



## British High Commission, Canberra – Passport Section

### Checklist 3 – Change of Name

To ensure prompt processing of your application, please complete (tick ) the checklist below to ensure that you have :

- Completed passport application form C1, C2, BNO(A) or BNO(B). Please ensure that the form is signed within the signature box.
- Enclosed the passport fee sheet.
- Enclosed two identical passport sized photos – one photo should be counter-signed. Please ensure the photos meet the standards required by the UK passport office.
- Had your form and one of the photos counter-signed by someone who is not related to you and is either a British or Commonwealth citizen of professional standing and has personally known you for at least two years. This section of the form has been completed in full and is **clearly legible**.
- Enclosed your existing passport (not a photocopy of it).
- Completed your application form clearly, in full, and in **black ink**.
- If you have changed your name by marriage, we require your original marriage certificate issued by the Registrar of Births, Deaths and Marriages OR we require your original Deed Poll or Change of Name Certificate. If name has been changed by usage, we require a completed Statutory Declaration (photocopies are not acceptable).

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- Enclosed one form of official photo identification (eg. photocopy of a driving licence or student ID) or two other forms of identification (eg. photocopy of your Medicare card or an **original** bank, credit card statement, gas, telephone or electricity bill). For applicants under the age of 16, we require their parents ID as detailed above and a document which confirms the child's ID eg. a letter from the child's school.

**By completing this checklist and signing below you confirm that you have enclosed all the relevant documentation and prepared your application in accordance with this guidance.**

**Full Name:** .....

**Signed:** ..... **Date:** .....