

## Employer Nomination Scheme (subclass 186) Visa Direct Entry Applicant Documents Checklist

Please provide **high quality, colour scanned copies** of the following **original** documents, 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	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)			
<b>Birth certificate</b> (or family register) showing full birth details, including parents' names			
<b>National identity card</b> (if applicable)			
<b><i>If married, divorced or widowed:</i></b> Marriage certificate(s), divorce certificate(s), death certificate(s) statutory declaration separation documents (as applicable)			
<b><i>If in a de facto relationship:</i></b> Evidence that have been in a genuine and continuing relationship for at least 12 months e.g. joint bank statements, joint leases or mortgages, billing accounts in joint names  Relationship registration document (if applicable)			
<b><i>If previously changed legal name:</i></b> Evidence of the legal name change e.g. name change deed			
<b>SKILLS</b>			
<b>Skills assessment</b> from the relevant assessing authority for your nominated occupation  <b>Please refer to the 'FAQ' section of this document for further details.</b>		N/A	N/A
Evidence of <b>English language</b> ability e.g. acceptable test results dated within the last 3 years  <b>Please refer to the 'FAQ' section of this document for further details.</b>		N/A	N/A
Up-to-date <b>resume/CV</b> (in Word format if possible)			N/A

DOCUMENTS REQUIRED	Primary Applicant	Spouse/ Partner	Dependent Applicants
<b>SKILLS, CONT.</b>			
Certificates and academic transcripts for ALL formal <b>qualifications</b>		N/A	N/A
Written and signed <b>work references</b> for periods of employment (if available)		N/A	N/A
<b><i>If licensing/registration is required for your occupation:</i></b> Documents from the relevant Australian licensing/registration authority showing that <b>you hold (or will be able to meet) the necessary registration/licensing requirements.</b> They must specify the type of registration/licensing held, as well as the name and contact details of the registration/licensing authority		N/A	N/A
<b>CHARACTER</b>			
If you have lived here 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' <b>NOTE:</b> If you would like us to apply for an AFP National Police Certificate on your behalf, please provide: <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>			
<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) dated within the last 12 months			
<b><i>If served in the armed forces of any country:</i></b> Military service records or discharge papers			
<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 that they are living with you and have been financially dependent on you for at least the last 12 months			
<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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Law Firm**

**GIVING OUR BEST**

[support@dojolegal.com.au](mailto:support@dojolegal.com.au) [www.dojolegal.com.au](http://www.dojolegal.com.au)

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