



# Australian Consulate-General HONG KONG

An appointment is required to lodge a passport application.  
To book an appointment, please visit [acghk.setmore.com](https://acghk.setmore.com)

## COMPLETING THE FORM

Passport application step-by-step guides can be found at [hongkong.consulate.gov.au/hkng/passports.html](https://hongkong.consulate.gov.au/hkng/passports.html)

- ✓ Application forms can be printed at (blank forms cannot be downloaded) <https://online.passports.gov.au/>
- ✓ Make sure you put your signature **within the designated white box** at the end of the application.
- ✓ **Both parents** are required to sign the consent declaration in a child's application form.
- ✓ Children above 10 years old are required to sign section 18.
- ✓ Witnesses are required for child applications. Witnesses cannot be related to the applicant by birth or by marriage, or reside at the same address. This means no sisters, brothers, aunts, uncles, cousins and in-laws of any kind are permitted to sign.

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

- ✓ 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 Midwives
  - 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

## WHAT TO BRING

- ✓ **Documents** provided at interview (eg. current travel document, 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](https://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, provide three forms of identification. That includes a government-issued photo ID, credit/ATM card, proof of address (bank statements/utility bills).
- ✓ **Name change:** please visit [https://hongkong.consulate.gov.au/hkng/SRVAU\\_AdultPassportNameChange.html](https://hongkong.consulate.gov.au/hkng/SRVAU_AdultPassportNameChange.html) for detailed requirements.

- ✓ **Photograph** requirements are strict. Some photo shops may not have the most updated Australian passport photo specifications. Home-printed photos or photos taken from an automated photobooth are usually not accepted. Please refer to passport photo guidelines on the application form or visit: <https://www.passports.gov.au/passports-explained/how-apply/passport-photo-guidelines>
- ✓ Ensure your facial expression is neutral, and the photo is printed in a high gloss finish without any editing.

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.*



## LOGGING YOUR APPLICATION

- ✓ **Appointments** are required for passport applications. Appointments can be booked at [acghk.setmore.com](http://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(HK). 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](https://hongkong.consulate.gov.au/hkng/SRVAU_Fees.html)
- ✓ **Australians in Macau:** email [hkng.passports@dfat.gov.au](mailto:hkng.passports@dfat.gov.au) if you cannot attend the Consulate to renew your passport.
- ✓ Please **reschedule or cancel** your current appointment from the **booking confirmation email** if you cannot attend an appointment.

## AFTER YOUR VISIT

- ✓ **Processing time** for passport can be up to six weeks.
- ✓ **Priority processing** is available in Australia only and 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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Website: [hongkong.consulate.gov.au](http://hongkong.consulate.gov.au)

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.