



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

# Australian Citizenship by Descent

## Form 118 Application Checklist (Thailand)

### [Am I eligible to apply for Australian Citizenship by Descent?](#)

You may be eligible to apply to become an Australian citizen by descent if:

- You were born outside Australia, **and**
- One of your parents was an Australian citizen at the time of your birth.

If your Australian citizen parent was a citizen by descent then that parent must have spent at least two years in Australia.

If you were born outside Australia or New Guinea before 26 January 1949 you may be eligible if:

- at least one of your parents became an Australian citizen on 26 January 1949, **and**
- that parent was born in Australia or New Guinea, or was naturalised in Australia before your birth.

### [As the Australian parent, do I still need to submit my full birth certificate when I have already submitted my Australian passport?](#)

It is recommended you include your full birth certificate with the application as well as your Australian passport.

### [My child is under 16 and born overseas, how I apply for their citizenship by descent?](#)

Applications for children under 16 years of age must be made by a responsible parent.

The *Australian Citizenship Act 2007* defines **responsible parent** as:

- a parent of the child, unless that parent does not have parental responsibility because of orders made by the family Court of Australia, or
- any person having responsibility over the child because of an order made by the Family Court, or

- any person who has guardianship or custody of the child under an Australian law or foreign law, whether because of adoption, operation of law, an order of a court or otherwise

Under Thai law, a father listed on the birth certificate may not necessarily be legal parent if he was not married to the mother at the time of the child's birth. In this situation and to avoid doubt, both the mother and father may wish to sign the application form.

For more information please visit: <http://www.border.gov.au/Trav/Citi/Apply/How-to-apply/Application-process-for-citizenship-by-descent>

### Where do I lodge my application?

All applications should be lodged in person at an Australian Visa Application Centre (AVAC) in Thailand:

Bangkok	Chiang Mai
<p>The Trendy Office Building 28th floor, Sukhumvit Soi 13, Klongtoey-Nua, Wattana, Bangkok 10110 (NANA BTS station, exit 3)</p> <p>Telephone: 02 118 7100 Email: <a href="mailto:info.dibpth@vfshelpline.com">info.dibpth@vfshelpline.com</a></p>	<p>Siriphanich, 191 Huaykaew Road, Suthep, Muang, Chiang Mai (opposite MAYA Lifestyle Shopping Centre)</p> <p>Telephone: 02 118 7100 Email: <a href="mailto:info.dibpth@vfshelpline.com">info.dibpth@vfshelpline.com</a></p>
<p>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></p>	

#### Online

Online application is available at: <http://www.border.gov.au/Trav/Citi/pathways-processes/application-options/descent>

#### By mail/courier at:

Department of Immigration and Border Protection  
Australian Embassy, Bangkok  
37 South Sathorn Road  
Bangkok 10120

### How much will this application cost?

There is a cost for this application. This will not be refunded if your application is unsuccessful, or if you decide to withdraw your application after you have lodged it.

The application lodged by mail can be paid by:

- **Cashier's cheques:** if purchased in Bangkok or the Nonthaburi, Pathumthani and Samut Prakan provinces
- **Bank draft:** for all other provinces in Thailand.

*Made payable to 'The Australian Embassy, Bangkok' (in Thai Baht only)*

Please visit our website to assist you to determine the fee at <http://www.border.gov.au/Trav/Citi/Apl/Application-fees-forms-and-appeals>

### What happens after I have lodged my application with an Australian Visa Application Centre (AVAC)?

Once you have lodged your application an AVAC, it is forwarded to the Australian Embassy in Bangkok. The AVAC issues you with a receipt of your payment and tracking number so you can track your application.

### Who will assess my application and how long will it take?

The time taken for applications to be assessed fluctuates based on the number of applications received at any one time by the department. All citizenship by descent applications 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 citizenship by descent applications can be found at <http://www.border.gov.au/about/access-accountability/service-standards>

### What will help me get my application processed faster?

You should ensure you lodge a complete application. A complete application is one that provides all the information necessary for a decision to be made.

While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of citizenship, a decision on applications may be made solely on the information provided at the time of application. Please use the checklist below to ensure you have submitted all the required documents for your citizenship by descent application.

### Who can certify Part D – Identity declaration in Question 21 of Form 118?

They must:

- be on the list of the designated professions and occupations  
<http://www.border.gov.au/about/access-accountability/service-standards/citizenship-processing>
- be an Australian citizen, or if applying overseas, a citizen of your country of residence if no Australian citizen is known to you

**and**

- has known you for at least one year or since birth (for applicants under 1 year old)
- not be related to you by birth, marriage or de facto relationship
- be available to contact by telephone during normal working hours.

Note: The treating medical practitioner (obstetrician) or nurse (midwife) is recommended for applicants under 1 year old.

## Who can certify copies of documents in Thailand?

You can have documents certified at an Australian Visa Application Centre (AVAC):

Bangkok	Chiang Mai
The Trendy Office Building 28th floor, Sukhumvit Soi 13, Klongtoey-Nua, Wattana, Bangkok 10110 (NANA BTS station, exit 3)	Siriphanich, 191 Huaykaew Road, Suthep, Muang, Chiang Mai (opposite MAYA Lifestyle Shopping Centre)
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> -- please note there may be a charge involved for this service	

### Or

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.

## Now I have my citizenship by descent certificate, how do I get an Australian Passport?

Australian passports are managed by the Department of Foreign Affairs and Trade (DFAT). For information on obtaining an Australian passport please see:

[http://www.thailand.embassy.gov.au/bkok/Consular\\_P2.html](http://www.thailand.embassy.gov.au/bkok/Consular_P2.html)

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

## Online applications

If you lodge your application online through [ImmiAccount](#), you **must** upload all supporting documents into the system at the time of lodgement. We can make a decision using the information you provide when you lodge your application. It is in your interest to provide as much information as possible with your application.

If you are requested to provide more supporting documentation for your application, you should submit (upload) supporting documents online via your ImmiAccount. To attach documents to your visa application, please login to your ImmiAccount, find the application details page and click on the Attach Document button on the right hand side of the screen. **The maximum size for each file you attach is 5MB.**

For more information on ImmiAccount, please visit <http://www.border.gov.au/Trav/Visa/Immi>

Additional information regarding the attachment process can be found here:

<http://www.border.gov.au/Trav/Visa/Atta>

# Application Document 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.

After completing this checklist, please attach it to the front of your application.

- Form 118 Application for Australian Citizenship By Descent. Please ensure that the application form is completed in English and signed by you, the applicant or responsible parent(s) (if the child in this application is 16 years or under)
- Application charge. See: <http://www.border.gov.au/Trav/Citi/Apl/Application-fees-forms-and-appeals>
- Certified copy of the official Thai birth certificate issued by the Thai District Office
- English translation of the official Thai birth certificate issued by the Thai District Office
- Two recent passport sized photographs (45mmx35mm), no more than six months old, of the applicant, this should be of the applicants head and shoulders only against a plain background. Please ensure the photograph is endorsed by the person making the identity declaration in Part D, Question 21

## Australian citizen parent(s)

- Certified copy of Full Birth Certificate or Citizenship Certificate of the Australian parent
- Certified copy of your passport, including the bio data page and all movement stamps for 12 months before the birth of the child in this application
- An additional identification document containing your current address (e.g. driver licence, utilities bill, credit card bill, tenancy agreement)
- If you as the parent obtained your Australian Citizenship by descent, you must also provide a certified copy of your Australian Citizenship Certificate and evidence you have been resident in Australia for a minimum of two years in lifetime, such as:
  - school records
  - employment records
  - any documents issued by an Australian government agency

## Other parent

- Certified copy of other parent's passport, including the bio data page and all movement stamps for 12 months before the birth of the child in this application

## If applicable, the following should also be provided

- Marriage certificate of the parents and/or evidences of familial relationship between parents and child (e.g. a statement of your relationship, photographs, evidences of co-habitation and financial support if relevant)
- Evidence of any change of name and linkages between names used
- Court Orders stating the change of parental power over the applicant

- Any orders relating to the custody, guardianship or parental responsibility for this child

### Additional documents for applicants 16 years or older

- Applicants need to provide at least 3 document which collectively contain your
  - Photograph
  - Signature
  - Current address
  - Date of birth, birth name and gender

### Additional documents for applicants 18 years or older

- Form 80 Personal particulars for assessment including character assessment (Form 80) prior to their application being processed.
- Original penal clearance certificates may be required, please see Part E, Question 22.

### Document translation

If your information or documents are not originally in English, the information or documents must be accompanied by an official English translation. Official English translation means; in Australia, translations by National Accreditation Authority of Translators and Interpreters (NAATI) accredited translators; and overseas, official certified translations from non-NAATI accredited translators endorsed by the translator with their full name, contact, qualification and experience in the language.

Please note that the Department is not able to provide any recommendation for professional translators in Thailand.

For further detailed information, please also visit the Department's main website:

<http://www.border.gov.au/Trav/Citi>

<http://www.border.gov.au/Trav/Citi/Appl/What-documents-do-you-need/document-checklist-for-australian-citizenship-by-descent>

### Department of Immigration and Border Protection

Australian Embassy, Bangkok

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