

Applicant Name:	
Passport Number:	
Email Address:	

The citizenship application checklist helps you check that you have included all of the necessary documentation that is needed by the department to process your citizenship application.

How to use the checklist

1. Before you sign your citizenship application form, use this checklist to make sure that you have included all relevant documentation.
2. When you are satisfied that you have correctly completed your application form and all of the relevant documentation is included, you should sign and date your citizenship application form.
3. Include the completed citizenship application checklist when you lodge your citizenship application form and relevant documentation.

Other important information

Please be aware that the decision on your visa application may be decided on the information and documentation that you include at the time of lodgment. You may be asked to provide information in addition to that provided in your application. If you are, you will be given a date by which you will have to provide the information.

The provision of false or misleading information or documents may have an adverse affect on the outcome of the application and will delay processing.

Delivery and courier charges

You are responsible for all costs of delivering information to the Australian Embassy in Amman by mail or courier, including any additional information that may be requested by the Embassy. If you give additional information to the Australian Visa Application Centre, you may be charged a courier fee for delivery to the Embassy.

For more information

See the DIAC website http://www.citizenship.gov.au/applying/how_to_apply/born_overseas/ for more information on this visa.

Please ensure the latest versions of the application forms are used. See: <http://www.immi.gov.au/allforms/application-forms/>

Please provide the **original** birth certificate and photocopies of the other required documents. The Citizenship Application Charge will not be refunded if a decision is made to refuse to grant citizenship because the applicant did not satisfy the criteria.

Complete this checklist and attach all documentation – in the order provided below. The checklist should be placed to the front of your application.

NECESSARY CITIZENSHIP APPLICATION REQUIREMENTS	Tick the documents you are submitting	Official use only
Completed application Form 118	<input type="checkbox"/>	<input type="checkbox"/>
Proof of identity and declaration in Form 118 completed. The declaration in the application form must be accompanied by an endorsed photograph signed by the same person who completed the proof of identity. See: http://www.citizenship.gov.au/applying/documents/identity_dec/	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship Application Charge. For information on application charges see: http://www.citizenship.gov.au/applying/fees_forms_appeals/	<input type="checkbox"/>	<input type="checkbox"/>
Form 956 (Advice by a migration agent/exempt person of providing immigration assistance) – if you wish to authorize other person to communicate with the Department.	<input type="checkbox"/>	<input type="checkbox"/>

Original Birth certificate issued by the relevant authority that shows: <ul style="list-style-type: none"> • birth name • birth date • place of birth • names of parents <p>Note: Although it is not a requirement for the department for this application, the birth certificate will need to be stamped by the Ministry of Foreign Affairs if a passport application is to be made.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of any change of name and linkages between names used, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Passport, if any.	<input type="checkbox"/>	<input type="checkbox"/>
Documents that show one parent was an Australian citizen at the time of your birth, such as: <ul style="list-style-type: none"> • a full Australian birth certificate • an Australian citizenship certificate or naturalization certificate • an Australian passport 	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of other citizenships held by your Australian citizen parent such as a letter or certificate showing a date of acquisition of other citizenship, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
If your Australian citizen parent was a citizen by descent, evidence that your parent was resident in Australia for two years, such as: <ul style="list-style-type: none"> • school records • employment records • any documents issued by an Australian government agency 	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of the marriage certificate for the applicant's parents – if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of identity documents for both parents, and for legal guardian who is applying on behalf of a child under 16 years of age. <p>Documents must collectively show a signature, photograph and current address, such as a passport, drivers licence, credit card or utilities bill.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Any orders relating to the custody, guardianship or parental responsibility for this child, if this applies.	<input type="checkbox"/>	<input type="checkbox"/>
If you are 18 years of age or over you will need to provide penal clearance certificates from overseas countries if, in the last 10 years: <ul style="list-style-type: none"> • you lived or travelled overseas since the age of 18 years or over • the total time spent overseas added up to 12 months or more • the time spent in any one country was more than 90 days • you are requested to do so by the department. <p>Provide penal clearance certificates from those countries where you spent more than 90 days. If you are applying outside Australia, then Australia should be considered an overseas country.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information		
Please ensure that you include the applicant's name on the Application Form 118 to match the name on the Birth Certificate; in consistence with the parents' names. Should there be discrepancies across the names of family members; kindly provide documentation to establish the relationship with the Australian parent. <u>Kindly note</u> that the name mentioned on Form 118 will be the one printed on the Australian Citizenship Certificate and the one used for the Australian Passport at a later stage.	<input type="checkbox"/>	<input type="checkbox"/>