



## **Australian Passports – Adults (Aged 18 and Above)**

This information sheet should be studied in conjunction with the guidance notes on the Australian passport application form on <https://www.passports.gov.au/>

### **In person application**

Passport applications must be lodged in person by the applicant and by appointment only at the Australian Consulate-General in Phuket between 10:00 am and 12:00 pm, Monday to Friday (excluding public holidays).

Appointments must be made in advance via: <https://acgphuket.setmore.com/>

**Remark: No person other than the applicant may lodge an application on the applicant's behalf.**

### **Mailed-in application**

Applicants may be eligible to submit their passport application by mail. Please refer to the instructions available at: [https://phuket.consulate.gov.au/pket/Mailed\\_in\\_passport\\_applications.html](https://phuket.consulate.gov.au/pket/Mailed_in_passport_applications.html)

Please note that the Consulate is **not** responsible for any loss or damage to a new passport caused by the delivery service.

You should allow **a minimum of six weeks** to obtain a new passport or renew your existing passport.

**Priority or fast track service is not available overseas.**

### **Note: Factors that may delay processing or lead to an application being withdrawn**

- Incomplete application form
- Passport photographs that do not meet required standards
- Insufficient supporting documents provided at the time of lodgement

## **Renewal** of an undamaged Adult Australian passport

Please bring the following required documents:

- **Printed application form (1 page)** generated and completed online at: <https://www.passports.gov.au/>
- **Your current Australian passport**
- **Three passport photographs:** please refer to the official photo guidelines at: <https://www.passports.gov.au/help/passport-photos>  
You may also view the list of recommended photo shops at: <https://phuket.consulate.gov.au/files/PKET/Photo%20Shops%20for%20passport%20August%202025.pdf>

## **First adult passport or Replacement of a lost or damaged passport**

Please bring the following **original** documents when applying for a first adult passport or a replacement for a lost or damaged passport:

- **Printed application form (5 pages)** completed online at <https://www.passports.gov.au/>, including a properly completed Guarantor page (refer to the attached list of eligible guarantor categories).
- **Most recent Australian passport** (if applicable).
- **If born in Australia**
  - Original Australian birth certificate.

- **If born overseas**
  - Original foreign birth certificate, **PLUS**
  - Original English translation certified by a recognised translation service, **PLUS**
  - Original Australian citizenship certificate.

- **Three supporting identity documents** showing your full name, such as:
  - Australian or foreign driver licence
  - Australian Proof of ID card
  - Foreign passport or residency card
  - Government health card e.g. Medicare
  - Debit/credit card
  - Utilities bills

*At least one document must display your photograph.*

If you do not have sufficient identity documents, a **second guarantor** is required. A blank guarantor page (printed in orange) must be photocopied for the second guarantor to complete, and that guarantor must endorse the back of one passport photograph. (Refer to the attached list of eligible guarantor categories.)

**Note:** An Australian Digital Driver Licence (DDL) of **SA, NSW, QLD, or VIC** may be presented via the official mobile application. The applicant must be able to demonstrate access to the licence to the Passport Officer at the time of lodgement.

- **Three passport photographs**  
Refer to the official photo guidelines: <https://www.passports.gov.au/help/passport-photos>  
Recommended photo shops are listed at:  
<https://phuket.consulate.gov.au/files/PKET/Photo%20Shops%20for%20passport%20August%202025.pdf>  
*One photograph must be endorsed on the back by the guarantor.*
- **If requesting a name change on your new passport:**  
Refer to the name-change guidelines at: <https://www.passports.gov.au/change-name-or-gender>  
Bring all **original documents** required to support the name change.  
*If the document is issued in a foreign language, an original certified English translation is also required.*
- **Proof of address**  
An official document showing your full name and current residential address, such as:
  - Electricity or water bill
  - Telephone bill
  - Lease agreement
  - Immigration report
  - Other official correspondence
- **For lost passports only:**
  - Original police report
- **For lost/damaged passports and name changes:**
  - B11 Declaration Form, outlining the circumstances of the event and the reason for applying for a new passport. The form is available at: <https://www.passports.gov.au/forms>

**Note:** Photocopies or digital copies of the required documents listed above, except for proof of address, **cannot be accepted**. All supporting documents must be submitted in their **original form**. If any original document is unavailable, you must obtain a new original copy from the relevant issuing authority (e.g. the Registry of Births, Deaths and Marriages (RBDM), the Department of Home Affairs, or the appropriate foreign government authority) **before lodging your passport application**.

## Replacement of a current passport with full visa pages or a minor damaged

You may be eligible to apply for a replacement passport if your current passport has **at least two years of validity remaining** and the **identity page is still legible**. A replacement passport will be issued with the **same expiry date** as your current passport and will be assigned a **new passport number**.

Please bring the following documents:

- **Printed application form (1 page)** completed online at: <https://www.passports.gov.au/>
- **Your current Australian passport**
- **Three passport photographs** Please refer to the official photo guidelines at: <https://www.passports.gov.au/help/passport-photos>  
Recommended photo shops are listed at: <https://phuket.consulate.gov.au/files/PKET/Photo%20Shops%20for%20passport%20August%202025.pdf>
- **B11 Declaration Form:** This form must outline the circumstances of the event and the reason for applying for a replacement passport. It can be downloaded from: <https://www.passports.gov.au/forms>

**Note:** A replacement passport application **cannot be lodged by mail**. Applications for replacement passports must be **lodged in person by the applicant**.

## Fees

The current passport fees are published and regularly updated on the Australian Embassy Thailand website: [https://thailand.embassy.gov.au/bkok/Notarial\\_Service\\_and\\_Passport\\_Fees.html#Passport%20Fees](https://thailand.embassy.gov.au/bkok/Notarial_Service_and_Passport_Fees.html#Passport%20Fees)

**Remark:** A fee is payable **only when a complete application** is lodged at the Consulate. Fee adjustments may apply if any required document is missing or if an application cannot be accepted on the lodgment date.

**Payment method:** Payment can be made **by Visa or Mastercard debit or credit card only**, in **AUD or THB**. **Cash payments are not accepted**.

## Contact Details

Address: Australian Consulate-General, Phuket  
6th Floor CCM Complex  
77/77 Chalermprakit Rama 9 Road  
Phuket 83000 Thailand

Telephone: 076 317 700  
Fax: 076 317 743  
Email: [pket.passports@dfat.gov.au](mailto:pket.passports@dfat.gov.au)

## Eligible Occupational Guarantor Categories

The applicant's identity must be clearly established. A **guarantor who has known the applicant for at least 12 months** must complete the **Guarantor's Page** (printed in orange) of the application form, providing their personal details, and **endorse the back of one of the applicant's passport photographs**.

A guarantor may be either:

- A holder of a current Australian passport with at least two years of validity remaining, **OR**
- A person who is the local equivalent of one of the occupational categories listed below.

Occupational Category	Occupational Category
Accountants to whom the following membership status applies: <ul style="list-style-type: none"> <li>▫ Institute of Chartered Accountants in Australia,</li> <li>▫ Australian Society of Certified Practising Accountants</li> <li>▫ National Institute of Accountants</li> <li>▫ Association of Taxation and Management Accountants</li> <li>▫ Registered Tax Agents</li> </ul>	Members currently serving in the regular Australian Defence Force <ul style="list-style-type: none"> <li>▫ with at least five years continuous service</li> </ul>
Bailiffs	Members of the Chartered Institute of Company Secretaries in Australia
Barristers, Solicitors and Patent Attorneys	Pharmacists
Bank Managers except managers of bank travel centres	Police Officers <ul style="list-style-type: none"> <li>▫ with at least 5 years continuous service</li> </ul>
Chartered Professional Engineers	Postal Managers
Clerk of Courts	Public Servants <ul style="list-style-type: none"> <li>▫ current full-time employees of Commonwealth, State, territory or local Governments or Statutory Authorities</li> <li>▫ who have been employed continuously for at least 5 years by their current employer</li> </ul>
Clerk of Petty Sessions	Registered Medical Practitioners
Dentists	Registered Nurses
Elected Representatives of: <ul style="list-style-type: none"> <li>▫ Federal Parliaments</li> <li>▫ State Parliaments</li> <li>▫ Territory Parliaments</li> <li>▫ Legislative Assembly of Norfolk Island</li> <li>▫ Municipal or Shire Councils</li> </ul>	Registered Veterinary Surgeons
Holders of Statutory Offices for which an annual salary is payable	Sheriffs
Judges	Stipendiary Magistrates
Marriage Celebrants	Teachers <ul style="list-style-type: none"> <li>▫ full time and who have been teaching for more than 5 years at schools or tertiary institutions</li> </ul>