

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

## Application for change of Name in Passport

### CHECKLIST



Note	
Change of name affects the most important factor in identifying a person hence you must complete the requirement specified at 2e & 2g below and there is no exemption. The application can be submitted after a lapse of 30 days from the date of advertisement.	
STANDARD DOCUMENTS	
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. 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)	
2b. I understand that in case of minor (under 15 years), <b>both</b> the parents sign the application form. If one parent signs the application then a No objection Certificate (NOC) is required from the other parent.	
2c. I understand a copy of court custody papers in case of a single separated parent is required	
2d. I have attached original newspaper pages (complete page with date) bearing the advertisement for my change of name. [Ads must be in Indian National Newspaper (as per address in your passport) and Australian National Newspaper (your present residence)].	
2e. I have attached my Current passport with additional booklets(if any)	
2f. I have attached FORM “L” signed by a Justice of Peace. Download forms at <a href="http://www.vfs-in-au.net">www.vfs-in-au.net</a>	
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>	
<ul style="list-style-type: none"> <li>✓ I have selected the following mode of payment.               <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> </li> </ul>	

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Note: Personal cheques and company cheques are not acceptable.	
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.	
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>	
<b>ADDITIONAL DOCUMENTS</b>	
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>	
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>	
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.	
<b>If you do not provide the relevant documents it will be presumed that you do not need changes reflected in the application.</b>	

**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"/> <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)