



Passport Application Lodgement Procedure (PALP)

Policy and Lodgement Information

Version.5.1
Effective 1 July 2024





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Australian Government

Department of Foreign Affairs and Trade

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Australian Government

Department of Foreign Affairs and Trade

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AUSTRALIAN
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s 22(1)(a)(ii) - this page, together with the following pages (6-15) are exempt and have been removed.

Translations of foreign language documents



1. If supporting documentation is in a foreign language, including a B11 – General Declaration form, an English translation must be provided when the document is lodged in Australia. This must be provided by a translator accredited by the National Accreditation Authority for Translators & Interpreters (NAATI).
2. NAATI translations must always contain the official translator's stamp. This can be either:
 - A square digital stamp with registration number and QR code or;
 - A wet ink stamp with signature
3. Multicultural NSW employs NAATI accredited translators, therefore translations on Multicultural NSW letterhead certified as an extract translation of the document(s) attached and which include the ID number of the translator and editor are acceptable.
4. The Interpreting and Translating Services NT (ITSNT) of the Northern Territory Department of Community Services employs NAATI accredited translators, therefore translations on NT Government letterhead certified by ITSNT as an extract translation of the document(s) attached and which include the ID number of the translator are acceptable.
5. Documents in foreign languages submitted overseas must be accompanied by an English translation from a translating service recognised by the Australian overseas mission.
6. If the supporting translated document has been certified with an official stamp and seal stating that the foreign document has been translated by an overseas post recognised translation service, the translated document can be used for all future passport applications regardless of where the application is lodged. There is no requirement for these documents to be re-translated by NAATI.
7. B11 –General Declaration forms must be written in English by the applicant. If it is written in another language it is to be translated at the applicant's cost. An applicant cannot have someone else complete a B11 General Declaration on their behalf.
8. Passport lodgement officers must certify photocopies of the original documentation and its translation and attach both to the application.
9. Unless otherwise instructed, do not send foreign language documentation to the Passport Office without the translation.

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s 22(1)(a)(ii) - this page, together with the following pages (19-25) are exempt and have been removed.

Proving Place of Birth / Gender

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Born overseas

Foreign birth certificate or passport

Where the Australian citizenship certificate does not show place of birth, the applicant may present their original full foreign birth certificate, with an English translation (NAATI translation) and/or their foreign or Australian passport (current or expired).

Foreign birth certificates, including decorative documents, can be accepted provided they show the applicant's place and date of birth, and gender at birth. Foreign birth certificates presented to support a child passport application must also include details of the child's parents.

NB: If the foreign birth certificate could only be provided to the applicant digitally, accept the application and make a note in the Interviewing Officer Only Comments.

No foreign birth certificate or foreign/Australian passport

Inconvenience, for example, in obtaining or translating documents is not a genuine reason for not presenting evidence of place of birth and/or gender. However, in some cases an applicant born overseas may be genuinely unable to provide a birth certificate or foreign/Australian passport.



s 22(1)(a)(ii) - this page, together with the following pages (29-30) are exempt and have been removed.



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Commemorative birth certificate

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3. Decorative foreign birth certificates are acceptable if they show the applicant's place and date of birth, gender at birth and, if presented to support a child's passport application, details of the child's parents. Where





applicable, the document must also meet the requirements for Translations of foreign language documents –
lodgement.

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Full consent

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2. A copy of the original birth certificate must always be provided for each child applicant (supported by a NAATI English translation where necessary). Unless there are genuine circumstances the child's birth certificate cannot be obtained, Refer Unable to Provide Birth Certificate. If the translated document has been certified with an official stamp and seal from an Australian Embassy or Consulate overseas stating that the foreign document has been translated by an overseas post recognised translation service, the translated document can be used for all future passport applications regardless of where the application is lodged.

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s 22(1)(a)(ii) - this page, together with the following pages (49-60) are exempt and have been removed.



Lodgement Officer Checklists





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PC1 – Adult Application

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Birth details
(sex, date of birth, place
and country of birth)

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If the Australian citizenship certificate does not show sex or place and country of birth, check these details against the applicant's:

- Foreign birth certificate (with a NAATI translation), or if unavailable; -
- Foreign passport (valid or expired); or
- Other supporting documents evidencing place of birth or gender (issued by a government entity or overseas licensing authority).

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s 22(1)(a)(ii) - this page, together with the following pages (65-81) are exempt and have been removed



PC4 – Child Application

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Birth details
(sex, date of birth, place and
country of birth)

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If the Australian citizenship certificate does not show sex or place
and country of birth, check these details against the applicant's:

- Foreign birth certificate (with approved English translation), or if unavailable;
- Foreign passport (valid or expired); or
- Other supporting documents evidencing place of birth or gender (issued by a government entity or overseas licensing authority).

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s 22(1)(a)(ii) - this page and the following pages (85-126) are exempt and have been removed.



Passport Application Checklist Lodgement Appointment Instructions (PACLAI)

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PASSPORT LODGEMENT APPOINTMENT STEP BY STEP

The following process is undertaken by a lodgement officer during a lodgement appointment.

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Step 3: Sight or copy and certify the supporting documents.

Lodgement officers can follow the next steps on how to action the supporting documents.

Steps	Action	Further information
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4.	Check any documents that are in another language are supported by an English translation.	Translations must be performed by one of the following: - a translating and interpreting service recognised or used by the relevant Australian diplomatic or consular mission overseas - National Accreditation Authority for Translators and Interpreters (NAATI) accredited/certified translator in Australia.



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The following organisations employ only NAATI accredited/certified translators. Translations from these organisations are acceptable:

- Community Relations Commission (CRC)
- Interpreting and Translating Services NT (ITSNT)
- Translating and interpreting Service (TIS)
- Department of Social Security (DSS)

s 22(1)(a)(ii) - this page, together with the following pages (158-182) are exempt and have been removed.

Chapter 5.3.2 > s 22(1)(a)(ii) > Foreign language documents - approved translation

- The customer is responsible for organising and providing an acceptable translation of any supporting documents that are in a foreign language. This includes:
 - foreign birth, marriage or name change certificates
 - foreign passports
 - court orders
 - any other foreign language documents presented to support an application for an Australian travel document (ATD) as well as
 - any B11 General Declaration (B11) form provided by the customer that isn't in English.

Approved translation services in Australia are those accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

- Translations prepared overseas **must** be performed by a translating and interpreting service recognised or used by the Department of Home Affairs or by the relevant Australian mission.
- Multi-language documents are acceptable if an English translation is included on the original document issued by the foreign government or authority. In these cases, a NAATI translation isn't required.

Summary or extract translations

- Translations of foreign birth, marriage or name change certificates or foreign passports may be certified as 'summary translations' or 'extract translations'.
- This means they are translations of key details extracted from a full original foreign document and not from an *extract* of a foreign document. For example, an 'Extract Translation of Birth Record' translates details extracted from a foreign 'full' birth certificate.
- Provided the 'summary' or 'extract' translation includes the customer's place of birth, date of birth, sex (gender) and parent's names, it's an acceptable document in support of an application for an ATD.
- Foreign court orders and any other foreign language documents presented must be translated **in full**.

Chapter 5.3.2.1 > s 22(1)(a)(ii) > NAATI certified translation services in Australia

Approved translation services in Australia are those accredited or certified by the National Accreditation Authority for Translators and Interpreters (NAATI).

- Translations completed in Australia must be provided by a person who is accredited or certified by the National Accreditation Authority for Translators and Interpreters (NAATI). NAATI is owned by the Commonwealth, State and Territory Governments.
- NAATI sets and maintains national assessment and credential standards for translators and interpreters. NAATI itself does not perform translations.
- Before 1 January 2018, NAATI translators were known as Accredited Translators. On 1 January 2018, NAATI transitioned from an accreditation to a certification system.
- Translations by a NAATI Certified Translator or Recognised Practising Translator are identifiable by a square NAATI wet stamp. Details of those translators can be verified using the NAATI online verification tool at www.NAATI.com.au.
- Translations by NAATI Accredited Translators are identifiable by a round or triangle NAATI wet stamp. Details of Accredited Translators can only be verified by contacting NAATI National Office directly via email: info@NAATI.com.au.
- All NAATI approved translations should include a stamp. This assures that the translator's credentials have not been used by an unauthorised person.

NAATI Accreditation System

- If a translator was awarded accreditation before the introduction of the revalidation requirement in 2007, their accreditation has no expiry date.
- Accredited Translators are not listed on the NAATI website; however, NAATI can verify their details via email.
- Although NAATI has transitioned from an accreditation to a certification system, they continue to endorse some accredited translators.

NAATI Certification System

- The NAATI certification has a more robust assessment and testing of the translator's competency than the accreditation system. Under the certification system, translators must be re-certified every three years.
- There are two categories of NAATI certified translators – Certified Translators and Recognised Practising Translators. Translations from both are acceptable.
 - *Certified Translators and Certified Advanced Translators* have been successfully tested and assessed by NAATI for competency in translating larger, established language groups.

- *Recognised Practicing Translators* are translators of smaller or emerging language groups for which NAATI does not offer certification testing. NAATI has, however, recognised their competency as translators.

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Physical stamp

	JANE DOE CPN8MX89K ENGLISH > CHINESE VALID TO 30-JAN-2020
	SIGNATURE:
	TRANSLATION DATE:
	CERTIFIED TRANSLATOR

VS

Digital stamp



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Chapter 5.3.2.2 > s 22(1)(a)(ii) > Translation by other services that employ NAATI translators

- The following services employ National Accreditation Authority for Translators and Interpreters (NAATI) accredited translators:
 - the *Translating and Interpreting Service (TIS National)* provided by the Department of Home Affairs
 - the *Free Translating Service (FTS)* provided by the Department of Social Services for people settling permanently in Australia and participating in the Adult Migrant English Program
 - the *Community Relations Commission (CRC)* for Multicultural NSW
 - the *Interpreting and Translating Services NT (ITSNT)* provided by the Northern Territory Department of Community Services
 - the *Interpreting and Translating Centre (ITC)* in the Department of Human Services in South Australia.
- Translations from these services are acceptable, provided they:
 - are on the relevant letterhead (TIS, DSS, CRC, for example) or on ITC watermarked (high gsm) stationery and signed individually by an ITC Manager
 - include the name of the NAATI translator and their registration number.

Summary or extract translations

- If the translation is certified as a 'summary translation' or 'extract translation', see Foreign language documents: approved translation

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Chapter 5.3.2.3 > s 22(1)(a)(ii) > Translation by diplomatic or consular missions of foreign countries in Australia

- Diplomatic or consular missions of foreign countries based in Australia are **not** recognised as formal translation services.
- A customer is **unable to use** any translations of foreign language documents that have been completed by foreign diplomatic or consular missions in Australia in support of an application for an Australian travel document.

Chapter 5.3.2.4 > **s 22(1)(a)(ii)** > Overseas approved translation services

Translations prepared overseas must also be certified by a passport officer at an overseas post to confirm they were performed by a translating and interpreting service recognised or used by the Department of Home Affairs, or by the relevant Australian mission.

- When a customer lodges overseas and provides a translation as part of their application, the overseas post must confirm that the translation has been performed by an appropriately recognised translation service.
- Post must certify the front page of the *translated* document with an official stamp and seal stating that the foreign document has been translated by a translation service approved by post, for example:

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- The customer can then use the certified translation for all future passport applications regardless of where the application is lodged.
 - If lodging in Australia, there is no requirement for these documents to be re-translated by NAATI.

Officers at post should not provide full translation services (Exception: foreign personal identity documents (PIDs) may be translated where necessary).

Translation not certified

- If a new customer provides translated foreign documentation but it hasn't been certified by an overseas post, the customer must provide a new translation from an approved service before having it certified.

Intercountry Adoptions

- Different procedures are in place for the provision of translated documents for child applicants who were adopted under the Intercountry Adoptions process. See Child born overseas and adopted - supporting documents.

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Chapter 5.3.2.5 > s 22(1)(a)(ii) > Translations by a Chinese Public Notary Office
s 22(1)(a)(ii)

- Australian overseas posts and missions in China recognise the Public Notary Office as an official translation service and notaries as official translators.

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Notarised copy of a Chinese Medical Birth Certificate

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- A notarised copy of a Chinese Medical Birth Certificate may also be accepted – this is a bound set of documents that includes all of the following:
 - a photocopy of the official/original Chinese Medical Birth Certificate
 - an attestation by the notary that the copy is a true copy of the official/original Medical Birth Certificate (Chinese version)
 - an attestation by the notary that the copy is a true copy of the official/original Medical Birth Certificate (English version)
 - an English Notarial translation of the Medical Birth Certificate.

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- If the original Chinese Medical Birth Certificate is presented, it must be accompanied by a NAATI translation or a translation by a post-approved translation service in that country.

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Lodgement requirements: translations

- If an application is lodged in China, the post must copy all documents and certify them as true copies of the originals prepared by the Notary. Posts must also stamp them as a post-approved translation service.
 - If stamped by a post in China, the translations are acceptable wherever presented in support of a passport application – including in Australia.
 - If not stamped, a new translation is required by a NAATI translator or a post-approved translation service in the lodgement country.
 - Exception: Notarial Birth Certificates and Notarial Adoption Certificates presented in support of an application for an adopted applicant do not require post to stamp the translation.
- If lodged outside of China, the documents may be accepted in the same way, provided the translations have been stamped by a post in China as a post-approved translation service.

Chapter 3.7.5 > s 22(1)(a)(ii) > Certifying original documents at lodgement

- Original cardinal and {{supporting documents}s 22(1)(a)(ii) must be presented, copied and certified by the {{lodgement officer}s 22(1)(a)(ii)

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- If the original documents are accompanied by an English translation, the translation must also be copied, certified and attached to the application.

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Chapter 5.4.5 > ^{s 22(1)(a)(ii)} > Acceptable documents - using APO records

- The following documents attached to a known customer's record may be used to support their subsequent Australian travel document (ATD) applications, but are not limited to:

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- NAATI translations (when accompanied by original language versions)

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s 22(1)(a)(ii) - this page, together with the following pages (197-200) are exempt and have been removed.

Assessment task complete

6. Check the application for a translated copy of the court order if the order is in a foreign language

An approved translation of the full text must accompany a foreign court order that is not in English.

See Policy Tab: [Foreign language documents - approved translation](#)

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- Foreign language documents - approved translation

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2. The court order provided is not an Australian court order (foreign court orders)

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- **Check** if a National Accreditation Authority for Translators and Interpreters (NAATI) or post approved translation of the full order has been submitted where required. NAATI translations will have the official stamp on the document.

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Policy

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- Foreign Documents

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- Foreign court orders not registered in Australia

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Chapter 5.3 > ^{s 22(1)(a)(ii)} > Foreign documents

The customer must provide an acceptable translation of any supporting documents that are originally issued in a foreign language.

The customer must also organise the legalisation of any foreign name change or foreign marriage certificate presented as evidence of the customer's current legal name. The customer is responsible for any costs associated with producing these documents for an application for an Australian travel document.

Chapter 13.11.3.1 > s 22(1)(a)(ii) > Foreign court orders not registered in Australia

- Foreign court orders may be presented in support of an application under the special circumstances listed in section 10 of the Australian Passports Determination 2015.
- Any orders in a foreign language must be provided with an approved translation of the full text.

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