

# Applying for a Passport

To apply for a child's passport in addition to normal documentation listed on 'child passport application' form you will need:

**A Birth Certificate of Child** – If you don't have your child's Birth Certificate, please contact DFFH child protection of original agency to provide one. See information [here](#). The **Care Support Helpdesk** can also help foster and kinship carers where there is child protection involvement.

**Evidence of Citizenship** - if born before 20th August 1986 you require either biological parents full birth certificate or parents Australian passport which was valid for at least 2 years at time of birth or parents Australian citizenship certificate issued before child's birth. If born after 20th August 1986, evidence of child's grandparents' citizenship also needs to be provided.

**Complete Form B10** – as per “Australian passport guide to lodging passport applications for child welfare or protective agencies” [here](#) Form B10 can be signed by either an individual granted parental responsibility or Child Protective agency.

**Court Order** – If you don't hold a 'court order' speak to Department of Health and Human Services (DHHS) Case Manager to request a copy or request a stamped copy via email at [moorabinregistry@childrenscourt.vic.gov.au](mailto:moorabinregistry@childrenscourt.vic.gov.au)

**Proof of Identity** – you will need the Permanent Care Order (PCO) parents' Driver's License and passport with signature and Photo ID together with recent utilities bill or credit card bill verifying current address.

**Copy of Documentation relating to change of name** (if applicable) - Lodge application at Passport Office in your state or territory.

**What if I do not have access to birth parents documentation?** - Where the child or relevant welfare agency does not have access to above documents or obtaining evidence of citizenship is complex, a request is made to Dept. of Home Affairs [here](#).

A Statutory Declaration (Stat Dec) is often also required.

\*\*Be aware that this process can take around 12 weeks so you are encouraged to apply early.



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**Complete form 119** Evidence of Australian citizenship signed by PCO parent as "relevant parent".

Complete parent details as per birth parents – with documentation available - **apply to Births, Deaths and Marriages for letter of verification** if there is no birth parent certificate available, include letter of verification with application.

## What you need to apply for child passport:

- **Supporting letter-** (include why there is no parent birth certificate available if applicable) and outline relationship as PCO parent with legal basis of relationship
- **Certified copy Court Order**
- **Certified copy of birth certificate**
- **Certified copy of Proof of Identity** of PCO parents Driver's License and passport with recent utilities bill or credit card bill verifying current address
- **Passport photo witnessed**

**What if the Child is indigenous and doesn't have relevant documentation?** - Make request directly to passport office as per "Australian passport guide to lodging passport applications for child welfare or protective agencies"

Monday – Friday 8.30am–4.00pm  
 Passport Office Telephone: 131 232  
 Melbourne Passport Office  
 Level 2, 747 Collins St,  
 Docklands VIC 3000

**Intercountry adoption**—You need to first obtain proof of citizenship and then apply for passport

## Proof of Citizenship Form 119

Complete and provide documentation request together with:-

- **Australian Court order**
- **Copy of parents Citizenship**
- **Copy of child's original entry Visa** - proof of residential status
- **Support letter stating how adoption arranged**—e.g. via DHHS Intercountry adoption service

If further help is required, please contact intercountry adoption support on [www.intercountryadoption.gov.au](http://www.intercountryadoption.gov.au)