

## Subclass 116 Visa Applicant Documents Required

Please provide the following **original** documents (**certified copies** of the originals are also acceptable, unless otherwise indicated), which will be used to support your application for a subclass 116 visa. Please note that you will need to provide acceptable English translations for any documents that are not in English.

**Please tick the boxes on this check sheet to show what documents you have provided. We have stated 'N/A' where you do not need to provide documents for an applicant.**

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
<b>IDENTITY</b>			
<b>FOUR recent passport-sized photographs</b> NOTE: Photographs must be 45mm x 35mm, head and shoulders only against a plain background, facing the camera & taken during the last 6 months. They <b>MUST</b> be high quality, colour photos in JPEG format (ORIGINALS REQUIRED)			
<b>Current passport(s)</b> NOTE: Certified copies must include the identity details page AND all pages showing visas and stamps			
<b>Birth certificate</b> (or family register) showing full birth details, including parents' names			
<b>National identity card</b> (if applicable)			
<b>If married, divorced or widowed:</b> Marriage certificate(s), divorce certificate(s), death certificate(s), statutory declaration separation documents (as applicable)			
<b>If in a de facto relationship:</b> Evidence that have been in a genuine and continuing relationship for at least 12 months e.g. joint bank statements, joint leases or mortgages, billing accounts in joint names  Relationship registration document (if applicable)			

**Head Office:** Level 1, 233 Canley Vale Road, Canley Heights NSW 2166 Australia

**Sydney:** Level 10, 580 George Street Sydney NSW (**Appointment only**)

Tel: (+61 2) 9138 0688 Hotline: (+61) 0468 836 899 Email:

[admin@dojolegal.com.au](mailto:admin@dojolegal.com.au)

Website: [www.DojoLegal.com.au](http://www.DojoLegal.com.au)

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<b><i>If previously changed legal name:</i></b> Evidence of the legal name change e.g. name change deed			
<b>RELATIONSHIP WITH AUSTRALIAN RELATIVE/SPONSOR</b>			
Evidence that you are <b>related to your sponsor</b> e.g. birth certificates, family register, marriage certificates, adoption certificates			

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
<b>CHARACTER</b>			
<b><i>If served in the armed forces of any country:</i></b> Military service records or discharge papers			
<b>OTHER</b>			
<b><i>If one/both parents of a dependent applicant are not included in this application:</i></b> custody/guardianship documents and written consent of other parent(s) to child being included in the application	N/A	N/A	
<b><i>If dependent applicant is 18 years or older:</i></b> evidence of dependency e.g. studying, living at home, relying on financial support of primary applicant/their spouse	N/A	N/A	
<b>NOTE: ALL applicants will also need to undergo health examinations and provide police clearances UPON REQUEST</b> (Please refer to the attached fact sheet for further details)			

## WE CAN HELP YOU OBTAIN YOUR DOCUMENTS

Please let us know if you require assistance in obtaining any of these documents, including:

- **English translations of any documents that are not in English:** We can obtain quotes from translators accepted by the Department of Home Affairs (DOHA).
- **Police clearance certificates:** The DOHA only accepts very specific police clearances. We can advise you which document(s) to apply for, and help you with the application process if needed. See attached fact sheet for further details.

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- **Health examinations:** We can complete the relevant health declarations on your behalf, generate the required referral forms, and provide information about where to have your examinations. See attached fact sheet for further details.

## WHERE TO SEND YOUR DOCUMENTS

Scanned copies of your documents are acceptable in the first instance, and should be provided through the **Client Portal**, or sent by **email** to [admin@dojolegal.com.au](mailto:admin@dojolegal.com.au), **as soon as practicable**.

Original documents (or certified copies) must be provided by post or in person, as follows:

- **by post:**  
PO BOX 91  
Canley Heights NSW 2166
- **in person:**  
Level 1  
233 Canley Vale Road

## Contact:

### Dojo Legal Australia

Alan Nguyen | Senior Lawyer

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