



British High Commission, Canberra – Passport Section

Checklist 16 – Child born outside the UK after 1 July 2006, father born UK but not married to mother

First time applicants are required to provide full original documentation together with a photocopy of each document.

To ensure prompt processing of the child's application, the parent should complete (tick) the checklist below to ensure that you have :

- Completed passport application form C2 using black ink, on the child's behalf. Please ensure that the parent signs the form within the signature box.
- Enclosed the passport fee sheet.
- Enclosed two identical passport sized photos of the child – one photo should be counter-signed. Please ensure the photos meet the standards required by the UK passport office.
- Had the form and one of the photos counter-signed by someone who is not related to the parent or the child and is either a British or Commonwealth citizen of professional standing and has personally known the parent for at least two years. This section of the form has been completed in full and is **clearly legible**.
- Enclosed the child's full birth certificate showing **both** parent's names.
- Enclosed the father's full original birth certificate showing his parent's names.
- Enclosed one form of official photo identification for the father (eg. photocopy (**not original**) of passport or driving licence or two other forms of identification (eg. photocopy (**not original**) of your Medicare card, or an **original** (and photocopy) of a bank, credit card statement, gas, telephone or electricity bill).
- Enclosed one form of official photo identification for the mother (eg. photocopy (**not original**) of passport or driving licence or two other forms of identification (eg. photocopy (**not original**) of your Medicare card, or an **original** (and photocopy) of a bank, credit card statement, gas, telephone or electricity bill) or mother's **original** (and photocopy) of birth certificate.
- Enclosed one form of official photo identification for the child (eg. **original** (and photocopy) of Australian passport or two forms of identification (eg. photocopy (**not original**) of Medicare card showing child's name and a letter from a doctor or an immunisation certificate).

If the child is born outside Australia, enclosed the arrival travel document.

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:**