



# Australian Consulate-General HONG KONG

**You will require an appointment to lodge a passport application or request notarial services.**

**This information sheet is available online, please visit**

<http://hongkong.china.embassy.gov.au/hkng/passports.html> **and follow the links.**

**To book an appointment visit <http://hongkong.china.embassy.gov.au> and follow the links.**

We aim to issue a passport within a period of **up to three weeks** (excluding delivery), provided all requirements are met. To track the production of your passport, take down the form number from your application form (below the barcode) and visit [www.passports.gov.au](http://www.passports.gov.au)

All **adult** applications must be lodged **in person** by the applicant.

**Children aged under 16** are not required to attend. Applications must be lodged by **one person with parental responsibility** for the minor.

**Children aged 16 and 17** must accompany **one person with parental responsibility** to lodge their passport application.

Where you are requested to provide documentation, we must sight **originals**. We cannot accept copies or certified copies, under any circumstances. This applies if you presented the original with a previous application.

Any supporting documentation in a **language other than English** must be accompanied by a **full English language translation** provided by an **approved translation service**.

If you have an **urgent and unforeseen** need to travel, you may apply for an **Emergency Passport and fee applies**. The emergency passport will be produced within 2 working days. Strict conditions apply. An Emergency Passport is not priority processing which is not available in Hong Kong and Macau.

## **PAYMENT OF APPLICATION FEES**

We accept Visa, Mastercard, EPS and Diner's Club **ONLY**. We do not accept cash, American Express, Union Pay or cheques. Fees are payable at lodgement and includes an overseas surcharge.

## **PASSPORT PHOTOGRAPHS**

Requirements for photographs are strict. To avoid frustration, read instructions on the application form and visit <https://www.passports.gov.au/passportsexplained/theapplicationprocess/passportphotographguidelines/Pages/default.aspx> for examples. Note that we do not have a photo machine at the Consulate. Home prints are not acceptable.

## **PASSPORT APPLICATION TYPES**

- Adult passport, renewal (simplified renewal form)
- Adult passport, apply for their first passport, first adult passport or not able to use simplified renewal form (Overseas Application Form)
- Adult passport, apply for a passport in a new name
- Child passport (under 18 years of age), apply for their first passport or renewals

Please visit <http://hongkong.china.embassy.gov.au/hkng/passports.html> for step by step guide on how to apply for an Australian passport and required documents.

To print your passport application form, please visit <https://ppol.passports.gov.au/web/forms/entrypoint.aspx>. Please note blank forms cannot be downloaded.

## **CITIZENSHIP PROOF – only applicable for those using Overseas passport application forms**

You are required to present the following documentation to demonstrate your Australian Citizenship:

Born overseas	Born in Australia before 20 August 1986	Born in Australia on or after 20 August 1986
<p>-Australian Citizenship Certificate; <i>or</i></p> <p>-extract from the register of citizenship by descent; <i>or</i></p> <p>-extract from the register of Australian births abroad.</p> <p>Note: The document must be an original (and an English translation if necessary)</p> <p>If the document does not show your sex or place and country of birth, you will need to present documentation that confirms these details.</p>	<p>-Australian birth certificate.</p> <p>Note: The certificate must be an original.</p> <p>Extracts of birth certificates and commemorative certificates are not acceptable.</p>	<p>Australian citizenship is based on evidence that at least one parent was an Australian citizen or permanent resident at the time of the applicant's birth.</p> <p>Evidence includes:</p> <ul style="list-style-type: none"> <li>• Applicant's Australian passport issued on/after 01/01/2000 and valid at least two years; or</li> <li>• One parent's Australian Passport (issued with at least two years validity on/after 20/08/86 and before the birth of the applicant); <i>or</i></li> <li>• A full Australian birth certificate for one parent born before 20/08/86; <i>or</i></li> <li>• An Australian citizenship certificate issued to one parent, prior to the birth of the applicant</li> </ul>

### **GUARANTORS – only applicable for those using PC8 forms**

Your guarantor must **either possess a current Australian Passport** with at least two years validity from the issue date; **OR be currently employed** in one of the below capacities:

- Accountants with membership of an association e.g. HKICPA
- Bailiffs & Sheriffs
- Barrister, Solicitors & Patent Attorneys
- Chartered Professional Engineers
- Civil Servants - with at least 5 years continuous full-time service
- Clerk of Courts or Petty Sessions
- Dentists
- Judges and Stipendiary Magistrates
- Registered Marriage Celebrants
- Members of the Chartered Institute of Company Secretaries
- Registered Pharmacists
- Registered Chiropractors
- Registered Physiotherapists
- Registered Optometrists
- Registered Mid-wives
- Police Officers - with at least 5 years continuous full-time service
- Postal Managers
- Registered Medical Practitioners (Doctors and GPs only)
- Registered Nurses
- Registered Veterinary Surgeons
- Registered Teachers - with at least 5 years continuous full-time service

### **OUR OFFICE**

23<sup>rd</sup> Floor Harbour Centre  
25 Harbour Road  
Wanchai, Hong Kong

Tel: +852 2827 8881 Fax: +852 2585 4461

<http://hongkong.china.embassy.gov.au/hkng/home.html>

<i>To lodge applications:</i> Mon - Fri <i>By appointment only</i>	<i>To collect passports:</i> Mon - Fri 9am to 5pm
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### **CONSULAR VISIT TO MACAU**

Passport applications and limited notarial services in Macau are by appointment only.

The Executive Centre  
Level 20/F, AIA Tower  
251A-301 Avenida Comercial De Macau  
Macau

For our upcoming visits, please go to  
[http://hongkong.china.embassy.gov.au/hkng/SRVAU\\_Macau.html](http://hongkong.china.embassy.gov.au/hkng/SRVAU_Macau.html)

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