



HONORARY CONSULATE OF IRELAND | Western Australia

www.consulateofirelandwa.com.au

Office Hours: 11.00am – 2.00pm Monday to Friday by appointment only

Email: info@consulateofirelandwa.com.au

Phone: 08 6557 5802

Fax: 08 9218 8433

Please return your completed passport application form to the Honorary Consulate of Ireland WA

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

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.

Passport Fees (effective 1 March 2014)

For Passport Applications Processed via the Honorary Consulate of Ireland WA ONLY

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")

AMEX is not accepted

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

PLEASE NOTE THAT WE DO NOT ACCEPT PAYMENT FOR APPLICATIONS SENT DIRECTLY TO THE EMBASSY OF IRELAND IN CANBERRA OR THE CONSULATE GENERAL OF IRELAND PASSPORT OFFICE NSW

All applications will be charged in AUD

Regular Passport Services	Fee in AUD	Fee in EUR
Standard Adult Passport (10 year validity, 34 pages)	\$125	€80
Large Adult Passport (10 year validity, 66 pages)	\$170	€110
Infant Passport (3 year validity, for children under 3)	\$25	€16
Minor's Passport (5 year validity, for children over 3 but under 18)	\$45	€27

Emergency Passport Services*	Fee in AUD	Fee in EUR
Emergency Passport issued during office hours to an adult	\$85	€55
Emergency Passport issued during office hours to a child	\$50	€30
Emergency Passport issued outside of office hours to an adult	\$170	€110
Emergency Passport issued outside of office hours to a child	\$85	€55
Emergency Travel Certificate	\$20	N/A

***Note: An emergency passport application can only be accepted if the applicant pays the fee for both an emergency passport AND their subsequent regular passport.**

All standard passports are produced in Dublin. The approximate turnaround time is 8 – 10 weeks. **This is indicative only and varies throughout the year, depending on seasonal demand.**

Progress of your application

Progress of your passport application (not applicable to emergency passports) can be tracked at www.dfa.ie 5-6 weeks after your application has been submitted (with the provision that you have submitted your application accurately). Remember to retain your passport application number in order to track your application. Alternatively email info@consulateofirelandwa.com.au with your passport tracking number, surname and date of birth.

Emergency Passport Only

Emergency passports, issued at short notice for **emergency travel only**, are **not biometric**. Many countries which operate visa waiver or visa on arrival schemes for Irish citizens do not do so for non-biometric passports. It is the passport holder's responsibility to ensure that the airline in which they are travelling with will accept an emergency passport.

An Emergency Passport application can only be accepted if the applicant pays the fee for both an **emergency passport and their subsequent regular passport**.

Copies of Original Documentation

TWO A4 size photocopies of each original document are required for each application submitted. This includes all ID documents. The Consulate does not provide photocopying facilities. Where photo identification is required and the application is posted to the Consulate, **TWO certified copies** will be accepted.

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

Please note: If you are collecting your passport in person from our office you are not required to provide a self addressed Express Post satchel with a signature on delivery sticker.

Photographs

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

Please note that the format used for Australian passport photographs is different from the required format and photographs made to Australian passport standards **do not meet Irish requirements**.

We recommend applicants show their photographer the *Passport Photograph Guidelines*. **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). See below for details.



*Form number is located on the back page as indicated by the red arrow

Other Notes

- A Justice of the Peace may act as a witness for Sections 7 & 9 of the application form and may certify identity documents.
- If an applicant's witness for Sections 7 & 9 does not have an official stamp, a business card will be accepted.
- Writing the profession of the witness in the "Witness Official Stamp" box will **not** suffice.

Original documents must be provided **where applicable**. Long form or full version of records from the relevant Registrar of Births, Deaths and Marriages are required. Extracts and ceremonial certificates are **not** acceptable.

Lost or Stolen Passports and First Adult Irish Passport (additional documentation required)

Lost or Stolen passports must be reported to the local police where an Incident Number and Police Report will be issued.

This documentation is a requirement for applicants who have lost or have had their passports stolen.

In addition applicants must provide the following **forms of ID** – one of each of the following for lost/ stolen passports or for a passport application for a first adult Irish Passport:

- **One photo Identification**, e.g. Certified copy of Driving Licence, work ID or student card etc.
- **Documentary evidence** to show use of name: original payslips, bank statements etc (photocopies not accepted)

- **Evidence of residency:** utility bills, original correspondence from public/private (photocopies not accepted)
- **Long Birth Certificate**, of the applicant and a civil marriage certificate if appropriate, and other evidence of entitlement to Irish citizenship where applicable.

Previously cancelled passports as proof of identity can be accepted without additional documents providing the applicant have held an APS passport. If the applicant has not previously held an APS passport then the additional documentation must be submitted.

Completed applications can be mailed or delivered in person to:

The Honorary Consulate of Ireland WA
1/100 Terrace Road
EAST PERTH WA 6004

Should you wish for the Honorary Consulate of Ireland WA to review your documents prior to submission please arrange an appointment at info@consulateofirelandwa.com.au. 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 Western Australia 1/100 Terrace Road East Perth WA 6004	Email: Phone: Fax:	info@consulateofirelandwa.com.au 08 6557 5802 08 9218 8433
Office Hours		Monday to Friday 11.00 – 2.00pm *By appointment
<ul style="list-style-type: none"> • Request for Passport Application forms, arranging an appointment or queries in relation to applying for an Irish passports can be made at info@consulateofireland.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: Phone: Fax:	canberraembassy@dfa.ie 02 6214 0000 02 6273 3741
Office Hours (Telephone & Public Office)		Monday – Thursday Friday 09:30 – 12:45 09:30 – 12:45 14:00 – 17:00 14:00 – 16:00
www.embassyofireland.au.com		
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: Phone: Fax:	sydneycongen@dfa.ie 02 9264 9635 02 9264 9740
www.irishconsulatesydney.net		facebook.com/SydneyIrishConsulate