



**Australian Consulate-General**  
**Phuket, Thailand**

**Australian Passports – Children (Aged Under 18)**

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

**In-Person Application**

Passport applications for children must be lodged **in person** by **one or both parents** 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/>

Child applicants aged under 16 (5-year validity passport)

For children aged **under 16**, one parent must lodge the application in person.

**The child is not required to be present** at the time of lodgment.

Child applicants aged 16 or 17 (10-year validity passport)

For children **aged 16 or 17**, one parent must lodge the application in person, **and the child must be present** at the time of lodgment together with their parent(s).

**Mailed-in Application**

A child may be eligible to submit a mailed-in passport application. Please refer to the instructions provided at: [https://phuket.consulate.gov.au/pket/Mailed\\_in\\_passport\\_applications\\_child\\_renewals.html](https://phuket.consulate.gov.au/pket/Mailed_in_passport_applications_child_renewals.html)

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

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

**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**Note: Factors that may delay processing or lead to an application being withdrawn**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 the required standards
- Insufficient supporting documents provided at the time of lodgment
- Inability to contact a non-lodging parent for a verbal consent check
- Missing consent from one parent

**Child Passport Application**

The lodging parent must bring the following **original** documents when submitting a child passport application:

- **Printed application form (5 pages)** completed online at: <https://www.passports.gov.au/>. This must include a properly completed Guarantor page (see attached list of eligible guarantor categories).
- **The child's most recent Australian passport** (if applicable)
- **If the child was born in Australia:**
  - Original Australian birth certificate.
- **If the child was born overseas:**
  - Original foreign birth certificate, **PLUS**
  - Original English translation certified by a recognised translation service, **PLUS**
  - Original Australian citizenship certificate.

- **Passport photographs:** Three (3) identical passport photos. Please refer to the photo guidelines at <https://www.passports.gov.au/help/passport-photos> Recommended photo shops can be found at <https://phuket.consulate.gov.au/files/PKET/Photo%20Shops%20for%20passport%20August%202025.pdf>. *One photo must be endorsed on the back by the guarantor.*
- **Parents' passports:** The passport(s) of one or both parent(s), issued in their current name(s) and bearing their signature(s).
- **Change of name (child):** If the child has changed their name after the issuance of the Australian Citizenship Certificate, please refer to the change of name guidelines at <https://www.passports.gov.au/change-name-or-gender>  
The original applicable supporting document(s) must be presented upon lodgement of the application, **PLUS** an original English translation if the document(s) were issued in a foreign language.
- **Name discrepancy (parents):** If the spelling or name of either parent as stated on the child's birth certificate differs from the parent's current name, an original linking document (e.g. name change certificate, marriage certificate, or divorce certificate) must be provided.  
An original English translation certified by a translation service is required if the document(s) were issued in a foreign language.
- **Deceased parent:** If one parent has passed away, the deceased parent's original death certificate is required, **PLUS** an original English translation certified by a translation service if the document was issued in a foreign language.
- **Proof of address:** An official document showing one parent's full name and current residential address, such as electricity or water bills, telephone bills, lease agreements, immigration reports, etc.
- **For applicants aged 16 or 17 only:** Three (3) supporting identity documents in the child's full name, such as an Australian or foreign driver's licence, Australian Proof of ID card, foreign passport or residency card, Government health card (e.g. Medicare), debit or credit card.  
*At least one supporting document must display the child's photograph.*

*If insufficient documents are available, a second guarantor is required.*

A blank guarantor page (printed in orange) must be photocopied for the second guarantor to complete. The second guarantor must also endorse the back of one applicant's photograph. (Please 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.

- **Lost passport:** For lost passport applications only, the original police report is required.
- **Lost or damaged passport / change of name:** A completed B11 Declaration Form outlining the circumstances of the event and the reason for applying for a new passport. The form can be downloaded from <https://www.passports.gov.au/forms>

**Note:** Photocopies or digital copies of the required documents listed above (except for proof of address) **are not acceptable**. All documents must be presented in **original form**.

If any required original document is unavailable, applicants must contact the relevant authority, such as the Registry of Births, Deaths and Marriages (RBDM), the Department of Home Affairs, or the appropriate foreign government authority to obtain a replacement original document prior to lodging a passport application.

If a child passport application is lodged by only one parent, the non-lodging parent must provide **a contactable telephone number, based on their location** at the time of lodgement, for the purpose of a verbal consent check.

Alternatively, the non-lodging parent must attend the nearest Australian Passport Office, Embassy, High Commission, or Consulate (in country) to provide consent in person, together with valid photo identification.

Failure to obtain consent from both parents may result in delays to processing or the withdrawal of the child passport application.

## Child Passport Application without full parental consent

In circumstances where **full parental consent cannot be obtained**, additional documentation is required to support a child passport application.

The lodging parent or person with parental responsibility must provide **one of the following original documents**, as applicable:

- A **court order** granting sole parental responsibility or authorising the child to obtain an Australian passport;
- A **parenting order** or **family court order** detailing decision-making authority in relation to the child;
- An **original death certificate** of the non-consenting parent, if applicable;
- A completed and signed **B9 Form – Special Circumstances** declaration, explaining in detail why full parental consent cannot be obtained, together with any supporting evidence. The form can be downloaded from <https://www.passports.gov.au/forms>

All supporting documents must be submitted **in original form**. If documents are issued in a language other than English, an **original English translation certified by a recognised translation service** must also be provided.

Referring to <https://www.passports.gov.au/consent>, please note that applications lodged **without full parental consent may require additional assessment**, and acceptance of the application is subject to the decision of the Australian Passport Office. Standard processing times do not apply in such cases.

## 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>