



Child Welfare or Protective Agencies: A guide to lodging child passport applications

This Guide

This guide provides an overview to completing a child passport application for a child in out-of-home care. Please speak to your head office for guidance should you have concerns. The Australian Passport Office works directly with agencies to resolve any issues that may arise when lodging a child passport application for a child in out-of-home care.

Who can lodge the child's passport application?

- The child welfare agency delegate exercising parental responsibility for the child
- The delegate exercising parental responsibility can authorise another person (a caseworker, carer or NGO) to lodge the application with the [form B10 Child subject to state/territory child welfare law](#)
 - The **delegate must complete the form B10** and the **person authorised to lodge must attend the interview.**
- Individuals granted guardianship or parental responsibility under child welfare legislation

IMPORTANT INFORMATION

- Lodge applications in a state or territory Passport Office where possible
- Allow six to eight weeks for applications to be processed – we will endeavour to turnaround applications as quickly as possible
- Child applicants aged 16 or 17 must accompany the person lodging the child's passport application to the passport interview

Lodgement Checklist

Below is a list of requirements and documents generally needed when lodging a passport application for a child in out-of-home care. The list is not comprehensive and there may be other requirements or documents needed depending on the application.

- Completed PC4 child passport application form
- Child's birth certificate
- Evidence of citizenship
- [Form B10](#) Child subject to state/territory child welfare law
- The current court order and any referenced previously issued orders
- Colour photographs signed by appropriate guarantor
- 'Record of transfer' between Child Welfare Agencies (if applicable)
- Documentation regarding name changes (if applicable)
- Child's current passport (if one is held)
- [Form B11](#) General Declaration (if additional information has to be provided)
- Child applicants aged 16 or 17 must accompany the person lodging the child's passport application to the passport interview
- Photo ID for lodging person

Note: No other B Form should be required



Court orders and court action pending

It can be quicker to obtain a passport with an Australian court order that permits the child to have an Australian travel document.

If all other requirements are met, a passport will be issued within 3 weeks instead of the normal 6 to 8 weeks.

The court order must permit the child to:

- ***Have an Australian travel document OR***
- ***Travel internationally OR***
- ***To live or spend time with a person outside of Australia***

Passport applications for children in out-of-home care are ordinarily approved by a delegate of the Minister for Foreign Affairs under the special circumstance outlined in paragraph 10(3)(j) of the [Australian Passports Determination 2015](#).

However, the delegate is prevented from considering this special circumstance where Australian court action is pending that may affect:

- The issue of an Australian travel document to the child, or
- The rights of the child to travel internationally, or
- Who has parental responsibility for the child.

When Australian court action is pending, the only way to guarantee the issue of a passport without the consent of all persons with parental responsibility is with an Australian court order that permits the child to have an Australian travel document, travel internationally or to live or spend time with a person outside of Australia.

Parental responsibility for the purposes of obtaining a passport

Parental responsibility for the purposes of obtaining a passport is defined in subsection 11(5) of the [Australian Passports Act 2005](#).

Orders made under child welfare legislation cannot remove a person's parental responsibility for the purposes of obtaining a passport.

Where it is not possible to obtain the written consent of all persons with parental responsibility, a statement outlining why consent was not provided must be included in the [form B10 Child subject to state/territory child welfare law](#).

Persons with parental responsibility for obtaining a passport include:

- The child's parents
 - If a parent is deceased, a death certificate, coroner's report, cremation certificate or medical certificate outlining the cause of death for that parent is required.
- The Minister or Head of Agency of the relevant child welfare agency (or their delegate)
 - Where a child has been transferred between agencies, the 'record of transfer' must be provided with the application.
 - Signed declarations will only be accepted where the supporting legislative authority/legislation is also provided.
- Individuals granted guardianship or parental responsibility by a court, or, who are to live with the child under a parenting order

Organisations operating under a 'Placement Agreement' (or the equivalent) generally do not have parental responsibility.



Evidence of citizenship

Evidence of Australian citizenship can be:

- The child's Australian passport (issued on/after 1 January 2000 and valid for two years), or
- Either parent's full Australian birth certificate (where the parent was born in Australia before 20 August 1986), or
- Either parent's Australian passport (issued on or after 20 August 1986, valid for at least two years and issued before the child's birth), or
- A Citizenship Certificate issued to either parent (before the child's birth) or to the child.

Note: If the child's parent was born in Australia on or after 20 August 1986, evidence of one of their parent's (the child's grandparent) Australian citizenship will need to be presented.

Copies of citizenship documentation will be accepted if the originals are unavailable to child welfare agencies

Evidence not available

If the above documentation is unavailable, a request can be made to the Department of Home Affairs for evidence of the child's citizenship using [form 119](#) available from [Home Affairs' website](#). A statutory declaration is often required when the parent's documents are unavailable. Please allow ample time for Home Affairs to process this request.

Indigenous child

A letter on official letterhead from a community elder, community leader, community council, a church mission, an associate Aboriginal or Torres Strait Islander body, or a government authority may be provided to evidence citizenship.

The letter must:

- State the child's name, date and place of birth; and
- Confirm that the child is directly descended from a person born prior to 1986 in Australia; and
- Confirm that the child is of Aboriginal or Torres Strait Islander descent (the letter should state family lineage where this is possible).

Alternatively, please contact the Passport Office in your state or territory for assistance.

Preventing the issue of a passport

A person with parental responsibility for a child may raise a Child Alert. The alert warns DFAT there may be circumstances that need to be considered before a passport can be issued to a child. Child Alert Request (Form PC9) forms are available at passport offices or by phoning APIS on 131 232.

A child alert will not prevent a child from travelling if they already have, or are entitled to, a travel document from Australia or another country.

To prevent a child from travelling, you can seek to have their name placed on the Family Law Watch List. Further information can be found on the Australian Federal Police website at <https://www.afp.gov.au/what-we-do/crime-types/family-law-kit>.



Australian Passport Office Locations

Passport Offices are open 8.30am to 4.00pm weekdays (closed on local/national public holidays)

Appointments are mandatory unless attending to collect a completed passport (phone 131 232)

Adelaide Passport Office 5th Floor Allianz House 55 Currie Street Adelaide South Australia	Brisbane Passport Office 17th floor 150 Charlotte Street Brisbane Queensland
Canberra Passport Office R G Casey Building Sydney Avenue Barton ACT	Darwin Passport Office 5th Floor Northern Territory House 22 Mitchell Street Darwin, NT
Hobart Passport Office Level 1, 111 Macquarie Street Hobart, Tasmania	Melbourne Passport Office Tower 3, Level 2, Collins Square, 747 Collins Street, Docklands Victoria
Sydney Passport Office Level 7 26 Lee Street Sydney NSW (near Central Station)	Perth Passport Office Level 1 140 William Street Perth WA (entry is via the stairs or lift off William Street)

CHILD Passport Application

TAKE A COPY OF THIS FORM AND ANY SUPPORTING DOCUMENTS FOR YOUR RECORDS

Use **BLACK INK** and print within the boxes in **BLOCK LETTERS**
 Use **CROSSES** in boxes marked with an 'X' **DO NOT MARK** 'INTERVIEWING OFFICER USE ONLY' sections or circles e.g: 1

1 Date of travel

Does the child intend to travel within the next two months? No Yes Date of travel

Do not book travel until passport issued

2 Personal details—to appear on the passport

a Child's name

This must be the child's current name at the time the application is lodged.

Family name
 Given name(s)

b Child's birth details

The child must present their Australian birth certificate or if born overseas, their Australian citizenship and foreign birth certificates.

Male Female Indeterminate/Intersex/Unspecified Date of birth DD / MM / YYYY
 Town or city of birth as shown on birth certificate
 Country of birth (will not appear on passport)

4A

3 Confirming the child's citizenship—see page 2 for additional information

a Does the child have an Australian birth certificate?

Yes No Go to section 3b

Registration number (include any letters) Date of registration of birth DD / MM / YYYY
 State/territory Date of issue of certificate DD / MM / YYYY
 Family name as shown on certificate
 Given name(s) as shown on certificate

2A

If the documents listed in Q3 are not available, contact the Department of Home Affairs to obtain evidence of Citizenship (131 880)

Indigenous Children

If the child identifies as indigenous, alternative evidence may be provided see the

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www.passport.gov.au

If the child also has an Australian citizenship certificate go to section 3b.

For a child born in Australia, please mark which one of the following documents you are providing to prove that the child is an Australian citizen or to prove that one of the child's parents was an Australian citizen at the time of the child's birth.

- The child's Australian passport (issued on/after 01/01/2000 and valid for at least two years) or
- One parent's full Australian birth certificate (parent born prior to 20/08/1986) or
- One parent's Australian passport (issued on or after 20/08/1986, valid for at least two years and issued before the child's birth) or
- One parent's Australian citizenship certificate

2B

b Does the child have an Australian citizenship certificate?

Yes No Go to section 4

Or extract from the register of citizenship by descent/ Australian births abroad.

Certificate number (include any letters) Date of issue DD / MM / YYYY
 Family name as shown on certificate
 Given name(s) as shown on certificate

3

4 Name changes—you must provide original documents that explain all name changes

Is the child's current name (given in section 2) different from the name given in section 3 (above)?

Yes No Go to section 5

See name change notes on page 2.

Date current name was registered DD / MM / YYYY

Please complete the following details about the document you are providing to explain this name change:

- Revised Australian birth certificate
- Change of name certificate(s) issued by the Registrar of Births, Deaths and Marriages

4B

Certificate/registration number (include any letters) Date of issue State/territory
 DD / MM / YYYY

CHILD Passport Application

5 Security question—this question may be asked to confirm the child's identity

Family name at birth of one of the child's parents

(Family name only)

Note the answer as it will be required to make future enquiries about this application.

5

6 Travel document type

Ordinary passport

5 years validity for children under 16 years.
10 years validity for children 16 or 17 years.

7 Contact details of person lodging the application and emergency contact

a Telephone numbers and email address

Daytime phone number

Evening phone number

Mobile

Fax

Email (must be written clearly in BLOCK LETTERS, with one letter in each box)

@

b Who can we contact in an emergency?

Full name

Relationship to the child

Daytime phone number

Evening phone number

Address

8 Address—the passport will be sent to this address

The child's residential address

This must be the child's home address, not a PO Box or a business address.

Unit or house number and street (or rural delivery address)

If you do not want the passport sent to this address –
Nominate an alternative delivery address in section 3 of the Form B10

Locality/suburb

State/territory

Postcode

9 Previous Australian passport—this document will be cancelled

Has the child ever been issued an Australian passport?

No

Yes

Go to section 11

a Number (include any letters) of the child's last issued document (if known)

b Date of issue (if known) DD / M / Y

Submit the child's previous passport for cancellation (where available)

10 Loss or theft of previous Australian passports

Are you replacing the child's lost or stolen Australian passport?

No

Yes

Go to section 11

a Number (include any letters) of the document you are replacing

b Was this passport lost or stolen?

Lost

Stolen

c Date incident occurred

d How many Australian passports (including the one above) has the child lost or had stolen in the past five years?

See notes on page 4.

1

2

3 or more

e Provide details, in writing, of all losses of the above passports.

See notes on page 4.

Provide detailed information regarding all previous lost/stolen passports on a Form B11 General Declaration

NOTE: If the child was issued an emergency passport, you must present it at interview. If you find a passport that you previously reported as lost or stolen and present it before or at interview, the loss may not affect the maximum validity of the child's new passport. See notes on page 4.

CHILD Passport Application

11 A guarantor must complete this section—see the notes below on who can be a guarantor

- To qualify as a guarantor you must:
- be an Australian citizen who is 18 years of age or over
 - not be related to the child by birth or marriage
 - not be in a de facto or registered relationship with a parent of the child
 - not live at the same address as the child or either parent of the child
 - have known the child for at least 12 months or for children under one year, since birth
 - be able to satisfy and complete either **A** or **B** below
 - endorse the back of one photo by writing 'This is a true photo of [child's full name]' and signing it
 - provide all the information requested below, sign the declaration and agree to be contacted on the phone number provided to confirm the child's identity.

Use **BLACK INK** and **BLOCK LETTERS**

Full name of guarantor

Family name

Given name(s)

Male Female Indeterminate/Intersex/Unspecified

For children recently placed into care it may be difficult to find a guarantor who satisfies the time-known requirement. If so, nominate a guarantor who meets all other requirements. The delegate holding parental responsibility and providing consent cannot be the child's guarantor.

Proof of identity of guarantor—guarantor must complete either A or B below

A Australian passport details

If you possess a current (unexpired) Australian passport, issued with at least two years validity, complete this section.

Australian Passport number (include any letters)

Date of expiry / /

Family name as shown on passport

Given name(s) as shown on passport

OR

B Electoral roll details

If you are enrolled without restriction on the Commonwealth electoral roll and have been on the roll at your current address for the past 12 months, complete this section.

Family name as shown on Commonwealth electoral roll

Given name(s) as shown on Commonwealth electoral roll

Current address (as shown on the Commonwealth electoral roll)

Locality/suburb

State/territory Postcode

Declaration by guarantor—declarations cannot be more than six months old

Have you endorsed and signed the back of one photo? You must endorse one photo of the child before they can lodge the application.

WARNING It is a criminal offence under the *Australian Passports Act 2005* to make false or misleading statements (there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units, or both).

I have personally known the child applicant named below for a period of years months You **MUST** complete 'years' and 'months' known boxes on the left.

Family name of child applicant (as shown in section 2a)

Given name(s) of child applicant (as shown in section 2a)

Name the child in this section—not the guarantor

I declare that:

- the statements I have made are true and correct.
- I have read and understood the 'Notice about the collection, use and disclosure of personal information' on page 4.

I understand that:

- the Department of Foreign Affairs and Trade (DFAT) may disclose the information I have provided in this section of the application to any organisation or individual that can verify the information.

The guarantor must sign here

Signed

Sign **DECLARATION** inside this box

For information on how to access or correct personal information and how to complain about a breach of privacy, refer to the 'Protecting your Privacy' brochure, available on our website or through APIS (131 232).

Date signed / /

Preferred phone number

The guarantor's phone number must be provided

The person completing this form **MUST** ensure that sections 12–17 are completed

CHILD Passport Application

12 The child—the child's name must be repeated here so that each parent can identify the child for whom they are giving consent

Child's full name—
to appear on the passport
(as written in section 2 of this form)

Family name

Given name(s)

The child's name must appear here

15

13 Parent 1—family name written at [A] MUST be COPIED from the child's birth certificate

A Parent 1's name as shown on child's birth certificate

Child's full birth certificate must be provided at interview.

Family name

Given name(s)

Enter the name of a parent listed on the child's birth certificate

16A

B Parent 1's current name

If this name differs from the name shown on the child's birth certificate refer to 'Providing parental consent for a child applicant' on page 3 or visit www.passports.gov.au for details. If consent cannot be provided, contact APIS for advice.

Family name

Given name(s)

Enter the parent's current name, address and phone number if known

17

Residential address

Locality/suburb

State/territory

Postcode

Daytime phone number

S T D

C Have you ever held an Australian passport? No Yes Number (if known, include letters)

14 Parent 2—family name written at [A] MUST be COPIED from the child's birth certificate

A Parent 2's name as shown on child's birth certificate

Child's full birth certificate must be provided at interview.

Family name

Given name(s)

Enter the name of the other parent listed on the child's birth certificate (if applicable)

16B

B Parent 2's current name

If this name differs from the name shown on the child's birth certificate refer to 'Providing parental consent for a child applicant' on page 3 or visit www.passports.gov.au for details. If consent cannot be provided, contact APIS for advice.

Family name

Given name(s)

Enter the other parent's current name, address and phone number if known

18

Residential address

Locality/suburb

State/territory

Postcode

Daytime phone number

S T D

C Have you ever held an Australian passport? No Yes Number (if known, include letters)

15 Declaration and consent

I consent to the child named in section 12 having an Australian travel document.

I declare that:

- all persons with parental responsibility for the child have provided consent for the child to travel internationally, or
- a statement under the Australian Passports Act 2006 and all other court orders in relation to the child have been provided
- I have read and understood the 'Notice about the collection, use and disclosure of personal information' in the explanatory notes
- I signed this declaration in front of a witness who is not related to the child by birth or marriage; and who is not in a de facto or registered relationship with any person having parental responsibility for the child, or living at the same address.

Parent 1 (named in section 13 above)

Parent 1's signature

Date signed

Witnessed by (must be 18 years of age or over)

Name (witness)

Daytime phone (witness)

Sign DECLARATION

D

S T D

Parent 2 (named in section 14 above)

Parent 2's signature

18 years of age or over)

Name (witness)

Daytime phone (witness)

Sign DECLARATION

D

S T D

The consent of the delegate holding parental responsibility is to be provided on the Form B10. This section is for the parent/s listed on the child's birth certificate.

CHILD Passport Application

16 Child's photo and signature—cannot be more than six months old—this signature will appear on the passport

PHOTO FACE UP PHOTO FACE DOWN

The child (if aged between 10 and 18 years) must sign using a black pen in the white box below. There is a practice signature box on page 4.

OR

If the child is under 10 years of age, or is unable to sign, place an 'X' in the box at the right.



Child's signature—
must be inside
the white box

OFFICE USE ONLY

17 Declaration by parent—cannot be more than six months old

I declare that:

- information about all persons with parental responsibility for the child and any current court orders in relation to the child have been provided with this application
- the child is an Australian citizen
- the statements that I have made and the information that I have provided in, or in connection with, this application are true and correct
- I have read and understood the 'Notice about the collection, use and disclosure of personal information' on page 4.

I understand that:

- the applicant's photo and personal information will be used for data and biometric matching purposes, even in the event that the application is withdrawn (biometric matching allows the passport photo to be electronically compared with other facial images to confirm identity).

WARNING

It is a criminal offence under the Australian Passports Act 2005 to make false or misleading statements (there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units, or both). Under section 19A of the Act, we can also refuse to process an application for an Australian travel document if we have reasonable grounds to suspect fraud or dishonesty in the application.

Parent's signature—must be inside the white box

The person lodging this application should complete this section. They must include their position details under the signature

Date signed

 / /

Signed by

 Parent 1 Parent 2 Other person with parental responsibility

Full name of person signing

INTERVIEWING OFFICER USE ONLY — Use **CROSSES** in circles **X**

APPLICATION LODGEMENT, PASSPORT ISSUE AND DELIVERY

Lodgement	Lodged by	ID copied
Parent 1	<input type="checkbox"/>	<input type="checkbox"/>
Parent 2	<input type="checkbox"/>	<input type="checkbox"/>
Child applicant	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain in space provided)	<input type="checkbox"/>	<input type="checkbox"/>
Priority fee paid	<input type="checkbox"/>	Prev. PPT cancelled <input type="checkbox"/>
Method of delivery	<input type="checkbox"/> Registered Post <input type="checkbox"/> Passport Office	
Replacement	<input type="checkbox"/> Updating photo <input type="checkbox"/> Other (explain in space provided) <input type="checkbox"/> Replacing limited validity	
Lost/stolen	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 or more	
Sponsoring authority (Passport Office use only)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Number of attached pages (i.e. statements, copies of court orders, citizenship evidence must be attached) <input type="text"/> <input type="text"/> <input type="text"/>

INTERVIEWER'S DECLARATION

I declare that I have conducted an interview with the applicant/person who lodged (delete as applicable) and confirmed the information provided in this application for an Australian travel document against original documentation submitted, and copies of original documentation are attached where required. I declare that the attached photo is a true photo of the applicant present at interview (strike out if not at interview).

WARNING

It is a criminal offence under the Australian Passports Act 2005 to make false or misleading statements (there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units, or both).

Interviewer's signature

Work Centre Code

PICS User ID

Date signed

 / /

Interviewer's full name (please print)

COMMENTS

Comments for the attention of the Passport Office



APPLICATION NUMBER

Child subject to an order made under state or territory child welfare law

The form must be completed by the person who holds parental responsibility for the child. Where the child is in state/territory care, this is the delegate.

Use **BLACK PEN** and print within the boxes in **BLOCK LETTERS**

Use **CROSSES** in boxes marked with an 'X'

This form is to be completed and submitted with an application for a child (i.e. a person under 18 years who has never married) where an order of a state or territory court under a child welfare law grants parental responsibility/custody or guardianship of a child to one parent or to a person other than the child's parents (child welfare law is as defined in Part VII of the *Family Law Act 1975*).

If there is insufficient space on this form to provide all information please complete a B11 General Declaration form available at www.passports.gov.au

1. NAMED GUARDIAN/DELEGATE

Details of the person granted parental responsibility or guardianship

Full name

Position (when lodged by government department)

Enter the name and the position of the delegate who can exercise parental responsibility for the child. This person must complete the declaration in section 8. NGOs will have to provide documentary evidence of the transfer of parental responsibility.

2. CHILD'S DETAILS

Details of the child subject to the child welfare order

Family name

Given names

Previous names

Date of birth / /

Date of proposed travel / /

Are there any sibling applications? No Yes

If yes, include full name of all siblings

Do not finalise travel bookings until you know whether a passport will be issued to the child.

Enter details of any sibling applications here so sibling applications can be processed together.

3. DELIVERY ADDRESS

The travel document will be sent to the child's residential address in the application unless otherwise indicated here.

Do you want the travel document to be sent to the child's residential address provided in the application?

Yes No, provide new delivery address below

Street address or Post Office box

Town/city/suburb/locality

State/territory/province Postcode

Unless you provide an alternative address here, the child's travel document will be sent to the residential address listed in section 8 of the PC4 Child Passport Application.



4. COURT ORDERS

Details of the court order granting parental responsibility, guardianship or custody

Name of court

Order registration number

Date of court order

DD / MM / YYYY

Is this the most recent court order?

Yes No, provide all court orders

Enter the details of the most recently issued court order for the child.

Are you aware of any other court orders, or legal proceedings pending, which may affect the rights of the child to hold an Australian travel document or to travel internationally or which may affect another person's parental responsibility for the child?

No Yes (provide details below)

The only way to guarantee the issue of a passport if there are court proceedings pending is to provide an Australian court order that permits the child to have an Australian travel document, travel internationally or to live or spend time with someone outside of Australia.

Note that if legal proceedings are underway that may affect parental responsibility for the child or the child's right to hold an Australian travel document or travel internationally, there are limits to the special circumstances we can consider. You may wish to seek the court's direction on travel document issue before lodging the child's passport application.

5. ADDITIONAL CONSENT

This will generally include the child's biological parents and any person granted parental responsibility, custody of the child, or who can live with the child, under a court order.

Note that under the *Australian Passports Act 2005* only an order made under the *Family Law Act 1975* or the *Family Court Act 1997* (WA) can extinguish parental responsibility.

Was the consent of all other parties with parental responsibility, guardianship or custody over the child obtained?

No (provide details why consent was not obtained) Yes

The answer to this question will be 'No' unless the child's parent/s have consented.

Court orders made under child welfare legislation cannot remove a person's parental responsibility for the purposes of obtaining a passport under the *Australian Passports Act 2005*.

If consent from the child's parents (and any other person who has court awarded parental responsibility, guardianship or custody, or who can live with the child under a parenting order) has not been provided with the application, please explain why here.

Full names of parents (where known) and any other persons with court awarded parental responsibility, guardianship or custody, or who can live with the child under a court order.

Enter the name/s of the child's parents, and any other person who has court awarded parental responsibility, guardianship or custody, or who can live with the child under a parenting order.



6. LODGMENT (GOVERNMENT ONLY)

Details of the person authorised by the delegate to lodge application

Full name

Position

Contact number

The person nominated in this section must lodge the child's passport application and present their photo identification

7. AUTHORISED PERSON'S DETAILS (GOVERNMENT ONLY)

Details of the person authorised by the delegate to provide information or make enquiries in relation to the child's passport application.

Full name

Position

Contact number

Contact email

This person will be contacted by the Australian Passport Office if further information or documentation is required for the child's passport application. More than one contact person can be authorised in this section.



8. DECLARATION

Declaration to be made by the named guardian/delegate only

I consent to the abovementioned child having an Australian travel document.

I declare that:

- I am a person with parental responsibility for the child or I am the delegate of the Minister, Chief Executive, Secretary or Director-General in relation to the above mentioned child (where applicable)
- all persons with parental responsibility for the child have provided consent for the child to have an Australian travel document, or, where this has not occurred, details have been provided in Section 5 and all court orders have been provided
- the person identified in Section 6 of this form may lodge a travel document application in relation to the child (where applicable)
- the person identified in Section 7 can make enquiries and provide information in relation to the application for the child (where applicable)
- **the information I have given on this form is complete and correct. I am aware that it is a criminal offence under the Australian Passports Act 2005 to make a false or misleading statement either in writing or verbally to obtain an Australian travel document, and that the penalty is imprisonment up to 10 years or 1000 penalty units, or both.**

I understand that:

- The child's photograph will be used for biometric matching purposes (biometric matching allows the photograph to be electronically compared with other facial images to confirm identity).
- The Department of Foreign Affairs and Trade (DFAT) may disclose the information that has been provided in or with the application to any organisation or individual that can verify the information to establish the child's identity and eligibility for an Australian travel document.
- DFAT may publicise or pass details of any lost or stolen document to federal, state, territory or foreign governments – including police and other agencies – and international organisations such as Interpol, to restrict the illegal use of these documents.
- DFAT may confirm or verify the validity of any Australian travel document, or disclose the minimum necessary information held in relation to the child's Australian travel document to facilitate the child's international travel, or disclose the information for other specified purposes, on the request of specified organisations.
- DFAT may use the information for testing, training and research (phone 131 232 to object).
- DFAT may use the information for the provision of consular services.

I, agree that by signing this form I am declaring that everything I have recorded in this form is true and correct. I further declare that I have read and understood this declaration and agree to the consent and declarations contained within.

Signature of guardian/delegate

Date signed

/ /

The person recorded in section 1 of this form must complete this declaration.