



CHECKLIST FOR PASSPORT RENEWAL APPLICATION BY APPOINTMENT

Important Notes:

1. Applicant below 18 years old must be accompanied by either Malaysian parent at our office.
2. Children born in Australia with dual nationalities must provide print out of the Australian Declaratory visa or Australian Passport (Original & 2 photocopies).
3. To select an appointment date, please go to: https://www.kln.gov.my/web/aus_canberra
4. Submission of applications Mondays to Thursdays in the morning between 9.30 am to 11.30 am
5. Completed applications will obtain new passport after 4 weeks

	DOCUMENTS REQUIRED	QUANTITY
1	<p><u>PASSPORT APPLICATION FORM (IM.42)</u></p> <p>- Print as single sheet</p> <p>Note:</p> <p>Please include phone number and email address on the form below your Australian address</p>	1 copy
2	<p><u>CURRENT PASSPORT</u></p> <p>Note:</p> <p>Please include phone number in your e-mail</p>	Original and 2 copies (biodata page)
3	<p><u>ABOVE 18 YEARS OLD</u></p> <p>- Applicant's Mykad</p> <p><u>12 YEARS OLD - 18 YEARS OLD</u></p> <p>- Applicant's MyKad</p> <p>- Applicant's Malaysian Birth Certificate / Borang W or H / Citizenship Certificate</p> <p>- Both Parents' Mykad</p> <p>- Parents Marriage Certificate</p>	Original and 2 copies Original and 2 copies

	DOCUMENTS REQUIRED	QUANTITY
	<p><u>BELOW 12 YEARS OLD</u></p> <ul style="list-style-type: none"> - Applicant's Malaysian Birth Certificate / Borang W or H / Citizenship Certificate - Parent's MyKad - Parents Marriage Certificate 	Original and 2 copies
4	<p><u>VALID AUSTRALIAN VISA</u></p> <p><u>PERMANENT RESIDENTS</u></p> <ul style="list-style-type: none"> - Visa Grant Notice - Newly generated Visa Entitlement Verification Online (VEVO) <p><u>TEMPORARY RESIDENTS (min. 6 months validity required)</u></p> <ul style="list-style-type: none"> - Visa Grant Notice <p>Please provide additional documents as below:</p> <ul style="list-style-type: none"> • Employment offer letter from employer / employment contract; • Confirmation of Enrolment (CoE), valid Student ID, letter from college/university confirming studying full time & exam results; • Confirmation of the new visa application / extension from the Australian Immigration <p>We <u>DO NOT ACCEPT VISITOR VISA</u> for Passport renewal</p>	2 copies
5	<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) 	Accept Exact Cash ONLY

	DOCUMENTS REQUIRED	QUANTITY
6	<p><u>RECENT PASSPORT SIZED PHOTOGRAPH</u></p> <p>Australian standard with white background (Photo service also available at office for AUD 15)</p> <p>Note: Dark-coloured shirt or dark-coloured clothing covering shoulders and chest Please do not wear jewellery and eye lens</p>	
7	<p>Self-addressed Express Post Platinum or Express Post Plastic Envelope with signature upon delivery from Australia Post for return of passport.</p>	1



CHECKLIST FOR NEW BORN PASSPORT APPLICATION BY APPOINTMENT

Important Notes:

1. Please register your child's birth & obtain Borang W or H from the Consular.
2. 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.
3. To select an appointment date, please go to: https://www.kln.gov.my/web/aus_canberra
4. Submission of applications Mondays to Thursdays in the morning between 9.30 am to 11.30 am
5. Child be present at time of submission
6. Completed applications will obtain new passport after 4 weeks

	DOCUMENTS REQUIRED	QUANTITY
1	<p><u>PASSPORT APPLICATION FORM (IM.42)</u></p> <p>- Print as single sheet</p> <p>Note:</p> <p>Please include phone number and email address on the form below your Australian address</p>	1
2	<u>PARENTS' PASSPORTS (BIODATA PAGE)</u>	Original and 2 copies
3	<u>BORANG W or H</u>	Original and 2 copies
4	<u>PARENTS' MYKAD WITH CHIP</u>	Original and 2 copies
5	<u>PARENTS' MARRIAGE CERTIFICATE ISSUED BY MALAYSIAN AUTHORITIES</u>	Original and 2 copies
6	<p><u>PARENTS' VALID AUSTRALIAN VISA</u></p> <p><u>PERMANENT RESIDENT</u></p> <ul style="list-style-type: none"> - Visa Grant Notice - Newly generated Visa Entitlement Verification Online (VEVO) 	2 Copies

	DOCUMENTS REQUIRED	QUANTITY
	<p><u>TEMPORARY RESIDENT</u> (min. 6 months validity required)</p> <p>- Visa Grant Notice</p> <p>Please provide additional documents as below:</p> <ul style="list-style-type: none"> • Employment offer letter from employer / employment contract; • Confirmation of Enrolment (CoE), valid Student ID, letter from college/university confirming studying full time & exam results; • Confirmation of the new visa application / extension from the Australian Immigration <p>We <u>DO NOT ACCEPT VISITOR VISA</u> for Passport renewal</p>	2 Copies
7	<p><u>RECENT PASSPORT SIZED PHOTOGRAPH</u></p> <p>Australian standard with white background (Photo service also available at office for AUD 15)</p> <p>Note:</p> <p>Dark-coloured shirt or dark-coloured clothing covering shoulders and chest</p> <p>Please do not wear jewellery and eye lens</p>	2
8	<p><u>FEE:</u></p> <p>- AUD 40.00</p>	Accept Exact Cash ONLY
9	<p>Self-addressed Express Post Platinum or Express Post Plastic Envelope with signature upon delivery from Australia Post for return of passport.</p>	1



CHECKLIST TO INSERT NEW PHOTOGRAPH FOR CHILDREN OVER 2 YEARS

Important Notes:

1. Applicant Below 18 Must Be Accompanied By Either Malaysian Parent At The Consular Office

	DOCUMENTS REQUIRED	QUANTITY
1	APPLICATION FORM (IM.42) - <i>Print as single sheet</i>	1
2	CURRENT PASSPORT - Original / asal	Original
3	MALAYSIA BIRTH CERTIFICATE OR BORANG W	Original and 1 copies
4	PARENT'S MALAYSIAN IDENTITY CARD (original)	Original
5	RECENT WHITE BACKGROUND PASSPORT SIZE PHOTOGRAPH	2 copies
6	SUBMISSION OF APPLICATIONS MONDAYS TO THURSDAYS IN THE MORNING BETWEEN 9.30 AM TO 11.30 AM	
7	CHILD BE PRESENT AT TIME OF SUBMISSION	
8	<u>FEES:</u> NO FEES REQUIRED FOR THIS APPLICATION	



CHECKLIST ON APPLICATION FOR NEW PASSPORT TO REPLACE A LOST / DAMAGED PASSPORT

Important Notes:

1. Passport that has been reported lost/damaged **WILL BE CANCELLED IMMEDIATELY** and **CANNOT BE USED** if found afterwards.
2. Completed applications will obtain new passport after 4 weeks
3. To select an appointment date, please go to: https://www.kln.gov.my/web/aus_canberra
4. Submission of applications Mondays to Thursdays in the morning between 9.30 am to 11.30 am

	DOCUMENTS REQUIRED	QUANTITY
1	<p><u>PASSPORT APPLICATION FORM (IM.42)</u></p> <p>- Print as single sheet</p> <p>Note: Please include phone number and email address on the form below your Australian address</p>	1
2	<p><u>ASSESSMENT FORM</u></p> <ul style="list-style-type: none"> - Lost Passport Questionnaire Form (IM.42C) Questionnaire Form (IM.42C) - Damaged Passport Assessment Form - Assesment form for damage passport 	1
3	<p><u>DAMAGED PASSPORT/COPY OF LOST PASSPORT</u></p> <p>(Please make sure you put in proper plastic folder)</p>	If applicable
4	<p><u>EVIDENCE OF MALAYSIAN STATUS</u></p> <ul style="list-style-type: none"> - Original MyKad with chip - Malaysian Birth Certificate / Borang W (for applicant 	2 copies and original

	DOCUMENTS REQUIRED	QUANTITY
	below 18 years old)	
5	<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 	2 copies and original
6	<p><u>VALID AUSTRALIAN VISA</u></p> <p><u>PERMANENT RESIDENT</u></p> <ul style="list-style-type: none"> - Visa Grant Notice - Newly generated Visa Entitlement Verification Online (VEVO) <p><u>TEMPORARY RESIDENT</u> (min. 6 months validity required)</p> <ul style="list-style-type: none"> - Visa Grant Notice <p>Please provide additional documents as below;</p> <ul style="list-style-type: none"> • Employment offer letter from employer / employment contract; • Confirmation of Enrolment (CoE), valid Student ID, letter from college/university confirming studying full time & exam results; • Confirmation of the new visa application / extension from the Australian Immigration 	2
7	<p>Self-addressed Express Post Platinum or Express Post Plastic Envelope with signature upon delivery from Australia Post for return of passport.</p>	1