

## Subclass 445 - Dependent Child Visa (Under 18)

### Applicant Documents Checklist

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 445 - Dependent Child 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	Dependent Applicants
<b>IDENTITY</b>		
<p><b>FOUR recent passport-sized photographs</b></p> <p>NOTE: Photographs must be 45mm x 35mm, head and shoulders only against a plain background, facing the camera &amp; taken during the last 6 months. They MUST be high quality, colour photos in JPEG format (ORIGINALS REQUIRED)</p>		
<p>Current <b>passport(s)</b></p> <p>NOTE: Certified copies must include the identity details page AND all pages showing visas and stamps</p>		
<p><b>Birth certificate</b> (or family register) showing full birth details, including parents' names</p>		
<p>Any other documents that support your relationship to your parent e.g. adoption certificate, marriage certificate (if applicable)</p>		
<p><b>National identity card</b> (if applicable)</p>		
<p><b>If previously changed legal name:</b> Evidence of the legal name change e.g. name change deed</p>		
<b>SPONSORSHIP</b>		
<p>Evidence that your <b>sponsor</b> (i.e. the person who is sponsoring your parent's Partner visa application) is an Australian citizen, permanent resident or eligible NZ citizen e.g.</p> <ul style="list-style-type: none"> <li>• <b>Birth certificate</b> showing full birth details</li> <li>• Australian <b>passport</b> (or foreign passport containing evidence of permanent residency in Australia)</li> <li>• Australian <b>citizenship certificate</b></li> </ul>		N/A

DOCUMENTS REQUIRED	Primary Applicant	Dependent Applicants
<ul style="list-style-type: none"> <li>• <b>Sponsor's</b> police clearance certificates for ALL countries (including Australia) in which your sponsor has lived for a total more than 12 months during the last 10 years (since turning 16) AND</li> <li>• <b>Parent's</b> (Partner visa applicant's) police clearance certificates for ALL countries (including Australia) in which your parent has lived for a total of more than 12 months during the last 10 years (since turning 16)</li> </ul> <p>NOTE: ORIGINAL clearances are required. Your sponsor/parent may already have supplied these documents in support of the Partner visa application. If so, updated police certificates are not required at this stage, although they <b>may</b> be requested at a later date.</p>		N/A
<b>CHARACTER (APPLICANTS AGED 16+ ONLY)</b>		
<p>If you have lived in Australia for more than 12 months during the last 10 years (since turning 16): <b>Australian Federal Police (AFP) National Police Certificate</b> dated within the last 12 months. Must be a 'Complete Disclosure' (ORIGINAL REQUIRED)</p> <p><b>NOTE:</b> If you would like us to apply for an AFP National Police Certificate on your behalf, please provide:</p> <ul style="list-style-type: none"> <li>• your Australian driver's licence <b>OR</b></li> <li>• TWO of the following documents: recent utility bill, tax assessment notice, bank statement, current debit or credit card, Medicare card (note that at least one of these documents must show your current residential address)</li> </ul>		
<p><b>Police clearance certificates</b> for ALL other countries in which you have lived for more than 12 months during the last 10 years (since turning 16). These must be dated within the last 12 months (ORIGINALS REQUIRED)</p>		
<p>If you have served in the armed forces of any country: <b>Military service records</b> or discharge papers</p>		
<b>CONSENT/DEPENDENCY</b>		
<ul style="list-style-type: none"> <li>• Your other parent's written consent to you migrating to Australia</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Court order permitting you to migrate to Australia, or evidence that the laws of your home country permit your departure from that country</li> </ul> <p>NOTE: See FAQ below for further details.</p>		
<p><b>NOTE: Applicants MAY also be required to undergo health examinations</b> (Please see below for further details)</p>		

## 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 (the 'DOHA').
- **Police clearances (if required):** The DOHA only accepts very specific police clearances, whether issued in Australia or overseas. We can advise you which document to apply for, and help you with the application process if needed. Please refer to the FAQ section below for further details.
- **Health examinations (if required):** We can complete the relevant health declarations on your behalf, generate the required referral forms, and provide information about where to have your examination(s).

## 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 [support@dojolegal.com.au](mailto:support@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  
Canley Heights NSW 2166

**THANK YOU!**



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