



British High Commission, Canberra – Passport Section

Checklist 13 – Applicant born after 1 January 1983, mother born overseas whilst her father was in British Crown Service and was recruited in the UK.

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

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**.
- Completed your application form clearly, in full, and in **black ink**.
- Enclosed the applicant's full birth certificate showing parents' names.
- Enclosed the applicant's mother's original birth certificate showing her parents' names.
- Document used for first entry into Australia or if no longer available provide full written details. (Only required if applicant was born outside Australia and is under the age of 16).

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- Enclosed the applicant's mother's UK passport. If you do not have your mother's passport then we require your maternal grandfather's UK Passport (current or expired). If he does not hold a British passport, his original birth certificate showing his parents' names **and** his marriage certificate.
- Letter from Defence Records Office or relevant Government Department confirming the applicant's grandfather was recruited in the UK and was still in Crown Service at the time of the applicant's mother's birth.
- Enclosed one form of official photo identification (eg. photocopy (**not original**) of a driving licence or student ID) 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). 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:**