

## Subclass 887 - Skilled - Regional Visa Applicant Documents Checklist

Please provide **high quality, colour scanned copies** of the following **original** documents, which will be used to support your application for a subclass 887 - Skilled - Regional 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>			
Current <b>passport(s)</b> (this includes the identity details page AND all pages showing visas and stamps)			
ONE recent <b>passport-sized photograph</b> <b>NOTE:</b> Photographs must be 45mm x 35mm, head and shoulders only against a plain background, facing the camera & taken during the last 12 months. They <b>MUST</b> be high quality, colour photos in JPEG format.			
<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> Relationship registration document (if applicable) <b>OR</b> evidence that you have been in this relationship for at least 12 months			
<b>If married or in a de facto relationship:</b> Evidence that you are in a genuine and continuing relationship e.g. joint bank statements, joint ownership of major assets, billing accounts in joint names, joint leases or mortgages, documents showing that you live at the same address			
<b>If previously changed legal name:</b> Evidence of the legal name change e.g. name change deed			

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
<b>WORK IN A SPECIFIED REGIONAL AREA</b>			
<p>Evidence of at least <b>12 months' full-time (at least 35 hours per week) employment in a specified regional area of Australia</b> (unless a COVID-19 concession applies – please contact us to discuss). <i>E.g. employer reference letters (NOTE: Please refer to the 'FAQ' section of this document for further details regarding acceptable employer references), Notices of Assessment or Income Statements issued by the Australian Taxation Office (Tax File Number (TFN) must be blocked out), bank statements showing wage/salary deposits, superannuation documents, payslips for the period of employment, etc. Contract or self-employment evidence might include: tax documents (such as BAS statements, tax returns), Business registration certificate, accountant/supplier/customer letters, audited financial statements, contracts, invoices, franchise agreement documents, advertising &amp; marketing materials, professional or business memberships or other relevant documents as evidence.</i></p>		As required to show compliance with qualifying visa(s) conditions	As required to show compliance with qualifying visa(s) conditions
<b>RESIDENCE IN A SPECIFIED REGIONAL AREA</b>			
<p>Evidence that you have <b>resided in a specified regional area of Australia for at least 2 years</b> (unless a COVID-19 concession applies – please contact us to discuss). <i>E.g. property lease/rental agreements, mortgage or title deeds, utility (gas, electricity, telephone) or other bills, school reports or invoices, etc.</i></p>		As required to show compliance with qualifying visa(s) conditions	As required to show compliance with qualifying visa(s) conditions
<b>QUALIFYING VISA</b>			
<p><b>Qualifying visa(s) approval/grant letter(s)</b> from the Department of Home Affairs (Qualifying visas include: subclass 489, 495, 496, 475 or 487 visa, or a Bridging visa A or Bridging visa B, associated with the valid lodgement of a subclass 489, 495 or 487 visa application)</p>			
<b>ENGLISH LANGUAGE ABILITY</b>			
<p>Evidence of <b>English language</b> ability e.g. IELTS test results NOTE: see FAQ section below for further details</p>			N/A if under 18 years old

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
<b>CHARACTER</b>			
<p>If you have lived in Australia for more than 12 months during the last 10 years: <b>Australian Federal Police (AFP) National Police Certificate</b> dated within the last 12 months. Must be a 'Complete Disclosure'</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> </ul> <p>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>			N/A if under 16 years old
<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 (dated within the last 12 months)</p>			N/A if under 16 years old
<p><b><i>If served in the armed forces of any country:</i></b> Military service records or discharge papers</p>			
<b>OTHER</b>			
<p><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</p>	N/A	N/A	
<p><b><i>If dependent applicant is 18 years or older:</i></b> evidence that they are living with you and have been financially dependent on you for at least the last 12 months e.g. proof of address, tax records, evidence that they are currently studying</p>	N/A	N/A	
<p><b>NOTE: ALL applicants must meet the health requirement.</b> (Please refer to the attached fact sheet 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. The AFP currently charges a fee for each certificate. See attached fact sheet 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 attached fact sheet for further details.
- **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

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!**

