



CHECKLIST FOR PASSPORT RENEWAL

Important Notes:

- Applicant below 18 years old must be accompanied by either parent at our office.
- Children up to 4 years old are required to bring their own Passport photo.
- Children with dual nationalities (up to 16 years old) must provide Australian Declaratory Visa or Australian Passport (Original & 1 photocopy).

	DOCUMENTS REQUIRED	QUANTITY
1	<u>CURRENT PASSPORT</u>	Original
2	<p><u>ABOVE 18 YEARS OLD</u></p> <ul style="list-style-type: none"> • Applicant's <i>Mykad</i> <p><u>12 YEARS OLD - 18 YEARS OLD</u></p> <ul style="list-style-type: none"> • Applicant's <i>MyKad</i> • Both Parents' <i>Mykad</i> <p><u>BELOW 12 YEARS OLD</u></p> <ul style="list-style-type: none"> • Applicant's Malaysian Birth Certificate / <i>Borang W or H</i> • Parent's <i>MyKad</i> 	<p>Original</p> <p>Original</p> <p>Original</p>
3	<p><u>VALID AUSTRALIAN VISA:</u></p> <p><u>Permanent Resident</u></p> <ul style="list-style-type: none"> • Visa Grant Notice <p><u>Temporary Resident (min. 6 months validity required)</u></p> <ul style="list-style-type: none"> • Visa Grant Notice, AND <p>Please provide additional documents as below;</p> <ul style="list-style-type: none"> • Letter of Employment / Employment Contract; OR • Confirmation of Enrolment (CoE) & Student Card; OR • Partner/Spouse/Sponsor Details; i.e Passport, Australian Visa, Marriage/Relationship Certificate <p>We <u>DO NOT ACCEPT VISITOR VISA</u> for Passport renewal</p>	<p>1 copy</p>
4	<p><u>FEE:</u></p> <ul style="list-style-type: none"> • AUD 80.00 • AUD 40.00 (Below 12 years old & 60 years old and above) 	<p>Accept Exact Cash ONLY</p>
	<p>PASSPORT APPLICATION FORM & PHOTO IS NOT REQUIRED; WE WILL DO LIVE FACIAL CAPTURE AT THE COUNTER.</p> <p>*Dark-coloured clothing covering shoulders and chest.</p>	



CHECKLIST ON APPLICATION TO REPLACE LOST PASSPORT

Important Notes:

- Application can be submitted in-person only and takes 5 working days to process.
- Passport that has been reported lost **WILL BE CANCELLED IMMEDIATELY** and **CANNOT BE USED** if found afterwards.

	DOCUMENTS REQUIRED	QUANTITY
1	<p><u>ASSESSMENT FORM</u></p> <ul style="list-style-type: none"> • <i>Borang Soal Selidik Kehilangan Pasport (IM.42C) – click here</i> • <i>Borang Daftar Kehilangan/Kerosakan Bagi Pasport Malaysia Antarabangsa (PMA) yang Masih Sah Laku – click here</i> 	<p>1 set</p> <p>1 set</p>
2	<p><u>EVIDENCE OF MALAYSIAN STATUS</u></p> <ul style="list-style-type: none"> • Original <i>MyKad</i> (for applicant above 12 years old) • Malaysian Birth Certificate / <i>Borang W or H</i> (for applicant below 18 years old) 	Original & 1 photocopy
3	<p><u>REFERENCE LETTER</u> (for LOST passport ONLY)</p> <ul style="list-style-type: none"> • Stolen/Lost Case: Full Police Report • Fire Case : Fire Department • Natural Disaster : Appropriate Authorized Department 	1 photocopy
4	<p><u>VALID AUSTRALIAN VISA:</u></p> <p><u>Permanent Resident</u></p> <ul style="list-style-type: none"> • Visa Grant Notice <p><u>Temporary Resident (min. 6 months validity required)</u></p> <ul style="list-style-type: none"> • Visa Grant Notice, AND <p>Please provide additional documents as below;</p> <ul style="list-style-type: none"> • Letter of Employment / Employment Contract; OR • Confirmation of Enrolment (CoE) & Student Card; OR • Partner/Spouse/Sponsor Details; i.e Passport, Australian Visa, Marriage/Relationship Certificate <p>We <u>DO NOT ACCEPT VISITOR VISA</u> for Passport renewal</p>	1 photocopy



CHECKLIST ON APPLICATION TO REPLACE DAMAGED PASSPORT

Important Notes:

- Application can be submitted **in-person** only and takes 5 working days to process.
- Passport that has been reported damaged **WILL BE CANCELLED IMMEDIATELY** and **CANNOT BE USED** afterwards.

	DOCUMENTS REQUIRED	QUANTITY
1	<p><u>ASSESSMENT FORM</u></p> <ul style="list-style-type: none"> • <i>Borang Daftar Kehilangan/Kerosakan Bagi Pasport Malaysia Antarabangsa (PMA) yang Masih Sah Laku – click here</i> 	1 set
2	<p><u>DAMAGED PASSPORT – ORIGINAL</u> (Please put your damaged passport in a plastic/zip lock bag)</p>	Original
2	<p><u>EVIDENCE OF MALAYSIAN STATUS</u></p> <ul style="list-style-type: none"> • Original <i>MyKad</i> (for applicant above 12 years old) • Malaysian Birth Certificate / <i>Borang W or H</i> (for applicant below 18 years old) 	Original & 1 photocopy
5	<p><u>VALID AUSTRALIAN VISA:</u></p> <p><u>Permanent Resident</u></p> <ul style="list-style-type: none"> • Visa Grant Notice <p><u>Temporary Resident (min. 6 months validity required)</u></p> <ul style="list-style-type: none"> • Visa Grant Notice, AND <p>Please provide additional documents as below;</p> <ul style="list-style-type: none"> • Letter of Employment / Employment Contract; OR • Confirmation of Enrolment (CoE) & Student Card; OR • Partner/Spouse/Sponsor Details; i.e Passport, Australian Visa, Marriage/Relationship Certificate <p>We <u>DO NOT ACCEPT VISITOR VISA</u> for Passport renewal</p>	1 photocopy



CHECKLIST FOR NEW BORN PASSPORT APPLICATION

Important Notes:

- Please register your child's birth & obtain *Borang W or H* from the Consular services.
- Children born in Australia may hold dual nationalities (MYS & AUS) until the age of 21. Upon which, they must decide either nationality as Malaysia does not permit dual nationalities beyond 21 years old.
- Passport application form is NOT required.

	DOCUMENTS REQUIRED	QUANTITY
1	<u>PARENTS' PASSPORTS (BIODATA PAGE)</u>	Original
3	<u>BORANG W or H</u>	Original and 1 photocopy
4	<u>PARENTS' MYKAD</u>	Original
5	<u>PARENTS' MARRIAGE CERTIFICATE ISSUED BY MALAYSIAN AUTHORITIES</u>	Original
6	<p><u>PARENT'S VALID AUSTRALIAN VISA:</u></p> <p><u>Permanent Resident</u></p> <ul style="list-style-type: none"> • Visa Grant Notice <p><u>Temporary Resident (min. 6 months validity required)</u></p> <ul style="list-style-type: none"> • Visa Grant Notice, AND <p>Please provide additional documents as below;</p> <ul style="list-style-type: none"> • Letter of Employment / Employment Contract; OR • Confirmation of Enrolment (CoE) & Student Card; OR • Partner/Spouse/Sponsor Details; i.e Passport, Australian Visa, Marriage/Relationship Certificate <p>We <u>DO NOT ACCEPT VISITOR VISA</u> for Passport renewal</p>	1 photocopy
7	<p><u>RECENT PASSPORT SIZED PHOTOGRAPH</u></p> <p>Australian standard with white background</p> <p>*Dark-coloured clothing covering shoulders and chest.</p>	2
8	<p><u>FEE:</u></p> <p>AUD 40.00</p>	Accept Exact Cash ONLY



CHECKLIST FOR EMERGENCY CERTIFICATE APPLICATION

	DOCUMENTS REQUIRED	QUANTITY
1	<u>EMERGENCY CERTIFICATE APPLICATION FORM (IM.41)</u> <i>Borang Permohonan Perakuan Cemas – click here</i>	1
2	<u>EVIDENCE OF MALAYSIAN STATUS</u> <ul style="list-style-type: none"> • Original <i>MyKad</i>, OR • IC Extraction (<i>Cabutan Daftar Kad Pengenalan</i>) from JPN if no original or lost, OR • Malaysian Birth Certificate / <i>Borang W or H</i> (for applicant below 12 years old) 	Original
3	<u>MALAYSIAN PASSPORT</u> *For lost passport – provide <u>FULL POLICE REPORT</u>	Original 1 photocopy
4	<u>RECENT PASSPORT SIZE PHOTOGRAPH</u> Australian standard with white background *Dark-coloured clothing covering shoulders and chest.	2 pcs
5	<u>VALID AUSTRALIAN VISA</u> <ul style="list-style-type: none"> • Visa Grant Notice 	1 copy
6	<u>FLIGHT TICKET/ITINERARY</u> <ul style="list-style-type: none"> • Direct to Malaysia ONLY (no transit to other countries) 	1 photocopy
7	<u>FEE:</u> AUD 25.00	Accept Exact Cash ONLY