



AUSTRALIAN HIGH COMMISSION
NAIROBI

From the 23 July 2018, Passport and Notarial Services at the High Commission will require an appointment. To make an appointment please visit www.ahcnairobi.setmore.com

Australian Passports – Child Applicants

This information sheet should be read in conjunction with the guidance notes available at www.passports.gov.au.

From 23 July 2018, applications or renewals of an Australian passport will be accepted by appointment only, Monday to Friday between 9:00am and 12:00pm (subject to appointment availability and excluding [High Commission public holidays](#)). All passport applications must be lodged in person.

For child applicants, one parent must lodge the application in person. The child does not need to be present (except if aged 16 years of age or over at the time of application).

When we have received a complete application, your child's new passport will take approximately **3 weeks (15 working days)** to process. If you need to travel while the new document is being processed, please advise staff at the interview. For this option you will need to keep the current passport and present it to us for cancellation when you collect the new passport.

Full Application - Overseas Passport Application – Child (PC8) First Australian Passport or to replace a lost, stolen or damaged Passport

Before the passport interview appointment:

- Please register and log-on via www.passports.gov.au to complete the Application Form

The lodging parent must bring the following **original documents** and **one photocopy of each** to the passport interview appointment:

- Completed Overseas Application Form (PC8) available at www.passports.gov.au including a completed Guarantor section (see attached list of guarantor categories)
- Current Australian passport (if applicable)
- If the child was born in Australia - original Australian birth certificate
- If the child was born overseas - original birth certificate plus original translation (if not in English) by a qualified translator showing the translation office's stamp plus original Australian Citizenship Certificate
- If the child has changed names following the issue of Citizenship Certificate please refer to the following link <https://www.passports.gov.au/Web/NameChange.aspx>
- Original Parents' passports, in their current name and showing their signature
- Marriage Certificate plus original translation (if any)
- a name change document or marriage certificate plus original translation (if not in English) - if the spelling of a parent's name on the child's birth certificate differs from the parent's ID
- Two identical passport photos (guidelines on size, colour, etc are listed on the website <https://www.passports.gov.au/Web/Requirements/Photos.aspx>)
- If your child's Australian passport has been lost or stolen, you must also present a police report from the country where it was lost or stolen.

If you are unable to complete or print an Application online please contact the Consular Services Section or e-mail: consular.nairobi@dfat.gov.au

Child's passport applications without consent from each person with parental responsibility

Refer to www.passports.gov.au/passportsexplained/childpassports/Pages/default.aspx for more information. Applications, without the consent of both parents named on the child's birth certificate, must be referred to Canberra. A decision may take up to an additional 6 weeks. ***It is advisable not to make firm plans or pay for tickets until approval for the issue of the child's passport has been confirmed.**

Fees

Children under 16 years are issued with a 5 year validity passport.

The fee for this passport plus the overseas surcharge is: AUD142 plus AUD 53 (total AUD195)

Children aged 16 and over are issued with a 10 year validity passport.

The fee for this passport plus the overseas surcharge is: AUD282 plus AUD 53 (total AUD335)

Fees are payable in **USD or KSH** by **cash and are** linked to the AUD exchange rate and re-aligned monthly. We also accept payment via bank transfer. Please contact the Consular Services Section or e-mail: consular.nairobi@dfat.gov.au for further details.

Contact Details

Address: Australian High Commission
Riverside Drive (400 mtrs off Chiromo Road)
Nairobi,
Kenya

Telephone: +254-20-4277-100

Email: consular.nairobi@dfat.gov.au

Occupational Guarantor Occupation Groups

The applicant's identity must be clearly established. a Guarantor may be either:

- the holder of a current Australian passport with at least two years validity;
or
- the local equivalent of the occupational categories listed below.

Occupational Category	Occupational Category
Accountants to whom the following membership status applies: <ul style="list-style-type: none"> ▫ Institute of Chartered Accountants in Australia, ▫ Australian Society of Certified Practising Accountants ▫ National Institute of Accountants ▫ Association of Taxation and Management Accountants ▫ Registered Tax Agents 	Members currently serving in the regular Australian Defence Force <ul style="list-style-type: none"> ▫ with at least five years continuous service
Bailiffs	Members of the Chartered Institute of Company Secretaries in Australia
Barristers, Solicitors and Patent Attorneys	Pharmacists
Bank Managers except managers of bank travel centres	Police Officers <ul style="list-style-type: none"> ▫ with at least 5 years continuous service
Chartered Professional Engineers	Postal Managers
Clerk of Courts	Public Servants <ul style="list-style-type: none"> ▫ current full-time employees of Commonwealth, State, territory or local Governments or Statutory Authorities ▫ who have been employed continuously for at least 5 years by their current employer
Clerk of Petty Sessions	Registered Medical Practitioners
Dentists	Registered Nurses
Elected Representatives of: <ul style="list-style-type: none"> ▫ Federal Parliaments ▫ State Parliaments ▫ Territory Parliaments ▫ Legislative Assembly of Norfolk Island ▫ Municipal or Shire Councils 	Registered Veterinary Surgeons
Holders of Statutory Offices for which an annual salary is payable	Sheriffs
Judges	Stipendiary Magistrates
Marriage Celebrants	Teachers <ul style="list-style-type: none"> ▫ full time and who have been teaching for more than 5 years at schools or tertiary institutions