



Applications by post (adult renewals - PC7 only)

Eligibility

For a renewal, you must be 18 years and over and you will need a passport that:

- was issued when you were aged 16 or older
- was issued on or after 1 January 2006
- had, when it was issued, at least two years' validity
- has your current name, date of birth, place of birth and gender, and
- has not been reported lost, stolen, or cancelled.

If you can answer yes to all the above, complete your PC7 passport renewal application [online](#).

If you don't meet these criteria, you'll need to lodge your application in person by appointment only. To book an appointment, please contact by sending an email to Passports.Brussels@dfat.gov.au

Documents

You must provide the following:

1. A **completed renewal application form**, dated within six months of lodgement, checking that:
 1. Section 5 of the form is signed and dated using a black pen
 2. Your signature is kept inside the white box with no alterations or 'whiteout' on the signature or the date
 3. Your form is printed correctly with no sections missing or cut-off
 4. Your place of birth is exactly the same as your previous passport
 5. You have provided your phone number and email address
2. Two passport photos (minimum two), less than six months old with your full name written on ONE photograph only. 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.

Please do not send us your current passport. It remains valid while the application is being processed and will be cancelled electronically 30 days after we have activated your new passport.

Payment and processing

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 \(embassy.gov.au\)](#)

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



Submission

Once you have completed your application, send your passport application form, photos and credit card authorisation form (**please do not send your passport**) by registered mail to:

Australian Embassy Brussels

Passport Office

Avenue des Arts 56

1000 Brussels

BELGIUM

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

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