



Australian Consulate-General HONG KONG

An appointment is required to lodge a passport application.
To book an appointment, please visit acghk.setmore.com

COMPLETING THE FORM

Passport application step-by-step guides can be found at hongkong.consulate.gov.au/hkng/passports.html

- ✓ Application forms can be printed at (blank forms cannot be downloaded) <https://online.passports.gov.au/>
- ✓ Witnesses are required for child applications. Witnesses cannot be related to the applicant by birth or by marriage. This means no sisters, brothers, aunts, uncles, cousins and in-laws of any kind are permitted to sign.
- ✓ Guarantors are required for all applicants using PC8 forms. Guarantors cannot be related to the applicant by birth or by marriage. Your guarantor must either have a **current Australian Passport** with at least two years validity from the issue date; **OR** if you live in Hong Kong or Macau, be **currently employed** in one of the below capacities:
 - Accountants with membership of an association e.g. HKICPA
 - Bailiffs & Sheriffs
 - Barrister, Solicitors & Patent Attorney
 - 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 Primary or Secondary Teachers - with at least 5 years continuous full-time service

Domestic helpers cannot sign as witnesses as they are required by Hong Kong Labour Law to reside at their employer's address.

WHAT TO BRING

- ✓ **Documents** provided at interview (e.g. birth certificate, citizenship certificate), must be originals even if provided with a previous passport application. We cannot accept copies or certified copies. Any supporting documents in a **language other than English** must be accompanied by an **original full English language translation** provided by a registered translation service.
- ✓ **Citizenship** proof is required for all applicants using PC8 forms. This varies depending on when and where the applicant was born. For detailed information, see your application form or visit www.passports.gov.au/passportexplained/theapplicationprocess/eligibilityoverview/Pages/confirmingcitizenship.aspx
- ✓ **Address proof of lodging parent** is required for child application.
- ✓ **Personal Identification** if you are over 18 and completing a PC8 form, you need to provide three forms of identification, including government-issued photo ID, credit card/ATM card, proof of address (bank statements/utility bills). If you are unable to provide these, we cannot process your application until you can prove your identity.
- ✓ **Photograph** requirements are strict. Some photo shops may not have the most updated Australian passport photo specifications. Home-printed photos are usually not acceptable. Please carefully check the Passport photo

guidelines on the application form or <https://www.passports.gov.au/passports-explained/how-apply/passport-photo-guidelines>.

We **do not** have a photo machine at the Consulate.

The “crown of the head” is where the top of your skull would be if it were visible. It is not the top of your hair or the start of your hairline. Picture yourself bald and measure from the top of your skull to the tip of your chin.



LODGING YOUR APPLICATION

- ✓ **Appointments** are required for passport applications and notarial services. Appointments can be booked at acghk.setmore.com
- ✓ **Adult applications** must be lodged in person by the applicant
- ✓ **Child applications** must be lodged in person by a parent or the person with parental responsibility. Children aged 16 or 17 must accompany their parent to lodge the application. Children under 16 do not have to do so.
- ✓ **Payment** can be made by Visa, Mastercard, EPS or AliPay. We do not accept cash, American Express, Union Pay or cheques. **Current fees** are available at https://hongkong.consulate.gov.au/hkng/SRVAU_Fees.html
- ✓ **Applications** can be lodged in Hong Kong or Macau. Information about lodging an application in Macau are available at https://hongkong.consulate.gov.au/hkng/SRVAU_Macau.html

AFTER YOUR VISIT

- ✓ **Processing time** for passport can be up to six weeks (excluding delivery). Please allow 3 days for delivery from Australia to Hong Kong after your application is completed in Canberra.
- ✓ **Priority processing** is not available in Hong Kong and Macau.
- ✓ **Delivery** of passports by registered post in Hong Kong or Macau is free of charge.
- ✓ **Emergency passport can be collected** from our office in Hong Kong, Monday to Friday, 9am to 5pm (excluding public holidays). Appointments are not required for collection.

CONTACT INFORMATION

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This information sheet is intended as a guide to help you complete an application. There will be requirements that are not mentioned on this form. Please see the application form and our **step-by-step guide** <https://hongkong.consulate.gov.au/hkng/passports.html> along with this form for comprehensive assistance.