



# TEMPORARY DIGITAL APPLICATION UPLOAD FUNCTION

## Who can use this

You are an Australian citizen and can prove your Australian citizenship.

You have held a 10-year passport since 1 January 2006.

OR

You are applying for a child passport (15 years and under).

You **are** in one of the following countries and have a delivery address in:

- Iraq
- Israel
- Kuwait
- Lebanon
- Qatar
- United Arab Emirates

## How it works

### 1. Complete the application form online

- Enter your details through your [AusPassport](#) account and then **print** the application form.
- You will need to physically sign the application form; we **do not accept** digital signatures on any of our applications or [forms](#).

### 2. Upload the application form

- Upload the application form, and supporting documents, digital photo and credit card payment authorisation slip. **Payment** is taken by **credit card only** and in AUD. You can provide the credit card details of a friend or family member if you do not hold a credit card.

### 3. How long will it take to get my passport?

- Allow 6 weeks from lodging your application to get your new passport.

## Who cannot use this

If you **do not** meet these requirements, you are **not** eligible to use the **temporary digital application upload function**. You will need to contact your closest Australian Embassy, Consulate or High Commission.

If you require an emergency passport you **cannot** use the digital upload function.

If your most recent passport was issued with less than 2 years validity; a limited validity passport or an emergency passport you **cannot** use the digital upload function.



## AusPassport document and photo upload page

Once you have completed your application, you will be directed to the page shown below to upload your documents, passport photo and payment authorisation form.

Australian Government Department of Foreign Affairs and Trade Home **Upload** Log Out 

**Upload documents and photo**

### Upload documents and photo

- You will need to upload:**
- Complete and signed application form
  - Australian passport
  - Photo of the person applying for the Australian passport
  - Payment authorisation form

Application

Applicant

### Passport application form

Make sure you [print the application form correctly](#) and sign inside the boxes.

Scan the application form checking that all black triangles and the barcode are visible on all pages, as shown on the [sample form](#).

Do not include the passport photo or other documents. You can upload the passport photo and supporting document further down the page.

Accepted file formats are PDF, DOC, and DOCX. The combined size must not exceed 10MB.

**Upload application form**

### Supporting documents

You may need to submit one or more documents, depending on your circumstances. See [documents you need](#) for more information.

Accepted file formats are PDF, DOC, and DOCX. The combined size should not exceed 10MB.

**Upload document**





## Passport photo

Make sure your [passport photo meets the requirements](#).

Accepted file formats are JPEG or JPG. The file size must not exceed 3MB.

Upload passport photo

## Payment authorisation form

Complete and print the [payment authorisation form](#).

Accepted file formats are PDF, DOC, DOCX, JPG, JPEG and PNG. The file size must not exceed 2MB.

Upload payment authorisation form

## Declaration

### Warning

It is a criminal offence under the Australian Passports Act 2005 to make false or misleading statements (*there are penalties of up to 10 years imprisonment or a fine of 1000 penalty units, or both*). Under section 19A of the Act, we can also refuse to process an application for an Australian passport if we have reasonable grounds to suspect fraud or dishonesty in the application.

- Any uploaded photo and or file(s) together with information provided in the application form, supporting document(s) and payment authorisation form are true and correct.
- I have read and understood the [privacy policy](#)

Submit





## Troubleshooting

- Upload all pages of the application.
  - This is most applicable to adult applications where parental consent is not required. Although the information on the page is not required to be completed, the page itself must still be uploaded.
- I can't see any option to upload?
  - If you cannot see an option to upload your documents, please start a **new** application. You can't upload documents to a previously saved application.
- If you wish to have the new passport despatched to a location other than the country you are currently in, please complete a declaration ([form-B11](#)) which should include:
  - the location you wish the passport to be sent to i.e. **Australian Embassy, Consulate or High Commission** or a Passport State Office in Australia and,
  - a nominated person to collect a passport on your behalf
  - your authorisation for the passport to be handed to your nominated contact.

Once collected, it is yours/your nominated contacts responsibility to organise the safe delivery of the passport to you.

### Useful links

- [AusPassport account](#) - APO application portal
- Passport [photo requirements](#)
- [Payment authorisation form](#)
- [Passport Fees](#)
- [General Declaration form](#) (B11)
- List of [Australian embassy or consulate](#) websites

