

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

Application for First Passport for a minor (under 15 yrs) / for a minor whose name is in the Mothers Passport

CHECKLIST



Note	
All minor children, that is those who are less than 15 years of age, are required to have separate passports with effect from April, 1997. Children’s names are no longer included in the parents’ passports. A minor child is issued with a Passport of maximum validity of 5 years from the day of issue or till 15 years of age, whichever is less, because the physical appearance of the child changes considerably over five years.	
Processing Time: Approx. 2 months. In some cases it may take more time.	
STANDARD DOCUMENTS	
1. I have completed the application form and FORM U (www.vfs-in-au.net)	
<ul style="list-style-type: none"> • With all questions answered <p>Note: The first page is to be filled in Online; form printed out and remaining pages filled in manually.</p>	
<ul style="list-style-type: none"> • THREE recent photographs, meeting specifications listed in “What size photo do I need?” under “Prepare application” at www.vfs-in-au.net 	
<ul style="list-style-type: none"> • Minor's signature (if able to sign), thumb impression, or box left blank in case of infants. If Unable to sign or provide a thumb impression a letter signed by both parents is required, stating the minor is unable to sign/provide a thumb impression and the reason for the same. 	
<ul style="list-style-type: none"> • I understand my contact number may be required to contact me in case additional details are required. I can be reached at, Land: _____ Mobile: _____ in Australia 	
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.	
2. I have submitted the correct application fee and VFS processing fee. I have reviewed the Fee schedule details on www.vfs-in-au.net	
<ul style="list-style-type: none"> ✓ I have selected the following mode of payment. <ul style="list-style-type: none"> ○ 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) ○ Cash (at VFS Counters only) ○ Money / Postal Order payable to “VFS Services Australia Pty Ltd” only. <p>Note: Personal cheques and company cheques are not acceptable.</p>	
4. I have attached the mandatory Postal Processing Fee of \$8 (incl GST) . 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.	

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5. 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. See Details under fees on www.vfs-in-au.net	
ADDITIONAL DOCUMENTS	
1. I have attached a Justice of Peace (JP) attested photocopy of the following pages from my fathers Passport and mothers Passport	
<ul style="list-style-type: none"> Bio page(page with photo and personal details) and visa page Page showing spouse name OR if name is not endorsed on passport, photocopy of marriage certificate. copy of visa page showing valid visa OR in case of no valid visa Residency Proof Status from DIAC (Department of Immigration & Citizenship) 	
2. I understand that if only one parent signs the application form a No objection certificate from the other parent is required to be attached with this application.	
3. I understand that in case of a single parent/guardian, where details of both parents cannot be submitted, photocopy of court custody papers attested by a JP.	
4. I have attached a JP attested copy of my minor's birth certificate OR a JP attested photocopy of the passport page where my minor's name is endorsed.	
5. I understand that If birth has not previously been registered with any Indian Authority, I will complete and attach Form "K" . Download Forms at www.vfs-in-au.net	
If you do not provide the relevant documents it will be presumed that you do not need changes reflected in the application.	

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.	<input type="text"/>
Card Type	 <input type="text"/>  <input type="text"/> <p>Visa Card or Mastercard issued in Australia only. 1.5% surcharge + GST applicable on total payable.</p>
Cardholder's name	<input type="text"/>
Cardholder's signature	<input type="text"/>
Applicants passport No/s	<input type="text"/>
Expiry date	<input type="text"/>

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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)