



Applying for a passport when you are on a permanent care order

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:

Birth Certificate of Child – If you don't have your child's Birth Certificate, please contact DHHS case manager/team manager of original agency to provide one.

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" <https://www.passports.gov.au/Documents/Annex23.pdf>

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

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* <https://immi.homeaffairs.gov.au/citizenship/certificate>

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.**

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 tel: 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