



## ***Diplomatic or Official Passport Issuance Cue Card***

Visalink can assist with Diplomatic or Official passport issuance. Please follow the steps below:

**1. Complete the Visalink order online**

<https://gov.visalink.com.au/ViewForm.aspx?File=dipoffpptissue.pdf>

**2. Complete the online Australian Passport Application by clicking the following link**

<https://www.passports.gov.au/>

**3. Compile the required supporting documentation**

- a. A letter from the sponsoring Government agency (click below for sample)

<https://gov.visalink.com.au/ViewForm.aspx?File=sponsorshipletter.pdf>

- b. Completed passport application form

- c. Original expired or expiring passports

- d. 2 passport photographs (Click below for photo guidelines)

<https://www.passports.gov.au/web/requirements/photos.aspx>

**5. Call or email Visalink to arrange collection**

Phone: 02 8075 8655

Email: [info@visalink.com.au](mailto:info@visalink.com.au)