



**Australian Government**  
**Department of Immigration  
and Border Protection**

# Child migration (subclass 101, 102, 445 and 117)

## Application Document Checklist (Thailand)

### Where do I lodge my application?

All applications should be lodged in person at an Australian Visa Application Centre (AVAC) in Thailand where your biometrics (generally photo and fingerprint) can be collected simultaneously:

Bangkok	Chiang Mai
The Trendy Office Building 28th floor, Sukhumvit Soi 13, Klongtoey-Nua, Wattana, Bangkok 10110 (NANA BTS station, exit 3)  Telephone: 02 118 7100 Email: <a href="mailto:info.dibpth@vfshelpline.com">info.dibpth@vfshelpline.com</a>	Siriphanich, 191 Huaykaew Road, Suthep, Muang, Chiang Mai (opposite MAYA Lifestyle Shopping Centre)  Telephone: 02 118 7100 Email: <a href="mailto:info.dibpth@vfshelpline.com">info.dibpth@vfshelpline.com</a>
Further information on the Australia Visa Application Centres in Thailand, please see: <a href="http://www.vfsglobal.com/Australia/Thailand">www.vfsglobal.com/Australia/Thailand</a>	

### Checklist:

This application document checklist details the information and supporting documents (personal, health and character) required to assist with the lodgement of a complete application with the Department. You may also need to provide additional information and documentation after you have made your application if the Department requires it.

- Form 47CH – completed in English and signed by the applicant or parent, relative or guardian if the applicant is under 16 years of age
- Form 40CH – completed in English and signed by the sponsor
- Form 918 (for Dependent Child – subclass 445) completed in English and signed by the applicant or parent, relative or guardian if the applicant is under 16 years of age
- Visa Application Charge. See: <http://www.border.gov.au/Trav/Visa/Fees>
- Two (2) passport photographs of each person included in the application
- Certified copy of the birth certificate of the applicant and Thai national identity card (for children aged 7 years and older)
- Certified copy of the household registration for the applicant (and each person included in the household where the child is registered)
- Certified copies of all pages of the passports (if available). Please ensure the passport details are correct. The names must be correctly spelled and all other details must match your other documentation.
- Certified copy of any official name/surname change certificates for all name changes for the application
- Certified copy of death certificates of any deceased parent if applicable

#### **Child and Dependent Child visa**

- Certified copy of the visa or Australian Citizenship Certificate of the applicant's Australian resident parent
- If the applicant is over 18 years of age at the time of application lodgement, evidence of:
  - dependency on the Australian parent;
  - previous and current study status (Note: for Child Subclass 101 visas, 18 year old applicants must be studying full-time in a post-secondary course of study leading to a professional, trade or vocational qualification unless disabled); and
  - applicant's current employment status.
- If the applicant is under 18 years of age at the time of application lodgement, the interests of the child with regards to access to the non-migrating parent must be considered. Therefore, the following documentation is required:
  - A letter of consent from the non-migrating parent stating that the non-migrating parent allows the child to live in Australia permanently. The Form 1229 should be completed for this purpose and can be found online or is available from an Australian Visa Application Centre (AVAC). Please note that the letter of consent can only be witnessed by an Amphur officer or an Australian Visa Application Centre (AVAC). The person witnessing the letter of consent will also need to sight and verify a copy of the parent's passport or ID card, which should be attached as part of the application.
  - A Por Kor 14 covering non-marital status of the applicant's parents (if applicable)
  - The custodial circumstances of the applicant should be provided.

**Please note** that custody and consent to migrate are different and will be considered separately. Therefore, you must provide both documents to demonstrate that you meet both requirements.

If despite all efforts the non-migrating parent cannot be located or contacted, evidence should be provided in the form of a Statutory Declaration outlining the details of steps taken to contact the non-migrating parent, including the biological parents last known address and phone number and their parents last known contact details, phone and address.

- If applicable, the Court Orders stating who has parental power over the applicant.

- If the applicant's parents are divorced, their divorce certificate with a memorandum attached

### Adoption visa

- Evidence from the Child Adoption Centre in Bangkok that the child was free for adoption at the time the applicant was adopted through the inter-country adoption procedure. The Agreement should state full parental rights are given to the adoptive parents at the time of adoption. Please note that Thai national sponsors must already be an Australian citizen at the time of adoption and must pursue inter-country adoption through the Child Adoption Centre in Bangkok only. The Australian Embassy Bangkok cannot take part in any adoption process.
- Evidence of the adoptive parents being 'resident' outside Australia for at least 12 months at the time of the adoption.

### Orphan Relative visa

- Evidence of the applicant's parents' death (death certificates) or permanent incapacity (court orders, medical reports) or whereabouts unknown (court orders, police records etc.)
- Certified copy of the visa or Australian Citizenship Certificate of the applicant's Australian sponsor.
- A sponsor must also:
  - be the child's brother or sister, grandparent, aunt or uncle, or niece or nephew, (or step equivalents);
  - have been lawfully resident in Australia for a reasonable period (usually two years); and
  - have turned 18 years of age.
- Sponsors must satisfy one of the following custody requirements when applying to sponsor children under 18 years of age:
  - They must have the sole legal right to determine where the child shall live, or to remove the child from their home country.
  - If another person can legally determine where the child can live, the sponsor must obtain a statutory declaration from this person or people, granting permission for the child to migrate.
  - They must possess a valid court order allowing them to permanently remove the child from the child's home country.
  - They must have a court order issued by the Family Court of Australia, and the grant of the visa must be consistent with that order.

### Sponsor - Information and documents required

- A certified copy of the bio-data page of the sponsor's passport
- Evidence of Australian citizenship or permanent resident status or of being an Eligible New Zealand Citizen. An Eligible New Zealand Citizen is described on form 40CH and in booklet 2 "Child Migration" which is available on the Department's website [www.border.gov.au](http://www.border.gov.au). An Eligible New Zealand Citizen is also required to complete health and character checking
- Evidence that may establish the sponsor's financial ability to provide settlement support to the applicant(s) (eg. Evidence of employment, Tax assessment notices, business documents if self-employed, superannuation documents if self-funded retiree). If insufficient evidence is provided an Assurance of Support may be requested.

- When the applicant is under 18 years of age, the sponsor (and sponsor's partner in Child visa applications) is required to provide:
  - An **original** of a 'complete disclosure' Australian National Police Certificate (NPC) if the person has spent a total of 12 months or more in Australia since turning 16 years of age; and;
  - Police checks from each country other than Australia in which the person has spent a total of 12 months or more in the last 10 years since turning 16 years of age.

An NPC must be obtained from the Australian Federal Police (AFP). Proof of a Working With Children Check or providing a police clearance from an Australian State or Territory is **not sufficient** for our purposes.

Information on obtaining the check is available from the AFP.

Please visit the website at: <http://www.afp.gov.au/what-we-do/police-checks.aspx>  
Telephone number: (+662) 6202 3333.

**When completing the NPC application form please use Code 33 at Section 8: Purpose of Check on the form** and include details of any, and all, names the sponsor has been known by. **If you are completing an online application, in Section 3.3 of the form please choose 'Commonwealth Purpose/Employment' on type of check and 'Immigration/Citizenship' on purpose of check.**

Please note fingerprints are not required for the NPC.

### How long will it take to process my application?

All applications for migration are assessed in the order they are received by this office.

The processing time service standard (i.e. from the time we receive your application until a decision is made) for a child visa is **14 months**. This information can be found at:

<http://www.border.gov.au/about/access-accountability/service-standards/family-visa-processing-times>.

Individual cases may be decided in longer or shorter periods than the service standard, depending on a range of factors, including individual circumstances and the complexity of each case.

### Should I provide original documents?

Generally no. Do not provide original documents unless specifically requested. You should provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations. 'Certified copies' are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside.

PLEASE NOTE: Original documents must be provided for any Police Certificates or Consent letters that are requested.

### What if my circumstances change after I lodge my visa?

If there are any changes in your circumstances following lodgement of your application, you are obliged to inform us about them. You may use [Form 1022 Notification of Changes in Circumstances](#) for this purpose.

## Health and Character Clearances

### **Medical examination process.**

After an initial assessment, a case officer will provide you with a “Health Assessment” letter (by email, mail or fax). You need to provide the health assessment letter you receive from your case officer to the Panel Doctor. Medical examinations must be undertaken by a doctor from a list of approved doctors provided by the Visa and Immigration Office, Australian Embassy Bangkok. A list of these doctors is on the Department of Immigration and Border Protection website: <http://www.border.gov.au/about/contact/offices-locations/thailand>

Please note: Applicants may be asked to attend a health examination more than one time if further examination or follow up is required.

### **Police/Character process**

Original police clearance certificate(s) from every country the applicants (if aged 16 years and over) have resided in for a total of 12 months or more during the last 10 years. Details are available on the form [Character Requirement Penal Clearance Certificates](#). Specific forms to apply for police clearances are available at the Australian Visa Application Centre (VFS).

The application for a Thai police clearance may be made at the Special Branch Bureau, Royal Thai Police Headquarters, Rama I Road, Bangkok, building 24. Please visit Royal Thai Police website for required documents at [www.pcscenter.sb.police.go.th](http://www.pcscenter.sb.police.go.th)

For further detailed information, please also visit the Department’s main website: [www.border.gov.au](http://www.border.gov.au)

## **Department of Immigration and Border Protection**

### **Australian Embassy, Bangkok**

**[www.thailand.embassy.gov.au](http://www.thailand.embassy.gov.au)**