



1 January 2026

[Click to add name and enter address](#)

Dear *Jane Citizen*

Passport record history

Thank you for your correspondence of **1 January 2026** requesting evidence of your current and previous Australian passports.

I can confirm, from our passport records that you, **Jane Citizen**, currently hold the following Australian passport:

| | |
|------------------|---------------|
| Name: | Jane, CITIZEN |
| Date of birth: | 07 JUN 1979 |
| Passport Number: | PA0942857 |
| Date of issue: | 25 DEC 2022 |
| Date of expiry: | 25 DEC 2032 |

[Delete text below if previous passport details not required:](#)

Our records show that you have been previously issued the following Australian passport/s:

| | |
|------------------|---------------|
| Name: | Jane, CITIZEN |
| Date of birth: | 07 JUN 1979 |
| Passport Number: | PA0942848 |
| Date of issue: | 01 MAR 2014 |
| Date of expiry: | 01 MAR 2024 |
| Date cancelled: | 02 DEC 2022 |

| | |
|------------------|---------------|
| Name: | Jane, CITIZEN |
| Date of birth: | 07 JUN 1979 |
| Passport Number: | PA0942849 |
| Date of issue: | 19 JUN 2005 |
| Date of expiry: | 19 JUN 2010 |





The Australian Passport Office's computerised Passport Issue and Control System (PICS) commenced operation in 1980. There is no record of a passport being issued to you prior to **XXXXX**.

The Department of Foreign Affairs and Trade has been responsible for the issue of passports since 14 March 1975. Prior to this, the then Department of Labour and Immigration issued passports.

With regard to old passport and movement records prior to 1981, you may wish to make an application under the Archives Act 1983 to the National Archives of Australia (www.naa.gov.au).

If you would like information on your international movement records or Australian citizenship, you will need to contact the Department of Home Affairs (www.homeaffairs.gov.au) as they are the responsible agency for the movement of people across Australian borders and determining a person's Australian citizenship status.

I trust this information is of assistance.

Yours sincerely

[Click to add name and signature details](#)

SAMPLE

