



# Applying for a passport when you are on a permanent care order

## Applying for a Passport

To apply for a child's passport in addition to normal documentation listed on 'child passport application' form you will need:

**Birth Certificate of Child** – If you don't have your child's Birth Certificate, please contact DHHS case manager/team manager of original agency to provide one.

**Evidence of Citizenship** - if born before 20<sup>th</sup> August 1986 you require either biological parents full birth certificate or parents Australian passport which was valid for at least 2 years at time of birth or parents Australian citizenship certificate issued before child's birth.

If born after 20<sup>th</sup> August 1986, evidence of child's grandparents' citizenship also needs to be provided.

**Complete Form B10** – as per "Australian passport guide to lodging passport applications for child welfare or protective agencies" <https://www.passports.gov.au/Documents/Annex23.pdf>

Form B10 can be signed by either an individual granted parental responsibility or Child Protective agency.

**Court Order**— If you don't hold a 'court order' speak to Department of Health and Human Services (DHHS) Case Manager to request a copy or request a stamped copy via email at [moorabinregistry@childrenscourt.vic.gov.au](mailto:moorabinregistry@childrenscourt.vic.gov.au)

**Proof of identity** – you will need the Permanent Care Order (PCO) parents' Driver's License and passport with signature and Photo ID together with recent utilities bill or credit card bill verifying current address.

**Copy of Documentation relating to change of name** (if applicable) - Lodge application at Passport Office in your state or territory.

**What if I do not have access to birth parents documentation?** - Where the child or relevant welfare agency does not have access to above documents or obtaining evidence of citizenship is complex, a request is made to *Dept. of Immigration and Border control* using *Form 119 Application for evidence of citizenship* <https://www.border.gov.au/Forms/Documents/119.pdf>

A Statutory Declaration (Stat Dec) is often also required.

**\*\*Be aware that this process can take around 12 weeks so you are encouraged to apply early.**

**Complete form 119** Evidence of Australian citizenship signed by PCO parent as "relevant parent".

Complete parent details as per birth parents – with documentation available - **apply to Births, Deaths and Marriages for letter of verification** if there is no birth parent certificate available, include letter of verification with application.

What you need to apply for child passport

- **Supporting letter-** (include why there is no parent birth certificate available if applicable) and outline relationship as PCO parent with legal basis of relationship
- **Certified copy Court Order**
- **Certified copy of birth certificate**
- **Certified copy of Proof of Identity** of PCO parents Driver's License and passport with recent utilities bill or credit card bill verifying current address
- **Passport photo** witnessed

**What if the Child is indigenous and doesn't have relevant documentation?** - Make request directly to passport office as per "Australian passport guide to lodging passport applications for child welfare or protective agencies"

Monday – Friday 8.30am—4.00pm

Passport Office tel: 131 232

Melbourne Passport Office

Level 2, 747 Collins St,

Docklands VIC 3000

**Intercountry adoption**—You need to first obtain proof of citizenship and then apply for passport

### **Proof of Citizenship Form 119**

Complete and provide documentation request together with:-

- **Australian Court order**
- **Copy of parents Citizenship**
- **Copy of child's original entry Visa** - proof of residential status
- **Support letter stating how adoption arranged**—e.g. via DHHS Intercountry adoption service

If further help is required, please contact intercountry adoption support on [www.intercountryadoption.gov.au](http://www.intercountryadoption.gov.au)