

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

Application for change of Address in Passport

CHECKLIST



Note	
A new passport booklet is issued if you require change of permanent address in your passport. You may use your Australian permanent address in your passport if you are permanent resident of Australia.	
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"> • 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.	
2a. I have attached a copy of my visa page showing valid visa OR in case of no valid visa Residency Proof Status from DIAC (Department of Immigration & Citizenship)	
2b. I understand for Minors (under 15 yrs), both the parents sign the application form. If one parent signs then a No Objection Certificate (NOC) is required from the other parent.	
2c. I understand copy of court custody papers in case of a single separated parent is required.	
2d. I have attached a Proof of New Address attested by a Justice of Peace(, e.g., Electricity Bill, Gas bill, Property papers)	
2e. I have attached my Current passport with additional booklets(if any)	
3. 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>	

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5. 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.	
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 www.vfs-in-au.net	
ADDITIONAL DOCUMENTS	
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 www.vfs-in-au.net	
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 www.vfs-in-au.net	
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.	
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="checkbox"/>  <input type="checkbox"/> Visa Card or MasterCard issued in Australia only. 1.5% surcharge + GST applicable on total payable.
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)