CHECKLIST FOR PASSPORT RENEWAL APPLICATION BY APPOINTMENT

Important Notes:

1. **Applicant below 18 years old must be accompanied by either Malaysian parent at our office.**
2. **Children born in Australia with dual nationalities must provide print out of the Australian Declaratory visa or Australian Passport (Original & 2 photocopies).**
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**
5. **Completed applications will obtain new passport after 4 weeks**

	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	**CURRENT PASSPORT** **Note:** Please include **phone number** in your e-mail	Original and 2 copies (biodata page)
3	**ABOVE 18 YEARS OLD** Applicant's Mykad **12 YEARS OLD - 18 YEARS OLD** Applicant's MyKad Applicant's Malaysian Birth Certificate / Borang W or H / Citizenship Certificate Both Parents' Mykad Parents Marriage Certificate **BELOW 12 YEARS OLD** Applicant's Malaysian Birth Certificate / Borang W or H / Citizenship Certificate Parent's MyKad Parents Marriage Certificate	Original and 2 copies
4	**VALID AUSTRALIAN VISA** **PERMANENT RESIDENTS** Visa Grant Notice Newly generated Visa Entitlement Verification Online (VEVO)	2 copies

	<u>TEMPORARY RESIDENTS</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 We **<u>DO NOT ACCEPT VISITOR VISA</u>** for Passport renewal	
5	**<u>FEE:</u>** AUD 80.00 AUD 40.00 (Below 12 years old & 60 years old and above)	**Accept Exact Cash ONLY**
6	**<u>RECENT PASSPORT SIZED PHOTOGRAPH</u>** Australian standard with white background (Photo service also available at office for AUD 15) **Note:** Dark-coloured shirt or dark-coloured clothing covering shoulders and chest Please do not wear jewellery and eye lens	
7	**Self-addressed Express Post Platinum or Express Post Plastic Envelope with signature upon delivery from Australia Post for return of passport.**	1