

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Friday, 24 July 2026 12:08 PM
To: s 22(1)(a)(ii)
Subject: Fw: MS23-000438 FM signed - Australian children involved in International Custody Disputes [SEC=OFFICIAL]
Attachments: s 22(1)(a)(ii) - FM signed.pdf; Writing to Australian Children Involved in International Custody Disputes SOP.docx

OFFICIAL

SOP and Min sub

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, June 21, 2023 13:59
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: s 22(1)(a)(ii) FM signed - Australian children involved in International Custody Disputes [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

See attached FM signed.

As discussed my team started to create a SOP, however not sure how useful this will be for you. I have attached for your reference.

My understanding is APO will not be sending these letters and will be handled by Consular at post?

Happy to discuss further.

Cheers

s 22(1)(a)(ii)

A/g Director | Passport Policy, Identity, Legislation and Knowledge Management
 Strategy and Modernisation Branch | Australian Passport office
 Department of Foreign Affairs and Trade
 T s 22(1)(a)(ii) | M s 22(1)(a)(ii)
 Australian Passport Contact Centre 131 232
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From: Tori Lamb
Sent: Monday, 5 June 2023 10:11 AM
To: s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Cc: s 22(1)(a)(ii) <@dfat.gov.au>
Subject: FW: s 22(1)(a)(ii) FM signed - Australian children involved in International Custody Disputes [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi all,

Signed minute attached.

To wrap up the work related to this proposal, APO will develop a SOP based on the risk assessment and various pieces of advice received through this process.

Please note APO will not be involved in the issuing of letters. A decision to issue a letter will sit with the relevant post with input from Consular, based on the individual circumstances of each case, to which APO is not privy.

We'll share a draft SOP with you for input prior to finalising.

Thanks
 Tori

From: DLO FM <s 47E(d)@dfat.gov.au>
Sent: Monday, 5 June 2023 9:58 AM
To: Tori Lamb <tori.lamb@dfat.gov.au>
Cc: Lucelle Veneros <Lucelle.Veneros@dfat.gov.au>; Kate Logan <Kate.Logan@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Subject: s 22(1)(a)(ii) FM signed - Australian children involved in International Custody Disputes [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Good morning Tori,

Please find attached FM signed s 22(1)(a)(ii)

Many thanks,

s 22(1)(a)(ii)

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OFFICIAL: Sensitive

Australian Government
Department of Foreign Affairs and Trade

Ministerial Submission

s 22(1)(a)(ii)

Cleared by: Craig MacLachlan

REDRAFT Date sent to MO: 24 May 2023

FOR: Senator the Hon Penny Wong

INFO: The Hon Tim Watts MP

Action Requested By: 19 May 2023

Reason for Urgency: Not Applicable

Writing to Australian Children Involved in International Custody Disputes

Key Issues: A small number of Australian children living in Japan are subjects of custody disputes involving an Australian parent. DFAT is providing consular assistance to affected Australian parents. One parent has requested the department contact their child with advice on how to apply for an Australian passport. The department has identified risks with this proposal which it will manage on a case-by-case basis.

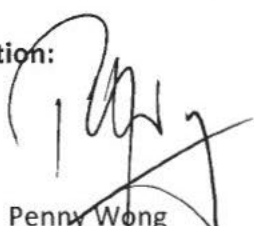
Recommendation:

That you:

- note the department will consider contacting Australian children who are subjects of custody disputes, when requested; and
- note the assessment of each case will consider local and individual circumstances, as guided by Australian and local legal advice.

Decision:NotedNoted

Domestic/Media Considerations: Australian parents of children residing in Japan have engaged media.

Action:

 Penny Wong

21/6/23

Information:Noted

Tim Watts

/ /

From: Executive Director Lucelle Veneros | APO | s 22(1)(a)(ii)
 First Assistant Secretary, Kate Logan | CCD | s 22(1)(a)(ii)

Contact Tori Lamb, A/g
 Assistant Secretary, APO
 Strategy and Modernisation
 s 22(1)(a)(ii)

Can this proposal be funded from within your existing divisional allocation (departmental/aid)? Not Applicable

If the proposal high risk/high value (over \$100m) concept has been approved by the Aid Governance Board? Not Applicable

Consultation: CCD, ISD, ILB; International Family Law Section- Attorney-General's Department; Australian Government Solicitor; Department of Home Affairs.

OFFICIAL: Sensitive



Background:

Under Japanese law, after divorce, only one parent retains legal parental responsibility for the child. The Australian government does not have authority to intervene in custody disputes. DFAT is providing consular assistance to affected Australian parents.

2. One parent has requested DFAT contact their 17-year-old child with advice on how to apply for an Australian passport. This request was considered by DFAT in 2021. In considering the likelihood that it would change custodial circumstances, DFAT declined to take this action.
3. With recent media reporting on this issue, DFAT has again considered this request.
4. s 22(1)(a)(ii)
- 5.
- 6.
- 7.
8. While the effectiveness of this strategy in repatriating these children to Australia remains uncertain, DFAT will liaise closely with Australian parents to manage expectations.

Risks

Ref.	Event	Sources of the Risk	Impact	Key Contact	Risk Severity without controls implemented			Existing Controls in Place	Risk Severity with controls implemented			Proposed Treatments (proposed additional controls)	Target risk rating after proposed treatments are implemented.		
	What can happen	Cause, contribution to severity, influence how risk is to be managed	What will the impact/s be if it happens?	Most commonly the director	Consequence (refer to risk matrix)	Likelihood (refer to risk matrix)	Risk Rating (refer to risk matrix)	Descending order from most critical to least with assigned ownership to staff member	Consequence (refer to risk matrix)	Likelihood (refer to risk matrix)	Risk Rating (refer to risk matrix)	Assigned ownership and responsibility. If no further treatment required or available, please explain why	Consequence (refer to risk matrix)	Likelihood (refer to risk matrix)	Risk Rating (refer to risk matrix)
1	Promotes solicitation for Australian passports	DFAT raising eligibility is seen as soliciting passport applications.	s 22(1)(a)(ii)		Major	Possible	High	Legislation does not prevent DFAT from issuing a letter to Australian citizens.	Moderate	Unlikely	Medium	s 22(1)(a)(ii)	Moderate	Unlikely	Medium
2	Safety or wellbeing of the child or younger sibling/s is impacted	The child may not know they are an Australian citizen. The child may not have accurate information about their family model (e.g. may understand the other parent to be intentionally absent, deceased). If the child has escaped family violence, a letter could be a psychological trigger. Inadvertent release of personal details (i.e. home address) to non-custodial parent. The Hague Convention may apply to a younger sibling/s (under 16 years), the parent may raise concerns in the context of the Hague Convention.	Harm to the child. Perception that DFAT has contributed to psychological damage to child. s 22(1)(a)(ii) Damage to Australia's/DFAT reputation.		Major	Possible	High	The APO has a well established Specialised Case Unit trained to process these cases. All Australian citizens have a right to apply for a passport. The APO maintains strict privacy policies limiting provision of information to a third party without consent from the lodging party. The APO Fraud Controls - Applying Passport Policy Change Process (O-126) and Compass Systems Controls (O-127).	Major	Unlikely	Medium	Require staff at Post/CCD to have sufficient information about the case to inform a risk based decision about sending a letter.	Moderate	Possible	Medium
3	Non-compliance with privacy obligations	Data quality concerns - Embassy or CCD does not have the correct address of the custodial parent. Unintentional disclosure of parent's address is shared with non-custodial parent. Disclosure is not considered fair or reasonable (privacy verse exercising right of citizenship).	s 22(1)(a)(ii)		Moderate	Possible	Medium	The APO has a well established Specialised Case Unit trained to process these cases. The APO maintains strict privacy policies limiting provision of information to a third party without consent from the lodging party.	Moderate	Unlikely	Medium	s 22(1)(a)(ii)	Minor	Unlikely	Low
4	Damage to Australia's reputation and relationship with Japan and possibly other allied countries	Perception of 'special treatment' or 'targeting' - no other Australian citizen receives a letter of invitation. Child does not have access to the supporting evidence required for application (consent, evidence of identity and citizenship, application fee, photos). The APO cannot establish eligibility until an application is lodged. The child's application may be rejected.	Could create the perception that Australia is interfering in local legal or custody matters. Expectation that all 18 year old Australian's are advised of their eligibility for a passport within parental consent. DFAT/ Australian Government faces criticism (foreign government/media) for inviting an application and then refusing to issue. Parent may complain that something implicitly has been disclosed about them that ought not have been.		Moderate	Possible	Medium	Eligibility criteria is published on passports.gov.au. Processing and policy guides for staff.	Moderate	Unlikely	Medium	Letter contains generic information and asks whether the individual consents to further contact for the purpose of learning about passports. Consult with other like minded countries to determine whether the provision of a letter of this kind has had any adverse impacts. Don't mention recipient's age in letter.	Minor	Unlikely	Low
5	Proposal is ineffective in changing the custody issue	Child does not receive letter (intercepted, wrong address). Child does not have access to the supporting evidence required for application (consent, evidence of identity and citizenship, application fee, photos). Child does not want to apply for passport. Child is not permitted by custodial parent to apply for passport.	No change in current circumstances.		Limited	Likely	Medium	Provisions to grant passports on grounds specified in Section 10 of the Australian Passport Determination 2015.	Limited	Possible	Low	NA	Limited	Possible	Low
6	Increased number of specialised cases in queue	If application is lodged before the child is 18 years of age, consent from both parents is required along with supporting identity documents and photo. Child does not have access to the supporting evidence required for application (consent, evidence of identity and citizenship, application fee, photos).	Increased workload for post and APO.		Minor	Likely	Medium	The APO conducts consent checks with the non lodging parent. Workload management system in place to support case management. Referrals to fraud team if consent forged. The APO Fraud Controls - Passport Fraud Detection (O-113), Passport Fraud Case Management (O-114), Departmental Fraud Case Management System (O-120).	Minor	Possible	Medium	Send letter to 18+ year old people only. Letter contains generic information and asks whether the individual consents to further contact for the purpose of learning about passports. Policy unit to work with Specialised Case Management to ensure current policies are effective and risks are being reviewed with modifications made where required.	Minor	Unlikely	Low

Writing to Australian Children Involved in International Custody Disputes SOP

OBJECTIVE

This process outlines the steps required to send a letter detailing how to apply for an Australian passport for eligible Australian citizen children residing offshore and who may be the subject of an international custody dispute. It ensures that this cohort of cases is efficiently and consistently managed.

Each case must be assessed against the Risk Assessment matrix prior to sending any correspondence to the child.

Step 1

- Consider age ^{s 47E(d)} of the child – letters are only to be sent to a child aged 17 or over who is approaching their 18th birthday and to the last known address to DFAT.

Do not mention the child's/young person's age in letter.

Step 2

- Consider contacting foreign (local) government before sending the letter to field concerns and prevent local issues
 - Check list of consular cases for background information or ^{s 47E(d)} to the child
 - Check with local authorities if there are current/open cases before the courts in local jurisdictions
 - If applicable, refer cases of concern to Consular Communication and & Policy Branch to contact non-custodial parent to advise inability to issue letter.

Step 3

- Consider implications on younger siblings (if applicable)
 - Check list of consular cases linked to child in question for visibility of siblings
 - If the child in question has a younger sibling, DO NOT SEND A LETTER.
 - check register of active Hague Convention cases for matches
 - if YES and the child in question has a younger sibling under 16 years of age, DO NOT SEND A LETTER.

Step 4

- Once individual case has been investigated AND none of the above criteria apply, proceed to issue letter to child.
- Include link to passport application process from relevant offshore post or mission website
 - copy and paste link into letter where indicated.

Policy

- No current policy in place. Each case to be assessed as policy exception on case by case basis.

- Posts should assess all information on hand for each case including but not limited to Hague Convention, civil suits s 47E(d), previous counts of fraud etc.

Client interaction

- Include any relevant APOCC or Passports.gov.au links

Resources

- Risk Assessment Matrix



Child custody DFAT
letter - Risk Assessm

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Friday, 24 July 2026 12:02 PM
To: s 22(1)(a)(ii)
Subject: Fw: RESPONSE: For information - proposal to send letters to Australian children overseas with advice on applying for an Australian passport [SEC=OFFICIAL]
Attachments: Privacy advice – letter to child regarding eligibility to apply for Australian passport [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege] [AGSDMS-DMS.FID4836612]; Child custody APO letter proposal risk assessment.xlsx

OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, March 24, 2023 11:59
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>; Tori Lamb <tori.lamb@dfat.gov.au>
Subject: FW: RESPONSE: For information - proposal to send letters to Australian children overseas with advice on applying for an Australian passport [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

s 22(1)(a)(ii)

We are mindful of supporting your deadline of cob today and, in her absence, Tori requested that I forward the information that we have on hand - s 22(1)(a)(ii)

We have also provided s 22(1)(a)(ii) and suggested next steps below.

s 22(1)(a)(ii) with both Tori and Lucelle travelling today, Tori would not have had the opportunity as yet to brief Lucelle on this content.

We are providing the content to support the deadline, provide visibility of progress and if required seek further clarification from your perspective on the extensive content.

Yours sincerely

s 22(1)(a)(ii)

A/g Director | Passport Policy, Identity, Legislation and Knowledge Management
 Strategy and Modernisation Branch | Australian Passport office

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) | M s 22(1)(a)(ii)

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From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Friday, 24 March 2023 11:18 AM

To: s 22(1)(a)(ii) @dfat.gov.au>

Subject: RESPONSE: For information - proposal to send letters to Australian children overseas with advice on applying for an Australian passport [SEC=OFFICIAL:Sensitive]

Importance: High

OFFICIAL: Sensitive

Morning s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

NEXT STEPS:

s 22(1)(a)(ii)

Thanks and Kind Regards

s 22(1)(a)(ii)

A/g Assistant Director Policy
Passport Policy, Legislation & Knowledge Management Section (PCX)
Strategy and Modernisation Branch | Australian Passport Office
Department of Foreign Affairs and Trade
Ph. s 22(1)(a)(ii) | Ext. s 22(1)(a)(ii)

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From: Tori Lamb <tori.lamb@dfat.gov.au>

Sent: Monday, 20 March 2023 6:13 PM

To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>

Subject: FW: For information - proposal to send letters to Australian children overseas with advice on applying for an Australian passport [SEC=OFFICIAL]

OFFICIAL

Hi both,

Here is the background to the issue. s 22(1)(a)(ii)

To get you started, I've attached an email trail with Japan post ~18 months ago where we outlined our reasons for not doing this.

s 22(1)(a)(ii)

We need to honestly consider whether we can mitigate these risks (and any others you think of). We'll then present an assessment to Craig Mac (through Lucelle) for a decision on whether the dept is willing to accept those risks.

We can engage CCD if we need more info or want to flesh out some of the risks or mitigants. I'd recommend reaching out to CCD or post in Japan as they're obviously dealing with this as a live issue.

Can you please give me an update COB Wednesday so we can go back to Lucelle and CCD with progress?

And call me if you want to chat!

Thanks

T

From: Tori Lamb

Sent: Monday, 20 March 2023 6:36 PM

To: Craig Maclachlan <Craig.Maclachlan@dfat.gov.au>

Cc: Lucelle Veneros <Lucelle.Veneros@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au; s 22(1)(a)(ii) @dfat.gov.au; APO Executive Office s 47E(d) @dfat.gov.au; Troy Kaizik <Troy.Kaizik@dfat.gov.au>

Subject: For information - proposal to send letters to Australian children overseas with advice on applying for an Australian passport [SEC=OFFICIAL]

OFFICIAL

Hi Craig,

For information only

Today we met with Alison Duncan and s 22(1)(a)(ii) from CCD to discuss a proposal for the department to send letters to Australian children inviting them to apply for an Australian passport. This proposal was most recently brought to us as a result of a [media report](#) on 19 March and relates specifically to children residing in Japan, however we have fielded similar proposals in the past. I understand Alison discussed this matter with you in an earlier meeting this afternoon.

As there are several risks related to this proposal and implications to consider for the child and the department, APO will conduct a risk assessment to articulate these risks and allow for an informed decision. We aim to have this completed by the end of this week. We will work with CCD to bring a recommendation to you based on that assessment.

We have suggested CCD engage with Home Affairs on the issue of citizenship, as we understand from our meeting today with CCD the child may need to take action to retain their right to Australian citizenship. If the child cannot prove their Australian citizenship or identity, we cannot issue an Australian passport. We have provided ^{s 22(1)(a)(ii)} with the contact details of the Citizenship policy team at HA.

Thanks

Tori

Tori Lamb

A/g Assistant Secretary
 Strategy and Modernisation Branch | Australian Passport Office
 Department of Foreign Affairs and Trade
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Risks

	Event	Sources of the Risk	Impact	Key Contact	Risk Severity without controls implemented			Existing Controls in Place	Risk Severity with controls implemented			Proposed Treatments (proposed additional controls)
Ref.	What can happen	Cause, contribution to severity, influence how risk is to be managed	What will the impact/s be if it happens?	Most commonly the director	Consequence (refer to risk matrix)	Likelihood (refer to risk matrix)	Risk Rating (refer to risk matrix)	Descending order from most critical to least with assigned ownership to staff member	Consequence (refer to risk matrix)	Likelihood (refer to risk matrix)	Risk Rating (refer to risk matrix)	Assigned ownership and responsibility. If no further treatment required or available, please explain why
1	Promotes solicitation for Australian passports	Change to standard practice by soliciting applications. Does not align to Australian Passport Act which provides for a passport service to those that choose to make an application- not invited to. Establishes a precedent of contacting children to invite passport application the could be leveraged for similar issues in other countries or different issues.	No legislative basis. § 22(1)(a)(ii) could generate additional work if the practice becomes established and is expanded. § 22(1)(a)(i)		Moderate	Possible	Medium	APO operates within a legislative framework that prevents solicitation of passport applications.	Major	Possible	High	Create a SOP to undertake uniform action in every overseas post/mission with pre-approved letter template from Passport Policy. APO could piggy back off the letter AEC sends when auto-enrolling Australians at 18 yrs and ask they include a line about applying for a passport. Apply as a policy exception, only at request of Post and with appropriate level of approval.
2	Unintended risk to the safety or wellbeing of the child	The child may not know they are a Australian citizen. The child may not have accurate information about their family model (e.g. may understand the other parent to be intentionally absent/deceased). If the child has escaped family violence, a letter could be a psychological trigger. Inadvertent release of personal details (i.e. home address) to non-custodial parent.	Harm to the child. Perception that APO has contributed to psychological damage to child. § 22(1)(a)(ii) Damage to Australia's reputation.		Major	Unlikely	Medium	APO has a well established Specialised Case Unit trained to process these cases All Australian citizens have a right to apply for a passport but APO maintains strict privacy policies whereby staff are unable to provide information to a third party without consent from the lodging party. Applying Passport Policy Change Process (C-126) & Compass Systems Controls (C-127).	Minor	Unlikely	Low	Rely on staff at Post/CCD to have sufficient information about the case to inform a risk based decision about sending a letter. Specialised Training for PF5 Staff (T-20) & Departmental Fraud Case Management System (T-21) Policy responsible for having correct controls in place (eg consent check, relevant steps to take if consent is forged). Policy unit to work with Specialised Case Management to ensure current policies are working and risks are being reviewed with modifications made where required. APO is bound to Privacy Act, we cannot release information unless instructed to do so.
3	Increased number of specialised cases in queue	Child applications will still require consent from both parents and the child's photos and identity documents which are unlikely to be obtained for this cohort	Increased workload for SQM and post. Additional workload for APO.		Moderate	Likely	High	Passport Fraud Detection (C-113), Passport Fraud Case Management (C-114), Departmental Fraud Case Management System (C-120). POCs conduct consent checks with NLP. Referral to fraud if consent forged. Fraud takes ownership after referral. Workload management system in place to control lodgement numbers vs processing numbers.	Minor	Possible	Medium	Specialised Training for PF5 Staff (T-20) & Departmental Fraud Case Management System (T-21) Policy responsible for having correct controls in place (eg consent check, relevant steps to take if consent is forged). Policy unit to work with Specialised Case Management to ensure current policies are effective and risks are being reviewed with modifications made where required. Send the letter to 18+ yr old people only. Apply as a policy exception, only at request of Post and with appropriate level of approval.
4	Damage to Australia's reputation and relationship with Japan and possibly other allied countries	Perception of 'special treatment' or 'targeting' – no other Australian citizens get a letter of invitation. APO can't establish eligibility for a ATD until an application is lodged. The child's application may be rejected.	Could create the perception that Australia is interfering in local legal or custody matters. APO could be expected to advise every Australian citizen turning 18 that they are able to apply for a passport. DFAT faces criticism for inviting an application and then refusing to issue. Increased media presence around this issue		Moderate	Possible	Medium	AEC automatically enrolls Australian-born citizens at 18 on the Electoral Roll. In some cases, the child will receive notification from AEC. Eligibility criteria is published on: passports.gov.au . Processing and policy guides for staff.	Moderate	Unlikely	Medium	APO could piggy back off AEC letter and send letter outlining eligibility requirements to apply for passport. Create APO digital interface that links to MyGOV app that notifies now turned 18 yr old client to apply as an adult. Create a SOP to undertake uniform action in every overseas post/mission with pre-approved letter template from Policy. Contact local govt before sending the letter to field concerns and prevent local issues. Send the letter to 18+ yr old people only.
5	The department experiences a privacy breach	Embassy or CCD does not have the correct address of the custodial parent. Custodial parent's address is shared with non-custodial parent.	Increased risk of privacy breaches if sending letters to last known address		Moderate	Possible	Medium	The department follows strict privacy policies whereby staff are unable to provide information to a third party without consent.	Moderate	Unlikely	Medium	Post/CCD does not issue letter without validation of address (e.g. phoning custodial parent).

s 22(1)(a)(ii)

From: s 47E(d) @dfat.gov.au>
Sent: Tuesday, 21 March 2023 2:28 PM

To: Legal CPL s 47E(d)

Cc: s 22(1)(a)(ii)

@dfat.gov.au>; s 22(1)(a)(ii)

@dfat.gov.au>; s 22(1)(a)(ii)

@dfat.gov.au>

Subject: URGENT: Response required by COB Thurs 23 March [SEC=UNOFFICIAL]

Hi team,

s 22(1)(a)(ii)

We would appreciate if someone could get back to us by COB Thursday 23rd March so we can prepare our assessment by the due date of 24 March.

Thanks and Kind Regards

s 22(1)(a)(ii)

A/g Assistant Director Policy
Passport Policy, Legislation & Knowledge Management Section (PCX)
Strategy and Modernisation Branch | Australian Passport Office
Department of Foreign Affairs and Trade
Ph. s 22(1)(a)(ii) | Ext. s 22(1)(a)(ii)

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PHONE: (03)5232-4111
FAX: (03)5232-4149



2-1-14 MITA
MINATO-KU, TOKYO 108-8361

AUSTRALIAN EMBASSY

[DATE]

[First Name Last Name]

[Address]

____-ku, Tokyo [post code]

Dear [First Name]

Best wishes for your upcoming 18th birthday/recently turning 18. We, the Consular Section at the Australian Embassy Tokyo, provide information and assistance to Australian citizens in Japan.

You will soon be able to apply for your first adult Australian passport (after your 18th birthday). Please refer to the “Adult Passport Application” information on our website at https://japan.embassy.gov.au/tkyo/passport_app.html and use the enclosed application form and passport application checklist to apply.

If you have any questions about payment of the passport application fee, proving your Australian citizenship or if you would like more information about the services we provide to Australians in Japan, please contact us on 03-5232-4111 (select 3 for consular), or consular.tokyo@dfat.gov.au.

Sincerely,

XX

Consular Section

Australian Embassy Tokyo