



## British High Commission, Canberra – Passport Section

### Checklist 15 – Applicant registered or naturalised as a British citizen

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**.
- Registration or naturalisation certificate
- Marriage certificate issued by the Registrar of Births Deaths and Marriages (if married since Registration)
- 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:** .....