



AUSTRALIAN HIGH COMMISSION
NAIROBI

From the 23 July 2018, Passport and Notarial Services at the High Commission will require an appointment. To make an appointment please visit www.ahcnairobi.setmore.com

Australian Passports – Adult Applicants

This information sheet should be read in conjunction with the guidance notes available at www.passports.gov.au.

From 23 July 2018, applications or renewals of an Australian passport will be accepted by appointment only, Monday to Friday between 9:00am and 12:00pm (subject to appointment availability and excluding [High Commission public holidays](#)). All passport applications must be lodged in person.

When we have received a complete application, your new passport will take approximately **3 weeks (15 working days)** to process. If you need to travel while your new document is being processed, please advise staff at the interview. For this option you will need to keep your current passport and present it to us for cancellation when you collect your new passport.

Passport Renewal (PC7)

To replace an existing undamaged Australian adult passport

Before your passport interview appointment:

- Please register and log-on via www.passports.gov.au to complete the Renewal Form

Please bring to your passport interview appointment:

- Completed Renewal form
- Current Australian passport (**and one photocopy**)
- Two passport photos - <https://www.passports.gov.au/Web/Requirements/Photos.aspx>

If you are unable to complete or print a Renewal Application online please contact the Consular Services Section or e-mail: consular.nairobi@dfat.gov.au

Full Application - Overseas Passport Application (PC8)
First Australian Passport or to replace a lost, stolen or damaged Passport

Before your passport interview appointment:

- Please register and log-on via www.passports.gov.au to complete the Application Form

Please bring the following **original documents** and **one photocopy of each** to the passport interview appointment:

- Completed Application Form including a properly completed Guarantor section (see attached list of guarantor categories)
- Most recent Australian passport (if applicable)
- If born in Australia - original Australian birth certificate
- If born in Australia on or after 20/08/1986 - Original Australian birth certificate **plus** evidence to prove your Australian citizenship or to prove that one of your parents was an Australian citizen at the time of your birth
<https://www.passports.gov.au/passportsexplained/theapplicationprocess/eligibilityoverview/Pages/confirmingcitizenship.aspx>
- If born overseas – original birth certificate AND original translation (if not in English) stamped by the translation office AND original Australian Citizenship certificate
- Three supporting IDs in your full name such as Australian or foreign driving licence, foreign passport, Australian Proof of Age card, Medicare card, debit/credit card, health care card. *At least one of these must show your photo and residential address.*
- Two passport photos - <https://www.passports.gov.au/Web/Requirements/Photos.aspx>
- Change of name guidelines – <https://www.passports.gov.au/Web/NameChange.aspx>
- If your Australian passport has been lost or stolen, you must also present a police report from the authorities in the country where it was lost or stolen.

If you are unable to complete or print an Application online please contact the Consular Services Section or e-mail: consular.nairobi@dfat.gov.au

Passport pages full?

We can offer a **replacement passport** if your passport **still has at least two years validity remaining**. The replacement passport will have the same expiry date as the original passport. *(Note: this option replaces the former Frequent Traveller 64 page passports)*

Before your passport interview appointment:

- Please register and log-on via www.passports.gov.au to complete the Renewal Form

Please bring to your passport interview appointment:

- Completed Renewal form
- Current Australian passport (**and one photocopy**)
- Two passport photos - <https://www.passports.gov.au/Web/Requirements/Photos.aspx>

If you are unable to complete or print a Renewal Application online please contact the Consular Services Section or e-mail: consular.nairobi@dfat.gov.au

Fees

Adults are issued with a (34 page) 10 year validity passport.

- The fee for this passport is AUD282 plus overseas surcharge AUD105 - total AUD387.

Where visa pages are full, adults may choose a 34 page replacement passport which will have the same expiry date as their existing passport.

- The fee for this passport is: AUD178 (no overseas surcharge).

Adults aged 75 years and older may request a 5 year validity passport.

- The fee for this passport is AUD142 plus overseas surcharge AUD105 - total AUD247.

Fees are payable in **USD or KSH** by **cash and are** linked to the AUD exchange rate and re-aligned monthly. We also accept payment via bank transfer. Please contact the Consular Services Section or e-mail: consular.nairobi@dfat.gov.au for further details.

Contact Details

Address: Australian High Commission
Riverside Drive (400 mtrs off Chiromo Road)
Nairobi,
Kenya

Telephone: +254-20-4277-100

Email: consular.nairobi@dfat.gov.au

Occupational Guarantor Occupation Groups

The applicant's identity must be clearly established. a Guarantor may be either:

- the holder of a current Australian passport with at least two years validity;
- or
- the local equivalent of the occupational categories listed below.

Occupational Category	Occupational Category
Accountants to whom the following membership status applies: <ul style="list-style-type: none"> - Institute of Chartered Accountants in Australia, - Australian Society of Certified Practising Accountants - National Institute of Accountants - Association of Taxation and Management Accountants - Registered Tax Agents 	Members currently serving in the regular Australian Defence Force - with at least five years continuous service
Bailiffs	Members of the Chartered Institute of Company Secretaries in Australia
Barristers, Solicitors and Patent Attorneys	Pharmacists
Bank Managers except managers of bank travel centres	Police Officers - with at least 5 years continuous service
Chartered Professional Engineers	Postal Managers
Clerk of Courts	Public Servants - current full-time employees of Commonwealth, State, territory or local Governments or Statutory Authorities - who have been employed continuously for at least 5 years by their current employer
Clerk of Petty Sessions	Registered Medical Practitioners
Dentists	Registered Nurses
Elected Representatives of: <ul style="list-style-type: none"> - Federal Parliaments - State Parliaments - Territory Parliaments - Legislative Assembly of Norfolk Island - Municipal or Shire Councils 	Registered Veterinary Surgeons
Holders of Statutory Offices for which an annual salary is payable	Sheriffs
Judges	Stipendiary Magistrates
Marriage Celebrants	Teachers - full time and who have been teaching for more than 5 years at schools or tertiary institutions