CHECKLIST FOR NEW BORN PASSPORT APPLICATION BY APPOINTMENT

Important Notes:

1. **Please register your child's birth & obtain Borang W or H from the Consular.**
2. **Children born in Australia may hold dual nationalities (MYS & AUS) until the age of 21. Upon which, they must decide either nationality as Malaysia does not permit dual nationalities beyond 21 years old.**
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. **Child be present at time of submission**
6. **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	**PARENTS' PASSPORTS (BIODATA PAGE)**	Original and 2 copies
3	**BORANG W or H**	Original and 2 copies
4	**PARENTS' MYKAD WITH CHIP**	Original and 2 copies
5	**PARENTS' MARRIAGE CERTIFICATE ISSUED BY MALAYSIAN AUTHORITIES**	Original and 2 copies

6	**PARENTS' VALID AUSTRALIAN VISA** **PERMANENT RESIDENT** Visa Grant Notice Newly generated Visa Entitlement Verification Online (VEVO) **TEMPORARY RESIDENT** (min. 6 months validity required) 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 **DO NOT ACCEPT VISITOR VISA** for Passport renewal	2 copies
7	**RECENT PASSPORT SIZED PHOTOGRAPH** 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	2
8	**FEE:** AUD 40.00	**Accept Exact Cash ONLY**
9	**Self-addressed Express Post Platinum or Express Post Plastic Envelope with signature upon delivery from Australia Post for return of passport.**	1