CHECKLIST ON APPLICATION FOR NEW PASSPORT TO REPLACE A LOST / DAMAGED PASSPORT

Important Notes:

1. **Passport that has been reported lost/damaged WILL BE CANCELLED IMMEDIATELY and CANNOT BE USED if found afterwards.**
2. **Completed applications will obtain new passport after 4 weeks**
3. **Please send your request for appointment & all scanned documents as per checklist to: https://www.kln.gov.my/web/aus_canberra select the moving banner for immigration**
4. **Submission of applications Mondays to Thursdays in the morning between 9.30 am to 11.30 am**

	DOCUMENTS REQUIRED	QUANTITY
1	**PASSPORT APPLICATION FORM (IM.42)** - Print as single sheet **Note:** Please include **phone number** and **email address** on the form below your Australian address	1
2	**ASSESSMENT FORM** Lost Passport Questionnaire Form (IM.42C) Questionnaire Form (IM.42C) click here Damaged Passport Assessment Form Assesment form for damage passport - click here	1
2	**DAMAGED PASSPORT/COPY OF LOST PASSPORT** (Please make sure you put in proper plastic folder)	If applicable
3	**EVIDENCE OF MALAYSIAN STATUS** Original MyKad with chip Malaysian Birth Certificate / Borang W (for applicant below 18 years old)	2 copies and original
4	**REFERENCE LETTER** (for LOST passport ONLY) Stolen/Lost Case: Full Police Report Fire Case : Fire Department Natural Disaster : Appropriate Authorized Department	2 copies and original

5	**<u>VALID AUSTRALIAN VISA</u>** **<u>PERMANENT RESIDENT</u>** Visa Grant Notice Newly generated Visa Entitlement Verification Online (VEVO) **<u>TEMPORARY RESIDENT</u>** <u>(min. 6 months validity required)</u> Visa Grant Notice Please provide additional documents as below; • Employment offer letter from employer / employment contract; • Confirmation of Enrolment (CoE), valid Student ID, letter from college/university confirming studying full time & exam results; • Confirmation of the new visa application / extension from the Australian Immigration	2
6	***Self-addressed Express Post Platinum or Express Post Plastic Envelope with signature upon delivery from Australia Post for return of passport.***	1