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AUSTRALIAN EMBASSY TOKYO

Postal Application - Australian Passport Renewal Checklist 2023-2024

Adult Passport Renewal (Single page renewal form) – Postal mail application

(Holding a current or expired passport for [eligible applicants](#))

	Single page renewal form (When you print out the application forms, please print single-sided, using the fit-to-page setting to ensure the whole page prints correctly)
	2 Australian Passport photos – NO PHOTO BOOTH PHOTOS (Full name written on back of 1 photo, signature/endorsement not required)
	Copy of your most recent Australian passport – Please do not send the actual passport, just a photocopy
	Copy of a photo ID to confirm your address (Front and back) (Japanese Residence Card / Driver’s Licence / My Number Card) – Please do not send the actual ID card, just a photocopy
	Credit card authorisation form (attached)

If you have checked all of the above, please see here for [how to lodge a postal application for Adult Passport Renewals](#).

Child Passport Renewal (Full application form) – Postal mail application

(Children who have previously held an Australian passport and are aged up to and including 15 years old)

	Application form (When you print out the application forms, please print single-sided, using the fit-to-page setting to ensure the whole page prints correctly. Blank application forms can also be obtained by contacting your nearest Australian Mission)
	Guarantor (Australian citizen or foreign citizen currently employed in approved occupation)
	Complete parental consent page by both parents (or original court order for exemption) (Signatures must be witnessed by eligible witnesses . Page 4 of application form)
	2 Australian Passport photos – NO PHOTO BOOTH PHOTOS (Endorsed and signed by the Guarantor on the back of 1 photo)
	Copy of applicant’s most recent Australian Passport – Please do not send the actual passport, just a photocopy
	Copies of BOTH parent’s passport (Australian or Foreign) – Please do not send the actual passport, just a photocopy
	Copies of BOTH parent’s photo ID with address (Front and back) (Japanese Residence Card / Driver’s Licence / My Number Card) – Please do not send the actual ID card, just a photocopy
	Credit card authorisation form (attached)

If you have checked all of the above, please see here for [how to lodge a postal application for Child Passport Renewals](#).

郵送による申請—オーストラリアパスポート更新チェックリスト 2023-2024

大人用パスポート更新（1 ページ更新用紙） — 郵送による申請

(有効期限内パスポート、または有効期限が切れた直近のオーストラリアパスポートを所持(条件あり))

1 ページ更新用紙 (申請用紙は片面、フィットページ設定で印刷)
オーストラリアパスポート用写真 2 枚 — 写真機で撮った写真はお使いできません (1 枚の裏にフルネーム書き込み・署名不要)
直近のオーストラリアパスポートのコピー (原本不要)
住所が確認できる写真付き身分証明書のコピー (原本不要) (在留カード / 運転免許証 / マイナンバーカード)
クレジットカード利用承諾書 (添付)

上記の書類がすべて揃いましたら、郵送によるオーストラリア大人用パスポート更新の申請方法を[こちらからご確認ください](#)。

子供用パスポート更新（5 ページ申請用紙） — 郵送による申請

(オーストラリアパスポートを所持したことがある 16 歳以下の方 — 16 歳と 17 歳の申請者は**対象外**)

申請用紙 (申請用紙は片面、フィットページ設定で印刷。用紙は 最寄りのオーストラリア公館 からも入手可能)
Guarantor : 身元確認のできる方 (オーストラリア国籍の方又はその他の国籍で特定された職業の方)
子供の 両親の同意 署名 (申請用紙の 4 ページ目) (豪裁判書類の原本がある場合など 免除 検討可能) (両親の署名には Witness による立ち会いが必要)
オーストラリアパスポート用写真 2 枚 — 写真機で撮った写真はお使いできません (1 枚の裏面に指定された一文と Guarantor の署名が必要)
直近のオーストラリアパスポートのコピー (原本不要)
両親 両方 のパスポートのコピー (オーストラリア・他国) (原本不要)
両親 両方 の住所が確認できる写真付き身分証明書のコピー (原本不要) (在留カード / 運転免許証 / マイナンバーカード)
クレジットカード利用承諾書 (添付)

Postal Address:

Australian Embassy Tokyo
Consular Section
2-1-14 Mita, Minato-ku
Tokyo 108-8361

宛先:

〒108-8361
東京都港区三田 2-1-14
オーストラリア大使館 領事部宛



AUSTRALIAN EMBASSY TOKYO

APPROVAL TO CHARGE CREDIT CARD FOR PASSPORT SERVICES 2023-2024

Our fees increase in line with the consumer price index on 1 January each year.

Mark items to charge	<input type="checkbox"/> 10 Year Passport (for eligible applicants aged 18 and over). AUD \$471.00 if your application is received before 31 December 2023 AUD \$501.00 if your application is received on or after 1 January 2024 <input type="checkbox"/> 5 Year Passport (for aged 15 and under). AUD \$235.00 if your application is received before 31 December 2023 AUD \$251.00 if your application is received on or after 1 January 2024		
Name	I, _____, (WRITE NAME ABOVE) authorise the Australian Embassy Tokyo to charge my credit card for the item marked above. All fees are charged in Australian Dollars (AUD). I understand the fees increase in line with the Australian consumer price index (CPI) on 1 January each year. I understand that if the passport renewal documents are <u>received by the Australian Embassy Tokyo in 2024</u> , I will be charged 2024 fees even if the application was posted in 2023. I understand the passport renewal process can take up to 6 weeks. Current processing times can be confirmed on the Australian Passport Office's website (noting the processing time displayed does not include international postage times from Australia).		
Signature		Date	

CREDIT CARD DETAILS

Type of card	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express
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"/>		
Name on card			
Expiry date		CVV	