

AUSTRALIAN VISA APPLICATION CENTRE APPLICATION CHECKLIST	AUSTRALIAN CITIZENSHIP BY DESCENT Form 118		
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Applicant Name:</td> <td style="width: 40%; border: none;">Passport Number:</td> </tr> </table>		Applicant Name:	Passport Number:
Applicant Name:	Passport Number:		
Email Address:			
<i>Note: email service providers have filtering systems which could direct emails uncommon folders. When checking your email for correspondence about your visa application, thoroughly search your inbox/junk/spam folders — in case any email from Australian Home Affairs gets automatically filtered.</i>			

This document helps you check that you have included the documentation needed by the Australian Department of Home Affairs (HA) to process your application. This checklist is **not exhaustive** — if there is additional information/documentation about your circumstances that is not in the checklist, you should include the additional information or a covering letter with an explanation.

Important information

- As the applicant you are responsible for providing all documents and information you believe will support your application at the time of application lodgement. Please be aware that the decision on your application may be made by HA based on the information and documentation that you include at the time of application lodgement.
- You may be asked to provide additional information by Home Affairs. If this is the case, you will be advised in writing and given a date by which you will have to provide the information.
- Documents not in English must be accompanied by an endorsed English translation.
- The Application Fee will not be refunded if a decision is made by Home Affairs to refuse the application.
- Ensure you complete the current version of application **Form 118 Application for Australian Citizenship by Descent**.
- If you wish to authorize a person to receive correspondence from DIBP about your application on your behalf, complete and submit **Form 956A** with your application.
- Current versions of all Australian Government visa application forms may be downloaded from the following HA website: www.homeaffairs.gov.au/about/corporate/information/forms/pdf-numerical
- Read the requirements of Part E on Form 118 **carefully** (refer to *Identity Declaration* on pg. 3 of Form 118).

For more information

A step-by-step guide to applying for Citizenship by Descent, is available online at:
www.homeaffairs.gov.au/Trav/Citi/pathways-processes/application-options/descent

- ☐ ***I acknowledge that:***
- I have provided all documentation to support my application and I am aware that a decision by the Australian Department of Home Affairs may be made based on the information I have provided.*
- ☐ **OR**
- I have not provided all the information requested on this checklist and I am aware that a decision by the Australian Department of Home Affairs may be made based on the information I have provided.*

IF APPLICANT IS UNDER 18: This checklist & the visa application form must be signed by a parent or guardian.

Applicant / Parent / Guardian — name: 	Signature: 	Date:/...../.....
<i>Visa Application Centre Use Only</i> ☐ Was a representative of the applicant used to lodge this application? (Tick or cross) If yes, provide details below: Name: _____ Telephone: _____ VFS officer name: _____ VFS officer signature: _____		

⇒ **Note:** documents not in English must be accompanied by an English translation. For information about who can translate documents, go to: www.homeaffairs.gov.au/Lega/Lega/Form/Immi-FAQs/who-can-translate-my-documents-into-english-for-me

Citizenship by Descent — documents & information required	Tick upon completion	Official use only
• Completed and signed Form 118 – Application for a Australian Citizenship by Descent	☐	☐
• Payment of the Australian Government Visa Application Charge	☐	☐
Identity Declarant — read carefully		
Part E – Identity declaration - Completed by an <u>authorized</u> Identity Declarant (<i>refer Identity Declaration on pg. 3 of Form 118</i>) <u>Proof of identity & nationality</u> (<i>copy of passport, national identity card</i>) of the identity declarant <u>Proof of profession & occupation</u> of the identity declarant 1 endorsed photograph of the APPLICANT <u>signed by the identity declarant</u> ⇒ <i>Ensure the signature on the back of the photo is visible, do not glue photo to application</i>	☐ ☐ ☐	☐ ☐ ☐
Applicant (child)		
ORIGINAL birth certificate which contains: <i>birth name, date of birth, place of birth</i> and the <i>names of both parents</i>. ⇒ Note: if the birth certificate is not the original, a copy can only be accepted if it has a certification stamp from an Australian Embassy or Consulate. A birth notice from a hospital is NOT a birth certificate and <u>will not be accepted</u>. - If the main applicant holds a passport and/or a national ID card: a copy of the passport and/or national ID	☐ ☐	☐ ☐
If the Applicant is 16 years or older: <u>ORIGINAL</u> penal clearance certificates from all countries where applicant has stayed more than 90 days, for past 10 years. <u>PART C</u> — Proof of Identity <u>PART E</u> — Good Character	☐ ☐ ☐	☐ ☐ ☐
Parents		
- Copy of all passports (Australian & foreign) held by BOTH parents named on child's birth certificate - Visa status and identity cards for country of current residence Australian citizen parent(s) must provide: - Australian passport; AND - Birth certificate (<i>if an Australian citizen by birth</i>); OR - Citizenship certificate (<i>if citizenship by descent or naturalization</i>)	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
Copies of documents of Australian Citizen parent or legal guardian (<i>eg. Australian passport</i>) which show a signature and current residential address (<i>PO Box <u>not</u> acceptable</i>). Please name the document you have provided below: ⇒ Document showing my signature is: _____ ⇒ Document showing my current residential address: _____	 ☐ ☐	 ☐ ☐
If applicable — If an Australian citizen parent holds any other citizenship(s): - Copy of foreign passport - Evidence of other citizenship held by the Australian citizen parent(s) such as a letter or certificate showing a date of acquisition of other citizenship.	☐ ☐	☐ ☐
If applicable — If Australian Citizen parent's name has changed: Evidence of the name change & documents to demonstrate the link between the former & new name	☐	☐
If applicable — If one of the parents is <u>not</u> an Australian Citizen: - A copy of the passport & birth certificate of non-Australian Citizen parent - A copy of the non-Australian Citizen's birth certificate (if available) - Parent's marriage certificate and/or evidence to demonstrate a relationship existed 9-12 months prior to the applicant's birth	☐ ☐ ☐	☐ ☐ ☐