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**AUSTRALIAN EMBASSY TOKYO**

## Postal Application - Australian Passport Renewal Checklist 2024-2025

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

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

	<a href="#">Single page renewal form</a> (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 <a href="#">Australian Passport photos</a> – <b>NO PHOTO BOOTH PHOTOS</b> (Full name written on back of 1 photo, signature/endorsement not required)
	Copy of your most recent Australian passport – <b>Please do not send the actual passport, just a photocopy</b>
	Copy of a photo ID to confirm your address (Front and back) (Japanese Residence Card / Driver’s Licence / My Number Card) – <b>Please do not send the actual ID card, just a photocopy</b>
	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)*

	<a href="#">Application form</a> (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 <a href="#">Australian Mission</a> )
	<a href="#">Guarantor</a> (Australian citizen <b>or</b> foreign citizen currently employed in approved occupation)
	Complete <a href="#">parental consent</a> page by both parents (or original court order for <a href="#">exemption</a> ) (Signatures must be witnessed by <a href="#">eligible witnesses</a> . Page 4 of application form)
	2 <a href="#">Australian Passport photos</a> – <b>NO PHOTO BOOTH PHOTOS</b> (Endorsed and signed by the Guarantor on the back of 1 photo)
	Copy of applicant’s most recent Australian Passport – <b>Please do not send the actual passport, just a photocopy</b>
	Copies of <b>BOTH</b> parent’s passport (Australian or Foreign) – <b>Please do not send the actual passport, just a photocopy</b>
	Copies of <b>BOTH</b> parent’s photo ID with address (Front and back) (Japanese Residence Card / Driver’s Licence / My Number Card) – <b>Please do not send the actual ID card, just a photocopy</b>
	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 2024-2025

## 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))

<a href="#">1 ページ更新用紙</a> (申請用紙は片面、フィットページ設定で印刷)
<a href="#">オーストラリアパスポート用写真</a> 2 枚 — <b>写真機で撮った写真はお使いできません</b> (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**)

<a href="#">申請用紙</a> (申請用紙は片面、フィットページ設定で印刷。用紙は <a href="#">最寄りのオーストラリア公館</a> からも入手可能)
<a href="#">Guarantor</a> : 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 <a href="#">両親の同意</a> 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 <a href="#">免除</a> 検討可能) (両親の署名には <a href="#">Witness</a> による立ち会いが必要)
<a href="#">オーストラリアパスポート用写真</a> 2 枚 — <b>写真機で撮った写真はお使いできません</b> (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 <b>両方</b> 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 <b>両方</b> 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 2024-2025

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

Mark items to charge	<input type="checkbox"/> Adult Passport - 10 Year Passport (for <a href="#">eligible applicants</a> aged 18 and over). AUD \$576.00 if your application is received before 31 December 2024 AUD \$596.00 if your application is received on or after 1 January 2025  <input type="checkbox"/> Child Passport - 5 Year Passport (for aged 15 and under). AUD \$288.00 if your application is received before 31 December 2024 AUD \$298.00 if your application is received on or after 1 January 2025		
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 2025</u> , I will be charged 2025 fees even if the application was posted in 2024.  I understand the passport renewal process can take up to 6 weeks. Current processing times can be confirmed on the <a href="#">Australian Passport Office's website</a> (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	

DFAT holds all personal information in accordance with our Information Privacy Policy.