



British High Commission, Canberra – Passport Section

Checklist 1 – Renewing an existing British passport

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

- Completed passport application form C1 or C2. 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**.

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: