



Australian Government
Department of Immigration and Border Protection

CITIZENSHIP BY DESCENT DOCUMENT CHECKLIST

- **YOU MUST PROVIDE COPIES OR SCANS OF ALL OF THE DOCUMENTS LISTED BELOW WHEN YOU LODGE THE APPLICATION, WHETHER YOU LODGE IT ONLINE OR IN PAPER FORM.**
 - **IF YOU DO NOT PROVIDE THE DOCUMENTS, PROCESSING OF THE APPLICATION MAY BE SIGNIFICANTLY DELAYED.**
 - **CERTIFIED COPIES ARE ONLY REQUIRED FOR CUSTODY DOCUMENTS.**
 - **DOCUMENTATION PROVIDED IN A LANGUAGE OTHER THAN ENGLISH MUST BE ACCOMPANIED BY A CERTIFIED ENGLISH TRANSLATION.**
- 1) Evidence of payment of the **APPLICATION CHARGE**
 - 2) **Form 118** - All questions must be answered and the form must be signed. *Part D – Identity Declaration* must be fully completed by a person with the appropriate authority (instructions are included in Form 118)
 - 3) One passport sized colour **photograph** of the applicant, endorsed and signed on the back by the same person who has completed *Part D - Identity Declaration – Form 1195*. (If applying online, both sides of the photo should be scanned and submitted)
 - 4) **Birth certificate** of the applicant, issued by the authorities of the country in which the child was born, showing details of both parents. The name on the birth certificate (or its' translation) will be the name printed on the certificate, unless a subsequent change of name document is provided.
 - 5) **Biodata pages** for other passport/s held by the applicant
 - 6) **Identification document for the Australian parent of the applicant** – this can be:
 - Australian birth certificate issued before 20 August 1986, or
 - Australian passport issued after 1 July 2005, or
 - Australian citizenship certificate or naturalisation certificate

The Australian parent's identification must match their name on the child's birth certificate. The parent must have been a citizen of Australia at the time of the applicant's birth

- If the parent has changed their name since the child was born they must provide evidence of the name change, for example a marriage certificate or change of name by deed poll. Please note that for Australian marriage certificates, we only accept certificates issued by the Registry of Births, Deaths & Marriages
- If the parent has the same name but it is written slightly differently they must provide a signed statement explaining why the names do not match.

people our business

- 7) **Evidence of other citizenships held by the Australian parent** - If the Australian parent holds or has held citizenship of any other country they must provide evidence of how and on what date they acquired that citizenship. A foreign passport is not acceptable as it does not state how on what date they acquired that citizenship. Please provide either:
 - Naturalisation certificate, or
 - Full birth certificate that states the names of both parents (if citizenship acquired by birth)
- 8) **If the Australian citizen parent was a citizen by descent, evidence that that parent was resident in Australia for two years prior to the application date.** This can include:
 - School/university records
 - Employment records
 - Any documents issued by an Australian Government agency
- 9) **Evidence of any Name Change** - If any name changes have occurred, include the marriage certificate, deed poll certificate, or a statutory declaration and at least two documents evidencing the usage of the new name, or other acceptable evidence
- 10) **Proof of signature of the person signing the form** - If the applicant is under 16 years of age their parent will sign the declaration in Part I of the application form. Children over 16 years of age sign the form themselves. The following may be provided as proof of signature.
 - A passport
 - Driver's Licence
 - ID Card
- 11) **Evidence of the child's or responsible parent's address** (it must match the address stated on the application form). Examples of acceptable documents are:
 - Utility bill (gas, electricity, water)
 - Residential lease or rental agreement
 - Council or municipal rates notice
 - Bank statement
- 12) **Identity documents for the responsible parent who is applying on behalf of a child under 16 years of age.** Documents must show a signature, photograph and current address – e.g. passport, drivers licence, credit card or utilities bill
- 13) **Any order relating to the custody, guardianship or parental responsibility** for this child, if applicable
- 14) **A court order and other evidence (if applicable)** in relation to the surrogacy arrangement which assigns parental responsibility to the nominated parent
- 15) **Police Certificates** – Original penal certificates are required from applicants who, in the last ten years:
 - Have lived or travelled overseas since the age of 16 years or over, and the total time spent overseas added up to 12 months or more

You must **provide the original document - Certified copies of penal clearance certificates are NOT acceptable.** More information about this requirement and how to get penal clearance certificates is at: www.citizenship.gov.au/applying/documents/character

If you are applying outside Australia, a penal clearance certificate is required for ANY time you have spent in Australia since turning 16 years of age.

- 16) In some very limited circumstances, DNA testing may be requested in order to prove a claimed biological link. Do not commence DNA testing unless requested by us to do so.
- 17) If any third person is seeking information about an application, written consent from the applicant for us to communicate with them must be provided. Use **Form 956A** for this purpose.

Please note: The name to appear on the Citizenship certificate will be the same as the name on the birth certificate. Changes can only be made when they occur in translation from other alphabets or characters. If you want the name on the Citizenship certificate to be different from the birth certificate (eg. excluding the patronymic name), you should provide a statutory declaration stating the name you would like on the certificate and why it should differ from the birth certificate.

All relevant forms are available from the website of the Department of Immigration and Border Protection (DIBP) at: www.immi.gov.au/allforms
