

## Citizenship by Conferral

### 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 for citizenship by conferral. Please note that you will need to provide acceptable English translations for any documents that are not in English and **you will need to present your original documents to the case officer at your citizenship appointment.**

*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	
<b>PHOTOGRAPH</b>	
<p><b>Digital Colour Photograph</b> - The photo should be:</p> <ul style="list-style-type: none"> <li>○ no more than 6 months old</li> <li>○ no more than 500KB in file size (a scan of a photograph or a photo of a photograph is not acceptable)</li> <li>○ a full-face view of your head and shoulders</li> <li>○ of good quality, against a neutral or light grey coloured background. A professional passport photo is recommended.</li> </ul> <p><b>Note:</b> You can wear untinted prescription glasses as long as the frames or reflections from the lenses do not obscure your eyes. Head coverings for religious reasons, are permitted in your photo, as long as your whole face is visible.</p>	
<b>IDENTITY</b>	
Full <b>birth certificate</b> OR family/household registration document from your country of birth, showing both parents' names	
<p><b>If you have changed your name since birth:</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> </ul> <p>other official documents showing links between the names you have used</p>	
<p><b>If you have changed your sex and/or gender since birth,</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> </ul>	

DOCUMENTS REQUIRED	
<ul style="list-style-type: none"> <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> <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>	
CHARACTER	
<p><b><i>If SINCE you were granted an Australian permanent visa:</i></b></p> <ul style="list-style-type: none"> <li>you have lived or travelled outside Australia (after you turned 18 years old) <b>AND</b></li> <li>the total time you spent overseas amounts to at least 12 months:</li> </ul> <p>You will need to provide <b>police clearance certificates</b> for ALL countries in which you spent more than 90 days during that time</p>	
OTHER	
Copy of the official letter from the Department of Home Affairs (the DOHA) notifying you of the <b>grant of your permanent visa</b>	
Evidence of your <b>first arrival in Australia</b> (if available) e.g. identity details page from the passport you used to first enter Australia <b>AND</b> page containing first entry stamp or International Movement Records	

CHILDREN	
Provide the following documents for EACH child aged under 16 years old who will be included in your application	
Passport or other travel document i.e. page(s) showing identity details	
Full <b>birth certificate</b> or family register, showing both parents' names	
Evidence of links between previous and current names, sex and/or gender e.g. name change deed, etc, if applicable	
Any orders/papers relating to the custody, guardianship, or parental responsibility for or overseas adoption of your child (if applicable)	
<b>NOTE: Additional documents may be required if you are applying for a specific exemption, discretion or concession, or in certain other cases.</b> Please contact us 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 DOHA.
- **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.
- **Certified copies of documents:** We can make certified copies of your documents if you send us the originals. Please refer to the FAQ section for further details.

## WHERE TO SEND YOUR DOCUMENTS

High quality, colour scanned copies should either be provided through the **Client Portal**, or sent by **email** to [support@dojolegal.com.au](mailto:support@dojolegal.com.au), **as soon as practicable**. As mentioned above, scanned copies of your documents will generally be sufficient to support your application however you may need to send hard copies of some of your documents to us before we lodge your citizenship application.

Hard copies of your documents can be provided either 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!**

