



CHECKLIST ON APPLICATION FOR NEW PASSPORT TO REPLACE DAMAGED PASSPORT – IN PERSON

IMPORTANT NOTES:

- i. APPOINTMENT REQUIRED BY CALLING 02 61200 324 AFTER 3.00 pm
- ii. APPLICANT WILL BE INTERVIEWED BY IMMIGRATION OFFICER
- iii. ASSESSMENT FORM MUST BE SIGHTED AND SIGNED BY OFFICER
- iv. COMPLETED APPLICATION WILL OBTAIN PASSPORT AFTER 3 WEEKS

	DOCUMENT TO BE COMPLETED	QUANTITY
1.	PASSPORT APPLICATION FORM (IM.42) - Print as single sheet http://malaysia.org.au/forms/passport.pdf	1
2.	ASSESSMENT FORM FOR DAMAGED PASSPORT	1
3.	DAMAGED PASSPORT (Please make sure you put in proper plastic compartment)	
4.	MYKAD WITH CHIP	Original and 2 photocopy
5.	MALAYSIAN BIRTH CERTIFICATE OR BORANG W (If applicant below 18 years)	Original and 2 photocopy
6.	RECENT WHITE BACKGROUND PASSPORT SIZE PHOTOGRAPH (Photo service also available at office for AUD 15)	2
7.	REFERENCE LETTER <ul style="list-style-type: none"> • Lost/Stolen Case : Full Police Report • Fire Case : Fire Department • Natural Disaster : Appropriate Authorized Department 	Original and 2 photocopy
8.	VALID AUSTRALIAN VISA : <ul style="list-style-type: none"> - Visa label - Printed Electronic Visa / Visa Grant Notice / Visa Entitlement Verification Online (VEVO) MUST be provided. - We DO NOT ACCEPT Visitor's Visa for passport's application. 	Original and 2 photocopy
9.	FEE : CASH OR MONEY ORDER (PAYABLE TO MALAYSIAN HIGH COMMISSION) AUD 80.00 (ADULT) AUD 40.00 (CHILDREN BELOW 12 AND SENIORS ABOVE 60 YEARS)	1
10.	PICK UP OF NEW PASSPORT IN PERSON. (We will inform once passport is ready)	