

Checklist for Adult Renewal Application

Adults (18 years and over)

For a renewal, you will need a passport that meets all the following:

- was issued when you were aged 16 or older
- was issued on or after 1 January 2006
- had, when it was issued, at least two years' validity (for example, issued on 1 January 2010 and expired on or after 1 January 2012)
- has your current name, date of birth, place of birth and gender
- has not been reported lost, stolen, or cancelled.

If you qualify, please prepare the application as per the following instructions.

1. Register at www.passports.gov.au via Apply or Renew to create an account and print out the application form. Please note: the application must be lodged within six (6) months of completion.
2. Book an appointment at <https://acgcd.setmore.com/> to lodge your application.
3. Provide three recent photographs as per photo specifications. Please print your full name on the back of one of the photos. Please refer to [page 2 and page 3](#) for detailed requirements.
4. Provide your most recently issued Australian passport.
5. The application fee can be paid by EFTPOS, AliPay and WeChat Pay. The fee is adjusted periodically in line with the exchange rate. Please click [here](#) to confirm the current fee. The fee is the combined passport application fee and overseas surcharge.
6. Our opening hours are 9:00am to 12:00pm Monday to Friday, except for statutory holidays.
7. The passport processing time is up to 6 weeks.

For further information, please call +86 28 6268 5200 or email consulate.chengdu@dfat.gov.au

Photograph Guidelines

You should bring at least three recent identical colour photographs of yourself with your passport application form. The Australian Consulate-General in Chengdu does not endorse particular photo outlets or providers. We have provided two options below who are familiar with our photo guidelines. We recommend that you have your passport photos taken prior to your appointment. You should confirm that the photos meet the standards below.

Size

The required dimensions of the photo are 35mm to 40mm wide and 45mm to 50mm high.

The size of the face from chin to crown can be up to a maximum of 36mm with a minimum of 32mm.

The distance from the tip of jaw to the bottom edge should be 4mm and the distance from the tip of head to the top edge should be 4mm to 8mm.

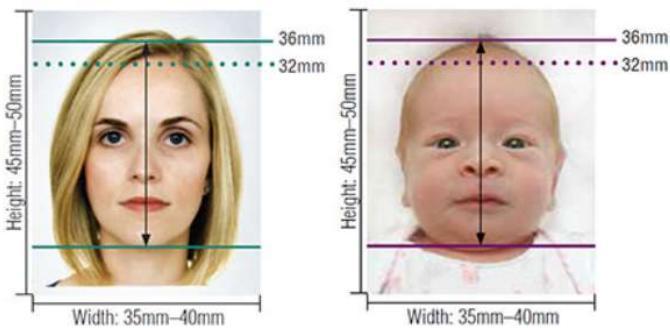


Photo quality

- Three identical, good quality colour prints, less than six months old, produced using dye sublimation, not from an inkjet printer
- No retouching of any kind (including removal of background, moles, wrinkles or scars)
- Clear, focused image with no marks or 'red eye'
- Plain white or light grey background that contrasts with your face
- Uniform lighting (no shadows or reflections), with appropriate brightness and contrast to show natural skin tone
- Face centred and looking at the camera straight on; not tilted in any direction
- Hair off your face, so that the edges of your face are visible
- Eyes open, mouth closed
- Neutral expression (not smiling, laughing or frowning)

Head Coverings

- If you usually cover your head for religious reasons, then you can wear the covering in your passport photo.
- Religious head coverings have to be plain, without patterns (even small patterns), and be worn in a way that shows your face from the bottom of the chin to the top of the forehead. The edges of your face on either side also have to be visible.

Jewellery and piercings

- Jewellery can't obscure any part of your face, especially the area around your eyes, mouth and nose. There can't be any reflection from rings or studs.

Glasses

- Glasses are not allowed in passport photos.
- If you cannot remove your glasses for medical reasons, the frames can't obscure your eyes and there can't be any reflection from the lenses. Note: vision impairment alone is not an acceptable reason to wear glasses in a passport photo.

Hearing aids

- If you usually wear hearing aids, you can wear them in your passport photo.

Studios

The Australian Consulate-General in Chengdu does not endorse any of these studios and provide them for reference only.

- **Name:** PureGraphy
Tel (WeChat): 193 8224 4020
Address: F4, No 99, Hongxing Road Section 3, Silver Mall
Business hours: 10:00 am – 20:00 pm / Monday to Sunday



- **Name:** Zhang Xiao Gang Photo Studio
Tel (WeChat): 132 5823 19398
Address: F3, Tianfu Hoot, No18 Dongyu Street.
Business hours: 10:00 am – 18:00 pm / Monday to Friday

