

Note: Please Print out a copy of this checklist, sign and submit the same along with your application.

## Application for a Duplicate Passport to replace lost or Damaged Passport

### CHECKLIST

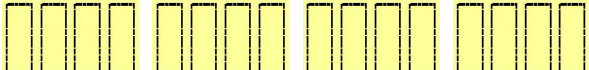



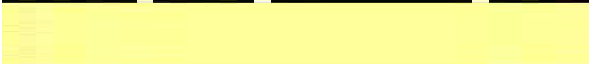

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| <b>Note</b>  |  |
| <p>If the applicant requires passport urgently and cannot wait for printed full validity passport, a one year validity hand-written passport can be issued immediately, on his request and that would be only if his Indian nationality is proved prima facie. Within the validity of this short validity passport, the application along with the fee for full validity passport should be made afresh.</p> <p><b>Processing Time: Approx. 4 months. In some cases it may take more time.</b></p> |  |
| <b>STANDARD DOCUMENTS</b>  |  |
| 1. I have completed the application form and FORM U ( <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a> )   |  |
| <ul style="list-style-type: none"> <li>• With <b>all</b> questions answered</li> </ul> <p><b>Note: The first page is to be filled in Online; form printed out and remaining pages filled in manually.</b></p>  |  |
| <ul style="list-style-type: none"> <li>• <b>THREE</b> recent photographs, meeting specifications listed in “What size photo do I need?” under “Prepare application” at <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a></li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• I understand my contact number may be required to contact me in case additional details are required. I can be reached at, <b>Land</b> _____ <b>Mobile:</b> _____</li> </ul> <p><b>In Australia</b></p>   |  |
| <b>The online system generates appointment time and date. Please ignore it as it is not applicable in Australia. You can submit the application as per your convenience.</b>   |  |
| 2a. A photocopy of Bio Page(page of passport with photo and details) is required in the case of damaged passport only)   |  |
| 2b. I have attached a copy of my visa page showing valid visa <b>OR</b> in case of no valid visa Residency Proof Status from DIAC ( Department of Immigration & Citizenship)   |  |
| 2c. I understand that in case of minor (under 15 years), both the parents sign the application form. If one parent signs the application then a “No Objection Certificate” (NOC) is required from the other parent.  |  |
| 2d. I understand a copy of court custody papers in case of a single separated parent is required   |  |
| 2e. I have attached a Police report or Police event no in the case of lost passport.   |  |
| 2f. I have attached my Current passport with additional booklets(if any) in case of damaged passport   |  |
| 2g. I understand Reference letters from <b>2 Indian nationals</b> along with self attested photocopy of Bio page ( page of passport with photo and details) is required  |  |
| 2h. I have attached self attested photocopies of documents supporting personal details mentioned in my Passport Bio page (, e.g., Name, Date of Birth, Place of Birth etc)   |  |
| 3. I have submitted the correct application fee and VFS processing fee. I have reviewed the Fee schedule details on <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a>   |  |

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|---|--|
| <p>✓ I have selected the following mode of payment.</p> <ul style="list-style-type: none"> <li>○ Eftpos / Credit card – Mastercard or Visa Card issued in Australia (at VFS counters or by Post Applications- Complete Credit Card Authorization form for application sent by post)</li> <li>○ Cash (at VFS Counters only)</li> <li>○ Money / Postal Order payable to “VFS Services Australia Pty Ltd” only.</li> </ul> <p>Note: Personal cheques and company cheques are not acceptable.</p> |  |
| <p>5. I have attached the mandatory <b>Postal Processing Fee of \$8 (incl GST)</b>. I understand I do not have to send a return envelope. (The postal processing fee includes the return envelope). The above fee is mandatory irrespective of the mode of submission and applications are returned by Registered POST.</p>   |  |
| <p>6. I understand that if I need the documents to be returned by VFS courier, I will need to attach the <u>Courier Surcharge</u> in addition to the application fee and VFS processing Fee. Fee schedule details on <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a></p>   |  |
| <b>ADDITIONAL DOCUMENTS</b>   |  |
| <p>1. I understand that if my Passport has expired more than one month ago I will submit FORM” I” (attested by JP). Download Forms at <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a></p>  |  |
| <p>2. I understand that if I need to change my name, address or any other details, which appear in the old passport, I will need to review the appropriate checklist and provide the related documents. (See checklists – Change of name/appearance/address or surname after marriage) Download checklists at <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a></p>  |  |
| <p>3. I understand that if my current signature is different from the one on my present passport I will provide a “Statutory Declaration” attested by a Justice of Peace.</p>   |  |
| <p><b>If you do not provide the relevant documents it will be presumed that you do not need change reflected in the application.</b></p>  |  |

**Credit Card Authorization (to be completed for applications sent by post)**

I authorize VFS Services Australia Pty Ltd to debit my credit card for application charges as applicable on <http://www.vfs-in-au.net/oci.aspx> . Please note Debit cards are not accepted for postal applications.

|                          |  |
|--------------------------|--|
| Card no.                 |    |
| Card Type                | <div style="display: flex; align-items: center;">   </div> <p>Visa Card or Mastercard issued in Australia only. 1.5% surcharge + GST applicable on total payable.</p> |
| Cardholder’s name        |    |
| Cardholder’s signature   |    |
| Applicants passport No/s |  |
| Expiry date              |   |

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**How do I collect my passport once it has been processed?**

- ✓ Your documents will be **posted / couriered** to you the day we receive your passport to the address previously specified by you.

**Certification:**

I confirm that I have read and understood the above checklist, ticked the boxes against documents submitted & ensure that all the necessary documentation has been submitted.

\_\_\_\_\_  
VFS Officer (Name & Sign)

\_\_\_\_\_  
Applicant (Name & Sign)