate and birth certificate if you were born overseas or your Australian Birth certificate. Your application cannot proceed without these and we cannot accept applications if you don't have them. Photocopies, commemorative copies and certified copies are not acceptable.

9

Appointments

Hong Kong is one of the busiest passport offices in the Australian Passport Office network. To ensure you can smoothly renew or apply for a new passport it is recommended you book an appointment. Appointments can be booked up to 1 month in advance and are made online through the following website:

<http://acghk.setmore.com>

10

Original Documents

For all applications using a PC8 form (adult and child applications) you must produce original documents. This includes original citizenship certificates, birth certificates and name change certificates.

Photocopies or electronic copies are not acceptable and you are required to produce these with each application, notwithstanding you having previously provided the document.

Our Address:

23/F Harbour Centre
25 Harbour Rd
Wanchai HONG KONG
Tel: +852 2827 8881
Fax: +852 2585 4461
www.hongkong.china.embassy.gov.au

Business Hours

To lodge applications

Make an appointment via our website.

Our application appointment hours are:

Monday through Friday from 9am to 4pm

To collect passports

No appointment necessary

Monday through Friday from 9am to 5pm

This information sheet is a guide only. Please read the instructions on the application form carefully