

2.12.1.1 Doubt regarding Australian citizenship

1. s47E(d)

The APO must be satisfied that the client is an Australian citizen before they can be issued a passport. Delegated officers should not issue a passport if they have any doubts about the client's citizenship status.

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Page redacted

2.15.1.1 Proving identity: summary

1. Identity theft is a growing problem within Australia. Research shows that it is closely linked to organised crime and the illegal use of Australian travel documents.
2. The positive confirmation of the applicant's identity is, therefore, a crucial part of passport interviewing and processing procedures and must be given a high priority by passport staff. Where there are any doubts whatsoever an Australian travel document must not be issued without those doubts being resolved.
3. There are two components to a person's identity:
 - 1. their identity when they became an Australian citizen by birth, descent or acquisition – this is known as their commencement of identity; and
 - 2. the identity currently used in the community.
4. **Demonstrating Identity**
5. To establish an applicant's current identity in the community - the identity in which they want their travel document – they are required to provide certain identity documents known collectively as proof of identity documents (PIDs).
6. If the applicant has changed elements of their commencement identity (name, gender etc.) appropriate evidence is required linking their birth or citizenship name to their current identity used in the community.
7. s47E(d)

s47E(d)

8. **Inconsistent Names on PIDs**

9. Where an applicant has changed their name it is possible that the PIDs presented are in their previous name.
10. There is no time limit for a person to change their PIDs following a change of name (for example following a marriage as people may use their married or maiden name).
11. s47E(d)

12.

Initials on PIDs

13. There is no change of name if a PID shows an initial of a given name and the PID may also be accepted. For example, if the applicant's given names on her Citizenship certificate are Angela Jane, but her PID shows Angela J. In these cases the PID is acceptable without any change of name documentation.

14.

Commonly used, shortened (diminutive) or anglicised given names

15. Commonly used, shortened or anglicised versions of a given name appearing on a PID are not considered a change of name, even though the name does not match exactly the given name on the person's cardinal document or to appear in their travel document. A PID showing a commonly used or shortened version of a given name may be accepted.

s47E(d)

19. s22(1)(a)(ii)

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20. s47E(d)

21. s47E(d)

22. s47E(d)

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2.15.7.1 Place of birth and gender in Australian travel documents

1. Australian travel documents must record place of birth, date of birth and gender, these fields cannot be left blank.
2. APO policy on place of birth reflects Australian passports legislation, the recommendations of International Civil Aviation Organisation (ICAO) Document 9303 Section 3.7 'Representation of Place of Birth' and broader APO identity policy.
3. Consistent with the *Australian Passports Determination 2015*, Section 21 it is preferable that the place of birth, date of birth and sex/gender in an Australian travel document be the **same as recorded on the person's cardinal document** i.e. Australian birth or citizenship certificate.
4. However, various documents may be presented as evidence of place of birth. Evidence of place of birth and/or gender should be accepted according to the hierarchy outlined below.
5. Where the applicant's place of birth is longer than 23 characters ^{s47E(d)}, as much of the place of birth as possible will be printed. If the place of birth consists of multiple names, as many of those names as possible will be included, and will appear in the same order as recorded on the acceptable document. ^{s47E(d)}
6. ^{s22(1)(a)(ii)}
7. ^{s22(1)(a)(ii)}

Previous Australian Passport (or travel related document)

Australian Passport

8. s47E(d)

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Born in Australia

Australian birth certificate

15. Where a client is using their Australian birth certificate as evidence of place of birth and that certificate shows a **single** place of birth, the place shown on the certificate, regardless of whether it is a city, town or suburb, must be recorded on the application and in the passport.

16. Where an Australian birth certificate shows **multiple** options (most commonly a city and a suburb), the place identified by the client on the application form should be used, as long as it is one of the options shown on the certificate. Where the client has identified multiple options for place of birth exactly as per the certificate, for example St Leonards, Sydney, the client should be asked to identify only one of these to appear on the passport.

Born overseas

17. s47E(d)

18. s47E(d)

19. s47E(d)

Australian citizenship certificate

20. See also 'Client's Citizenship Certificate' for acceptable evidence of citizenship. Not all citizenship documents will show place of birth and/or gender.
21. Where a client is using their Australian citizenship certificate as evidence of place of birth and that certificate shows a **single** place of birth, the place shown on the certificate, regardless of whether it is a country, state, city or suburb (or equivalent of one of these, for example a province, district, shire, town or village) must be recorded on the application and in the passport. s47E(d)
22. Where an Australian citizenship certificate shows **multiple** options (for example village and state), the place identified by the client on the application form should be used, as long as it is one of the options shown on the certificate. Again, this is regardless of whether it is a state, city or suburb (or equivalent). Where the client has identified multiple options for

place of birth exactly as per the certificate, for example Gundugolanu, Andhra Pradesh, the client should be asked to identify only one of these to appear on the passport. As above a country should only be used if it is the **only** option.

Foreign birth certificate(or equivalent) or passport

- 23. Where the Australian citizenship certificate does not show place of birth (or the client has no Australian citizenship certificate i.e. COI/CTD applicants) the client may present their original full foreign birth certificate or equivalent overseas document, with an English translation (see Recognised translation services) where appropriate, and/or their foreign or Australian passport (current or expired). s47E(d)

See OPI section Child born
outside Australia and no birth certificate for a list of overseas issued documents that are the equivalent of a birth certificate.

- 24. 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.

- 25. s47E(d)



s47E(d)

The passport application can only be processed once the country of birth is resolved. The DIBP process to amend country of birth can take between four and six weeks or longer.

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(passport-POS@dfat.gov.au) s47E(d)

26.

No foreign birth certificate (or equivalent document) or foreign/Australian passport

27. 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. s47E(d)

28. Such applicants may present other supporting documentation. Other supporting documentation must be issued by a government entity. Examples include (but are not limited to): certificate issued by an Australian RBDM, foreign driving licence, national identity card, visa for travel to Australia, Document for Travel to Australia (DFTTA) or Family or Household Registration (China, Japan). s47E(d)

No evidence of place of birth and/or gender

29. In rare cases an applicant born overseas may be genuinely unable to provide any documentary evidence of their place of birth and/or gender. s47E(d)

30. s47E(d)

31. If the applicant genuinely has no documentation to support their place of birth and/or gender, a B11 declaration must be completed by the applicant explaining why supporting documentation cannot be presented. s47E(d)

32. s47E(d)

33. s47E(d)

Amending place of birth

34. There is no provision to change or translate a place of birth from that appearing on the cardinal document (except in the specific circumstances outlined below). If a previous Australian travel document has been issued in a different place of birth, applicants may amend the place of birth on their passport to reflect what is recorded on their Australian birth or citizenship certificate.

Political change

35. In limited circumstances, and at the discretion of the APO, applicants may amend the country/town of birth on their application or passport where there has been an officially recognised amendment brought about by a political change.

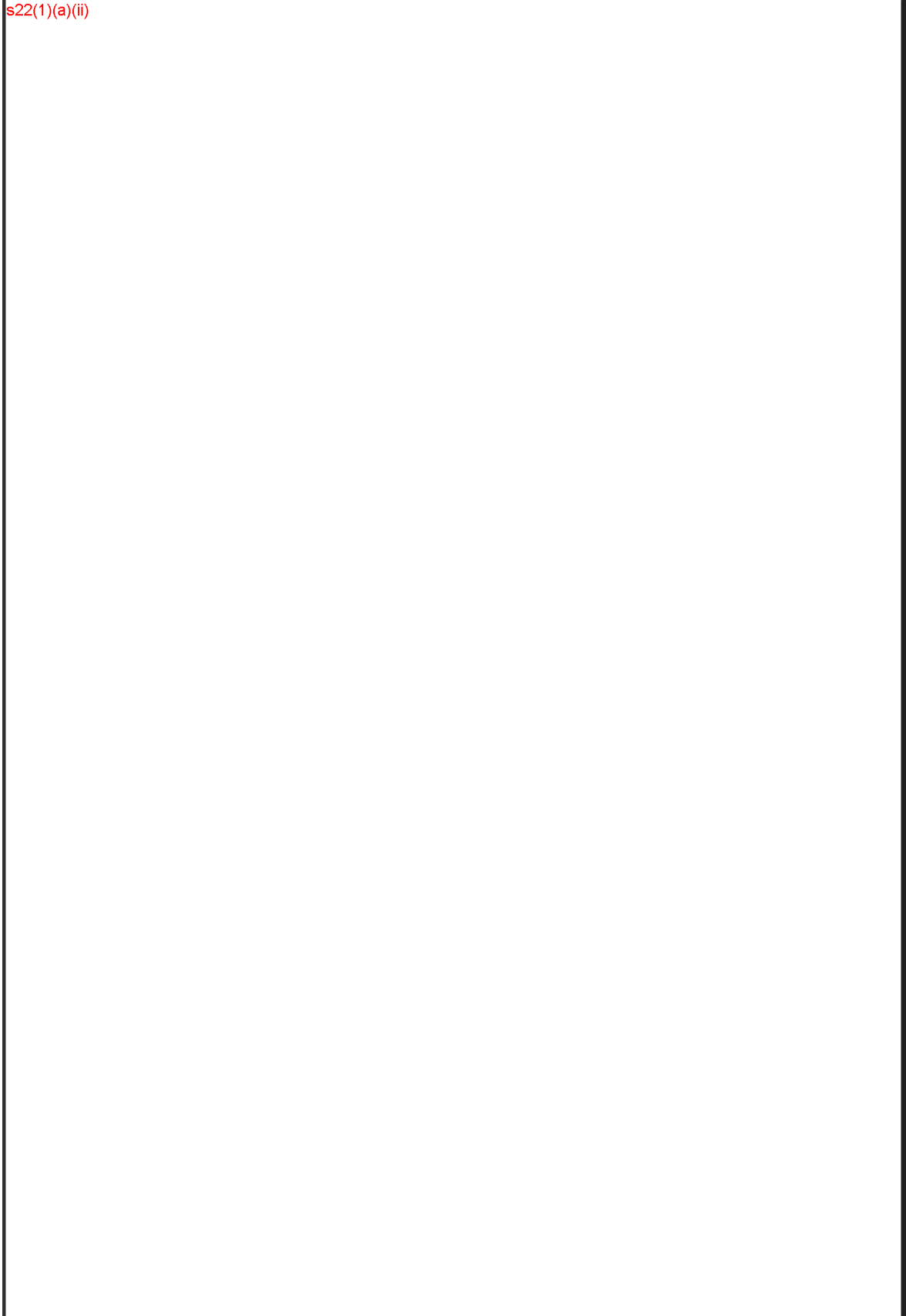
36. s47E(d)

37. s47E(d)

38. s47E(d)

39. s22(1)(a)(ii)

s22(1)(a)(ii)



s22(1)(a)(ii)



s22(1)(a)(ii)

40.

Numbers in place names

41. Numbers cannot be included in the place of birth field on the biodata page and will need to be spelt out (for example, the village, 26th mile should be recorded as twenty-sixth mile).

Place names with international characters or English translations

42. International characters cannot be included in the place of birth field on the biodata page. If an applicant is presenting a foreign birth certificate, foreign passport or other supporting documentation, and the place of birth is recorded in a local language using international characters and/or the place is more commonly known to the international community in its English translation, the English translation should be used. This is consistent with the ICAO standards.

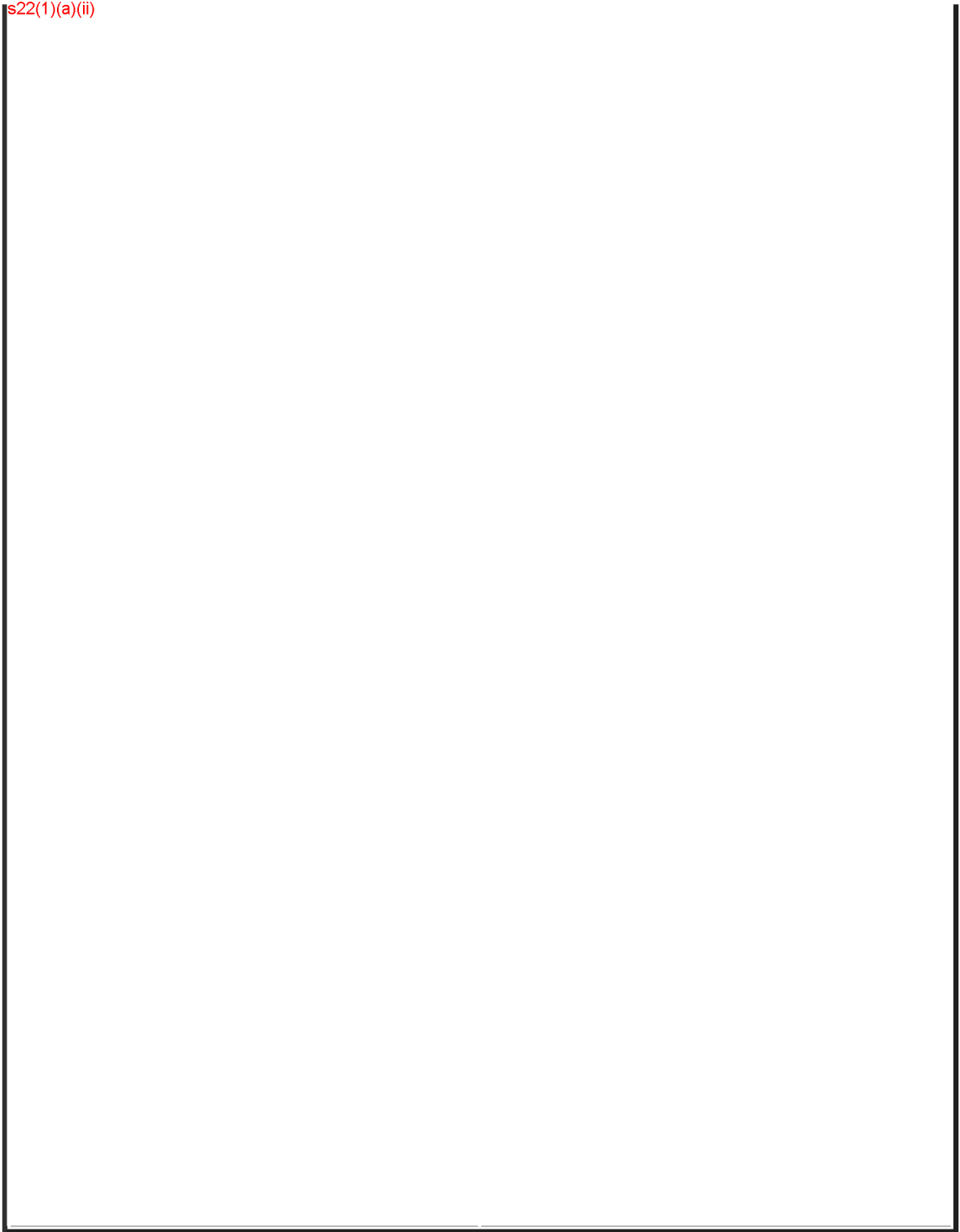
43. s47E(d)

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45. s22(1)(a)(ii)

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Page redacted

Page redacted

Page redacted