

## CIT - Citizenship by Descent Applicant Documents Checklist

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

DOCUMENTS REQUIRED	
<b>ADULT APPLICANT'S IDENTITY (Applicants Aged 16+)</b>	
Full <b>birth certificate</b> OR family/household registration document from your country of birth, showing both parents' names	
<p><b><i>If you have changed your name since birth:</i></b> Evidence of each legal name change e.g.</p> <ul style="list-style-type: none"> <li>change of name document from an Australian Registry of Births, Deaths or Marriages (or the relevant overseas authority)</li> <li>official marriage or divorce certificate</li> <li>other official documents showing links between the names you have used</li> </ul>	
<p><b><i>If you have changed your sex and/or gender since birth,</i></b> provide one of the following:</p> <ul style="list-style-type: none"> <li>a statement from a Registered Medical Practitioner or a Registered Psychologist which specifies your sex and/or gender or</li> <li>a valid Australian Government travel document, such as a valid passport, which specifies your sex and/or gender or</li> <li>any Register of Births, Deaths &amp; Marriages (RBDM) certificate that reflects the changed sex and/or gender, such as a gender recognition certificate, a revised RBDM birth certificate, a recognised details certificate or an identity acknowledgment certificate.</li> </ul>	
<p><b>THREE (3)</b> documents (these may include your birth certificate) that together show your:</p> <ul style="list-style-type: none"> <li>photograph</li> <li>signature</li> <li>current residential address</li> <li>birth name, date of birth and gender</li> </ul>	
<b>Examples of acceptable identity documents include:</b>	
<p><b>Evidence of photograph and/or signature</b></p> <ul style="list-style-type: none"> <li>○ Australian driver's licence</li> <li>○ passport i.e. page(s) showing photo, identity details, issue/expiry dates, signature</li> <li>○ UNHCR document</li> </ul>	

<ul style="list-style-type: none"> <li>○ national identity card</li> <li>○ other document containing your photo &amp; signature e.g. student card; military, aircrew or seafarer identity document; proof of age card</li> </ul> <p><b>Evidence of residential address</b></p> <ul style="list-style-type: none"> <li>○ utilities notice e.g. electricity, gas, or water bill</li> <li>○ rental contract or rates notice</li> <li>○ bank statement</li> </ul> <p><b>Evidence of birth name, date of birth, gender</b></p> <ul style="list-style-type: none"> <li>○ birth certificate/family register, marriage/divorce certificate, name change deed, official documents showing other names, sex and/or gender you have used (as referred to above)</li> </ul>	
<b>CHILD APPLICANT'S IDENTITY (Applicants Aged Under 16)</b>	
Full <b>birth certificate</b> or family/household registration document, showing both parents' names	
<b>Passport</b> or other travel document i.e. page(s) showing identity details	
Evidence of links between previous and current names, sex and/or gender e.g. name change deed, etc, if applicable	
Identity documents for the responsible parent who signs your application, showing their signature, photograph and current address	
Any orders/papers relating to your custody, guardianship, or parental responsibility, if applicable	
<i><b>If you were adopted overseas:</b></i> Proof of your adoption	
<b>ALL APPLICANTS: IDENTITY DECLARATION</b>	
<p><b>Form 1195 – Identity Declaration</b> completed and signed by both you AND an authorised person.</p> <p><b>NOTE:</b> The authorised person must:</p> <ul style="list-style-type: none"> <li>• be an Australian citizen</li> <li>• have known you for at least one year</li> <li>• not be related to you by birth, marriage, or a de facto relationship</li> <li>• be working in an occupation or profession that is authorised for this purpose (a full list of acceptable professions/occupations is supplied on Form 1195)</li> </ul> <p>You will also need to provide <b>ONE</b> recent passport-sized photograph that has been glued to the form, and endorsed by the authorised person. The authorised person who signs the form must sign over a bottom corner of the front of the photograph as shown on the form 1195 instruction page. You will also need to provide us with a digital copy of this photo (file size less than 500KB) to be uploaded to the application. Please see the form for further details.</p> <p><b>NOTE:</b> Photographs must be 35mm to 40mm wide and 45mm to 50mm high only against a plain background, facing the camera &amp; taken during the last 6 months. The size of the face from chin to crown can be up to a maximum of 36mm, with a minimum of 32mm. Untinted prescription lenses and head coverings are permitted, as long as your whole face is visible and not obscured by these items. A passport photo taken by a professional passport photo provider is recommended.</p>	

<b>ALL APPLICANTS: PARENT'S AUSTRALIAN CITIZENSHIP</b>	
<p>Evidence that ONE of your parents was an Australian citizen when you were born e.g.</p> <ul style="list-style-type: none"> <li>• full Australian birth certificate</li> <li>• Australian citizenship certificate or naturalisation certificate</li> <li>• Australian passport</li> </ul>	
<p><b><i>If your Australian citizen parent also has (or had) citizenship of another country:</i></b> evidence of that citizenship e.g. a letter or certificate showing how and when it was obtained</p>	
<p><b><i>If your parent became an Australian citizen by descent or adoption:</i></b> evidence that he or she has lawfully spent at least TWO years in Australia e.g. school records, employment records, or any documents issued by an Australian Government agency</p> <p>NOTE: You are not required to provide this evidence if you are (and always have been) stateless</p>	
<b>CHARACTER (Applicants Aged 18+ ONLY)</b>	
<p><b><i>If you have spent a total of at least 12 months outside Australia during the last 10 years:</i></b></p> <p><b>Police clearance certificates</b> for EACH overseas country in which you spent more than 90 days since turning 18</p> <p>NOTE: ORIGINAL police clearance certificates are required</p>	
<p><b><i>If you are applying from OUTSIDE Australia and have spent more than 90 days in Australia:</i></b></p> <p><b>Australian Federal Police (AFP) National Police Certificate</b> dated within the last 12 months. This must be a 'Complete Disclosure' certificate.</p> <p>NOTE: If you would like us to apply for an AFP National Police Certificate on your behalf, please provide: your Australian driver's licence <b>OR</b> 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)</p>	
<p><b>NOTE: Additional documents may be required based on your particular circumstances, for example if your birth involved an international surrogacy arrangement.</b></p> <p>Please contact us 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).
- **AFP National Police Certificate:** We can apply for this document on your behalf, if required. The AFP currently charges a fee for each certificate. See the FAQ section of this document for further details.
- **Police clearance certificates for overseas countries:** The DOHA only accepts very specific police clearances from overseas countries. We can advise you which document to apply for, and help you with the application process if needed. See the FAQ section of this document for further details.

## WHERE TO SEND YOUR DOCUMENTS

Please send us high quality, colour scanned copies of all of your documents **as soon as** practicable, either through the **Client Portal**, or by **email**.

If using the Client Portal: Please provide scanned copies of your documents via the Portal, using the login instructions provided in our initial email.

If using email: Please email scanned copies of your documents to [support@dojolegal.com.au](mailto:support@dojolegal.com.au).

**NOTE:** When sending scanned copies of your documents to us, please ensure that:

- they are saved in **PDF format**, rather than JPEG or any other format (where possible);
- they are in **colour**, where the original document is in colour;
- there is a **MAXIMUM of one document per scanned page** (e.g. do not scan two different passports onto one page).

We will notify you if we require hard copies of any of your documents before lodging your application, or if the DOHA requests hard copies during the processing of your application.

Please contact us if you have any issues either with uploading documents to the Client Portal, or with sending your documents to us via email.

**THANK YOU!**



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