



Applications by post (PC8 – renewals for children under the age of 16)

Eligibility

Child passport renewal applications (PC8) can be mailed-in provided the applicant is:

- under the age of 16 (i.e. 15 or below);
- has previously held an Australian passport

If you can answer yes to the above, complete a PC8 passport application [online](#).

For first-time child applications and applicants aged 16 or 17, the application must be lodged in person by appointment only. Appointments can be made by sending an email to Passports.Brussels@dfat.gov.au

Urgent Travel

If you have urgent travel, please contact the Embassy in Brussels at Passports.Brussels@dfat.gov.au

Guide for a child renewal passport application (PC8) by mail

1. Complete the application form (PC8) [online](#) and print it

You will need to create an account first. [When you fill out your application form online](#), you will automatically be directed to the correct form and a list of required supporting documents will be available. The application must be lodged within six months of completion.

You will need to send to the Australian Embassy in Brussels the **completed form, two passport photographs and copies of both parents' ID and both parents' proof of address**.

Depending on your circumstances, we may require other documents. We will contact you upon receipt of your application to advise if any further documents are required.

2. Print, sign and date your form

Print: You may need to adjust your print settings so that the top/bottom of the pages are not cut off.

Sign: Using a **black pen**, make sure **all** sections are signed and witnessed where required before you send the form to us.

Date: Signatures are valid for six months only.

Children **10 years or older must provide a signature unless** there is a medical reason or disability that prevents them from signing.

Parental Consent is required for a child passport. Everyone who is giving consent must sign section 15 of the form in front of a witness. Parents are not able to witness each other's signatures. The witness must be an unrelated third party.



3. Parents' proof of identity

Please submit copies of both parents' ID showing their name, photo and signature, as well as a copy of proof of address, such as a bank statement, utility bill or registration at the Commune ('composition de menage'). Photocopies should be good quality. Black and white or colour photocopies are acceptable.

Name changes: If the current names of either parent are different to how they appear on the child's birth certificate, please include **certified copies** of your IDs, your proof of address and documents explaining the change of name, such as a marriage certificate.

4. Photographs and Guarantor

Provide two passport photos (minimum two), less than six months old. We recommend that you have your photos taken by a photographer. Please refer photographers to the [photograph guidelines](#). DO NOT attach the photos to the form, leave them loose in the envelope. Do not use staples, paper clips or anything else that may damage your photos.

A guarantor must sign section 11 of the application and endorse the back of one photo, writing 'This is a true photo of [the child's full name]' and signed in **black pen**.

The guarantor cannot be related to the applicant.

Refer to <https://www.passports.gov.au> for more information on guarantor requirements.

5. Posting your application and payment

Please do not send us the previous passport or any other original documents.

Once you have completed your application, send your passport application form, credit card authorisation form, photos, copies of both parents' ID and both parents' proof of address by registered mail to:

Australian Embassy Brussels
Passport Office
Avenue des Arts 56
1000 Brussels
BELGIUM

Payment

Please note that payment can only be made using a Credit Card (Bancontact/Debit Cards are not acceptable).

Complete the [credit card authorisation form](#)

You can view more information on Passport Fees here [Passports \(embassy.gov.au\)](#)

6. Processing time

Please allow a minimum of six weeks to receive a new passport once payment has been taken. PLEASE NOTE incomplete applications will cause delays.

Your passport remains valid while the application is being processed and will be cancelled electronically 30 days after we have activated your new passport.

For further information: [Australian Passport Office \(passports.gov.au\)](#)

Or contact us via email at Passports.Brussels@dfat.gov.au