



HONORARY CONSULATE OF IRELAND | Western Australia



For a quicker response please email your enquiry to: info@consulateofirelandwa.com.au

Apply Online to Save Time

<https://passportonline.dfa.ie/>

Irish citizens can renew their Passport Book and/or Passport Card, or apply for their first Passport Card online. The Passport Online Application is available to all Irish citizens who are over 18 years, have held an Irish Passport and have not changed their name from their previous passport.

IMPORTANT NOTE

This sheet supplements the *Passport Application Form Notes* (green wrap around notice) and the *Passport Photograph Guidelines*. All should be read carefully **BEFORE** completing the application form. The Honorary Consulate of Ireland reserves the right to request further documentation in respect of any passport application.

FEES PAID IN PERSON AT THE HONORARY CONSULATE

Fees can be paid at the Honorary Consulate in person by way of Credit Card (Visa/Mastercard), Cash, Australia Post Money Order or by Bank Cheque/Draft. (Cheques to be made to the "The Honorary Consulate of Ireland WA")

FEES PAID BY POST TO THE HONORARY CONSULATE

Fees can be paid by Credit Card (Mastercard/Visa with a valid expiry date), Australia Post Money Order or by Bank Cheque/Draft (Cheques to be made to the "The Honorary Consulate of Ireland WA")

AMEX is not accepted

Passport Fees Effective 30 March 2017	Fee in AUD
Adult 10 year	AUD\$140
Adult large 10 year	AUD\$185
Minor, age 0 – 18 years, 5 year passport	AUD\$65
Emergency Travel Document*	AUD\$45
Additional Fees	
Out of hours fee**	AUD\$120
Passport Certification Fee***	AUD\$60

*This fee applies to both Emergency Travel Certificates and emergency passports.

**The fee is additional to the fee for the passport itself.

***This a standard consular fee that is charged for the verification or certification of any document.

Photographs & Witnessing

Photographs must meet the guidelines specified in the *Passport Photograph Guidelines*.

<https://www.dfa.ie/passports-citizenship/top-passport-questions/photo-guidelines/>

Australian passport standards **do not meet Irish requirements**. **FOUR** photographs are required with each application form, **TWO** of which must be witnessed. Your witness is required to sign the back of **TWO** photographs and must also enter your **Form Number** (which is located on back page of the Passport Application Form).

In regards to witness below are the occupations that can witness, if they don't have a business stamp a business card will be accepted.

- Accountant
- Bank manager/assistant bank manager
- Chartered Engineers
- Credit Union Manager
- Dentist
- Elected public representative
- Justice of the Peace
- Lawyer
- Lecturers
- Medical doctor
- Member of clergy
- Notary public/ commissioner for oaths
- Nurse
- Pharmacist
- Police Officer
- Physiotherapist
- School principal/vice principal
- Speech Therapist
- Teachers
- Vet

Progress of your Application

All standard passports are produced in Dublin. The approximate turnaround time is 6 – 10 weeks. **This is indicative only and varies throughout the year, depending on seasonal demand.**

Progress of your passport application (not applicable to emergency passports) can be tracked at <https://passporttracking.dfa.ie/> 4-5 weeks after your application has been submitted (with the provision that you have submitted your application accurately). Retain your passport application number in order to track your application.

Postage & Collection

You are required to provide a self-addressed **Express post satchel with signature on delivery sticker attached** (available from any Australia Post outlet) or registered post envelope of appropriate size for the return of your new passports and original documents. Pre-stamped envelopes or express post **WITHOUT A STICKER** are **NOT** acceptable. If you do not provide the correct satchel your passport will **NOT** be posted.



Express Post Plastic Satchel



Signature on delivery sticker

Completed applications can be mailed or delivered in person to:

The Honorary Consulate of Ireland - WA
Level 3 -165/580 Hay Street
PERTH WA

Do not send your passport application to Dublin or Cork if you are currently residing here in Australia. The application will be returned to the Embassy in Canberra for processing and the issuing of your new passport will be greatly delayed.

See details below.

The Honorary Consulate of Ireland in Western Australia accepts passport applications from Irish Citizens resident in Western Australia only.			
Honorary Consulate of Ireland - WA Level 3 -165/580 Hay Street PERTH WA 6000		Email: info@consulateofirelandwa.com.au Phone: 08 6557 5802	
Office Hours		Telephone queries	
Monday to Thursday Between 10.00 – 1.00pm		Monday to Thursday from 2pm – 4pm.	
Request for Passport Application forms, arranging an appointment or queries in relation to applying for an Irish passports can be made at info@consulateofirelandwa.com.au			
Applications from Irish Citizens resident other than Western Australia or New South Wales in Australia should be submitted to the Embassy of Ireland in Canberra.			
Embassy of Ireland Passport Office 20, Arkana Street Yarralumla, ACT 2600		Email: canberraembassy@dfa.ie Phone: 02 6214 0000 Fax: 02 6273 3741	
Office Hours		The Passport Office takes phone queries	
Monday to Friday 9:30am – 12:30pm; and 2pm – 4pm.		Monday to Friday from 2pm – 4pm	
https://www.dfa.ie/irish-embassy/australia/			
The Consulate General of Ireland in Sydney accepts passport applications from Irish Citizens resident in New South Wales only.			
Consulate General of Ireland Passport Office Level 26, 1 Market Street Sydney, NSW 2000		Email: sydneycongen@dfa.ie Phone: 02 9264 9635 Fax: 02 9264 9740	
https://www.dfa.ie/irish-consulate/sydney/			