

## Partner Visa: Stage 1 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 Partner 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>		
<b>TWO</b> recent passport-sized photographs <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. The person's name must be printed on the back of the photograph. Scanned copies <b>MUST</b> be in high quality, colour jpeg format.		
Current <b>passport(s)</b> (this includes 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 you have one)		
<b>If previously married, divorced or widowed:</b> Marriage certificate(s), divorce certificate(s), death certificate(s) from previous relationships (as applicable)		
<b>If previously changed legal name:</b> Evidence of the legal name change e.g. name change deed		
<b>RELATIONSHIP</b>		
<b>If currently married:</b> Marriage certificate		N/A
<b>If in a de facto relationship that has been registered in an Australian state/territory:</b> Evidence of registration of relationship with relevant state or territory of Australia		N/A
<b>If in a de facto relationship that has NOT been registered in Australia:</b> Evidence that you and your partner have <b>lived</b>		N/A

<p><b>together for at least 12 months</b></p> <p><b>NOTE:</b> Please refer to the <i>'Household Documents'</i> section of the <i>attached 'Evidence of Relationship' fact sheet</i> for examples of acceptable evidence of your joint residence</p>		
<p><b>Written statement or statutory declaration</b> about your relationship with your spouse/partner.</p> <p>This must be signed and dated, and should include the following details:</p> <ul style="list-style-type: none"> <li>• How, when and where you first met;</li> <li>• How your relationship developed;</li> <li>• When you decided to marry (or start a de facto relationship);</li> <li>• A description of your domestic life together i.e. how you support each other financially, physically and emotionally;</li> <li>• A description of any periods in which you were separated i.e. when/why this occurred and how you maintained your relationship during that time;</li> </ul> <p>Your plans for your future life together.</p>		N/A
<p>Evidence that your <b>relationship</b> with your spouse/partner is <b>genuine and continuing</b></p> <p><b>NOTE:</b> Please refer to the <i>attached 'Evidence of Relationship' fact sheet</i> for details of the types of evidence that you need to provide</p>		N/A
<p><b>At least TWO statutory declarations</b> (Form 888s) completed by Australian citizens or permanent residents who have personal knowledge of your relationship (e.g. relatives or friends)</p>		N/A
<b>CHARACTER</b>		
<p>If you have lived here 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>		
<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>		
<p><b><i>If served in the armed forces of any country:</i></b> Military service records or discharge papers</p>		

<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		
<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		
<b>NOTE: ALL applicants will also need to undergo health examinations</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 (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

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.

Should we require hard copies of your documents for any reason, or should the DOHA request hard copies during the processing of your application, we will notify you and provide instructions on how to send us these documents.

## THANK YOU!



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