# Guide for Adult renewal application (PC7) by mail

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| Internet with solid fill | Complete your renewal application form [online](https://online.passports.gov.au/Infiniti/Produce/Account/Login?ReturnUrl=%2FInfiniti%2FProduce%2Fwizard%2F8100b655-57b0-47fb-84c2-44fdbbb02c02%2F) * The application must be lodged within six months of completion
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| Printer with solid fill | Print and sign your application form * **Print** on **plain white A4 paper**, using **blank ink** only. Make sure the top or bottom of the page is not cut off.
* US standard letter paper or US legal paper sizes are also acceptable, but only if they’re scaled properly. Refer to more information on [printing your application form](https://www.passports.gov.au/getting-passport-how-it-works/printing-your-application-form)
* **Sign** the form using **black pen**, **within the signature box.** Make sure there are no alterations or whiteout on the signature or the date.
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| Camera outline | Diagram  Description automatically generatedPhotos* Two recent identical colour photos, less than 6 months old with your full name written on the back of one photo. Refer to [photo guidelines](https://www.passports.gov.au/getting-passport-how-it-works/photo-guidelines) for more information
* Do NOT attach the photos to the form as this may damage them
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| Credit card with solid fill | Payment* Please contact the Australian High Commission in Port Vila for payment process
* You can view more information on passport fees https://vanuatu.embassy.gov.au/files/pvla/Fees%20June%202022.pdf
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| Checklist with solid fill | Check your adult renewal checklist * Before posting your application, review your adult renewal checklist [link to PDF]
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| Open envelope with solid fill | Post your application**Australian High CommissionPo Box 111 Port VilaVanuatu** |
| Hourglass 60% with solid fill | How long will it take?* Please allow **a minimum of eight weeks** to receive a new passport once payment has been taken. **PLEASE NOTE** incomplete applications will cause delays.
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