




Adult renewal by courier – PC7 Checklist

1. Completed and printed online application form
2. Include 2 Australian standard passport photos - *see guidelines below
3. Include a prepaid self-addressed envelope from your courier (if you wish to have the passport couriered back to you). If your courier does not offer prepaid envelopes, the Embassy is aware that this service is available from JRS Express courier service.
4. Courier to your nearest Australian mission, see [Department of Foreign Affairs and Trade website](#) for location details.

Adult PC7 Passport Application CHECK LIST 	
1. Did you complete and print the form from the Australian Passport Office website?	
2. Did you check the current home address, contact phone number and email address on the form are valid and correct	
3. Are the biodata details correct on the application form? (Name, Place of Birth, Country of Birth, Date of Birth and Sex)	
4. Did you read and sign the declaration?	
5. Did you sign the declaration inside the box and enter the correct date format – DD/MM/YYYY?	
6. Did you include a minimum of two identical photos?	
7. Did you write your name on the back of one photo in black ink pen?	
8. *Do the photos meet the photo guidelines	
9. Did you include a prepaid self-addressed envelope from your courier?	
10. Check the form is printed in full and no parts of the form are cut short	

*If you have any concerns about your photo, please check our [photo guidelines](#) or go to the next page for examples of acceptable photos.

<https://www.passports.gov.au/getting-passport-how-it-works/photo-guidelines>



ACCEPTABLE



Acceptable



Acceptable



Acceptable



Acceptable



Acceptable

UNACCEPTABLE



Side on to camera



Insufficient contrast



Background too dark



Eyes not open/toy visible



No glasses



Hair obscuring face



Background not plain



Eyes/edges of face obscured



Parent visible



Shadows on image and background