



This information is provided to help you complete the application form and guide you through the application process.

Important – Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

There are 4 steps in the citizenship application process for citizenship by descent.

- Step 1** Eligibility – determine if you are eligible
- Step 2** Original documents – gather your original documents
- Step 3** Copy and certify your documents
- Step 4** Complete and lodge your application form

Need help?

The **citizenship website** provides more detailed information www.citizenship.gov.au

In Australia – The **Citizenship Information Line** provides recorded information and access to information officers. Telephone **131 880** Monday to Friday 8.30am – 4.30pm.

Outside Australia – The citizenship website provides the location, hours of operation and telephone numbers for offices of the Department of Immigration and Citizenship (the department) outside Australia.

Integrity of application

The department is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you provide us with fraudulent documents or claims, this may result in processing delays and possibly your application being refused.

Step 1 – Eligibility

If you were born outside Australia **on or after** 26 January 1949 you may be eligible for Australian citizenship by descent if at least one of your parents was an Australian citizen at the time of your birth.

If your Australian citizen parent was a citizen by descent then that parent must have spent at least 2 years in Australia.

If you were born outside Australia or New Guinea **before** 26 January 1949 you may be eligible for Australian citizenship by descent if at least one of your parents became an Australian citizen on 26 January 1949, **and** that parent was born in Australia or New Guinea, or was naturalised in Australia before your birth.

All applicants 18 years or over must be of good character.

Australian citizenship commences on the date the application is approved. You do not need to attend a citizenship ceremony.

Children

Applications for children under 16 years of age must be made by a legal guardian.

Step 2 – Original documents

You will need to provide the department with a range of documents to prove that you are who you say you are and to establish you have not had any serious criminal convictions. These documents are called **proof of identity** and **good character** documents.

You will also need to provide additional documents that show one of your parents was an Australian citizen at the time of your birth. These are called **supporting documents**.

Translations and certified copies

If your documents are not in English, you will need to provide official translations. In Australia, you must use translators accredited by the National Accreditation Authority of Translators and Interpreters. For more information, see www.naati.com.au

Copies of original documents must be attached to your application. These copies must be certified by a person with the appropriate authority. See *Proof of identity declarations – list of professions* on page 5 for people who may certify documents.

If you are outside Australia when applying, contact the Australian diplomatic mission in the country who issued the documents for advice on acceptable translators, and who can certify your original documents.

Home page **www.citizenship.gov.au**

**Citizenship
Information Line** Telephone **131 880** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Proof of identity

Applicants 16 years of age or over

To prove your identity you must provide the following documents.

- Three original documents that collectively show your:
 - photograph
 - signature
 - current residential address
 - date of birth, birth name and any changes of name.
- Part D – Proof of identity declaration* completed by a person with the appropriate authority.

If you do not provide these documents, your application will not be accepted and will be returned to you.

Children

If you are an applicant under 16 years of age, you must provide the following:

- Proof of identity documents that show a:
 - birth name and date of birth
 - photograph and current name.
- Part D – Proof of identity declaration* completed by a person with the appropriate authority.

The checklist below will help you identify suitable documents. If you have difficulty finding suitable documents please call the Citizenship Information Line or, if outside Australia call your nearest Australian diplomatic mission, before you complete and lodge your application.

Proof of identity checklist

Applicants 16 years of age or over

A current document with your photograph and signature

A driver's licence, or	<input type="checkbox"/>
A passport, or	<input type="checkbox"/>
A United Nations High Commissioner for Refugees (UNHCR) document, or	<input type="checkbox"/>
A national identity card, or	<input type="checkbox"/>
Another document containing a signature and photograph, eg. an air crew identity document, seafarer identity document, military identity document or student card	<input type="checkbox"/>

Evidence of your current residential address

A utilities notice eg. electricity, gas or water bill, bank notice, or	<input type="checkbox"/>
Rental contracts or rates notice	<input type="checkbox"/>

Evidence of your date of birth, birth name and any changes of name

A full birth certificate, and	<input type="checkbox"/>
Evidence of links between present and previous names, for example an official marriage, divorce or change of name certificate, if applicable	<input type="checkbox"/>

Evidence of your identity in the community

One passport-sized photograph and proof of identity declaration signed by an Australian citizen with the appropriate authority	<input type="checkbox"/>
--------------------------------------------------------------------------------------------------------------------------------	--------------------------

Children

The following documents are required if the applicant is a child under 16 years of age.

A full birth certificate or family register containing parent's details Note: In some circumstances the department may request DNA testing	<input type="checkbox"/>
Evidence of links between birth name and current name, if applicable	<input type="checkbox"/>
A passport or other travel documents, if any	<input type="checkbox"/>
One passport-sized photograph and proof of identity declaration signed by an Australian citizen with the appropriate authority	<input type="checkbox"/>

Proof of identity declaration

Applicants 16 years of age or over

As well as your proof of identity documents, you will need to provide a proof of identity declaration and an endorsed passport-sized photograph of yourself.

The **proof of identity declaration** must be completed and signed by an Australian citizen who:

- has known you for at least one year and belongs to a profession on the list on page 5, **and**
- is not related to you by birth or marriage, **and**
- is easy to contact by telephone during normal working hours.

The person who signs the declaration must also write on the back of your photograph the words: *This is a true photograph of (your full name)* and sign the back of the photograph using the same signature as on the declaration.

The photograph should be carefully attached to the front of the application form without obscuring the image, or you can place the photograph in a plastic sleeve or envelope and staple it to the form.

The photograph must be:

- no more than 6 months old
- a full-face view of your head and shoulders (untinted prescription glasses can be worn – a photograph that shows facial features only is acceptable if you wear a head covering for religious reasons)
- of good quality, in colour, against a plain, light coloured background (laser copies are not acceptable).

Note: If you are outside Australia when applying you can have the proof of identity declaration completed by a citizen of your country of residence who has known you for at least one year and belongs to a profession on the list on page 5.

Children

The same conditions (see above) apply to the Australian citizen who signs the child's proof of identity declaration and photograph, except in the case of children under 6 years of age. If no Australian citizen has known them for at least one year, then the declaration can be signed by someone who belongs to a profession on the list on page 5 who has known the child for less than one year.

Good character

If you are 18 years of age or over, you will need to show that you are of good character.

You must tell the department about any convictions you may have had in Australia or overseas. A conviction is a criminal charge leading to a guilty verdict in a court of law resulting in imprisonment, a fine or good behaviour bond. A traffic infringement, such as an on-the-spot speeding or parking fine, is not considered a conviction.

Spent convictions

You must declare spent convictions in your application.

The spent convictions law allows people with minor convictions to disregard those convictions after a certain period of time. A conviction may be considered spent if:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders), **and**
- the person was not sentenced to imprisonment for more than 30 months, **and**
- the person has not re-offended during the 10 years (or 5 years for juveniles) period, **and**
- a statutory or prescribed exclusion does not apply.

The department is allowed to ask you for this information for the purpose of assessing your application.

Overseas penal clearance certificates

Overseas penal clearance certificates, or police checks as they are known in some countries, show whether a person has a criminal record.

You may need to supply an overseas penal clearance certificate as part of your documentation if you are 18 years of age or over.

When to provide overseas penal clearance certificates

Penal clearance certificates from overseas countries are required if, in the last 10 years:

- you lived or travelled overseas and were aged 18 years or over, **and**
- the total time spent overseas added up to 12 months or more, **and**

- the time spent in any one country was more than 90 days, **or**
- if requested by the department.

You will need overseas penal clearance certificates from each country where you spent more than 90 days.

If you are outside Australia when applying, Australia should be considered an overseas country. You will need to complete the National Police Check Application Form, which is available from the Australian Federal Police website www.afp.gov.au

Information about where to obtain an overseas penal clearance certificates by county can be obtained from the citizenship website or contact the Citizenship Information Line.

Supporting documents

To support your application for Australian citizenship by descent you will also need to provide:

Evidence that one of your parents was an Australian citizen at the time of your birth

Your Australian citizen parent's: <ul style="list-style-type: none">• full Australian birth certificate issued before 20 August 1986, or• Australian citizenship certificate or naturalisation certificate, or• Australian passport issued after 22 November 1984	<input type="checkbox"/>
If your Australian citizen parent was a citizen by descent evidence that your parent was resident in Australia for 2 years, for example: <ul style="list-style-type: none">• school records, or• employment records, or• any documents issued by an Australian government agency	<input type="checkbox"/>
For children born through a surrogacy arrangement, you must provide court documentation that recognises the commissioning parent as the legal parent. The court documentation should also confirm that an Australian citizen parent is the biological parent of the child. If it does not, DNA testing will be required as per the department's procedures	<input type="checkbox"/>

Evidence of your current citizenship

A passport or other travel documents, if any	<input type="checkbox"/>
----------------------------------------------	--------------------------

Documents relating to the legal guardian applying on behalf of a child under 16 years of age

Proof of identification documents that collectively show a signature, photograph, and a current residential address, for example: <ul style="list-style-type: none">• a passport• driver's licence• credit card or utilities bill	<input type="checkbox"/>
Any orders relating to the custody, guardianship or parental responsibility for this child, if applicable	<input type="checkbox"/>

You may be required to provide additional documents to those listed.

If you are overseas when you are applying, you should contact your nearest Australian overseas post or see their website for more information before lodging your application.

Step 3 – Copy and certify your documents

Do not post original documents to the department. In some circumstances the department may request you provide the original documents.

If you have to get documents from overseas this can take time. You will not be able to complete the application process without these documents.

In Australia – If you lodge your application at an office of the department, bring your original documents with you.

If you are posting your application to the department, certified copies are required with your application. Copies of documents should be certified by a person who has known you for at least one year and belongs to a profession on the list on page 5.

Outside Australia – If you lodge your application at an office of the department, bring your original documents with you. Your original documents can be copied and checked by an officer of the department and returned to you. Otherwise, you can have your original documents certified and the proof of identity declaration completed by a citizen of your country of residence. Copies of documents should be certified by a person who has known you for at least one year and belongs to a profession on the list on page 5.

Step 4 – Complete and lodge your application form

Please use a pen, and write neatly in English using BLOCK LETTERS. Corrections made with liquid paper are not acceptable.

Part A – Your details – Part A requires you to provide your personal details.

If you change address during the application process you must tell the department your new address. See form 929 *Change of address and/or passport details*.

Part B – Your parents – Part B requires you to provide the personal details of both your parents including whether they have been known by any other names.

Part C – Proof of identity – Part C requires you to list the documents you are providing to prove your identity. See page 2 for information about this part of the application.

Part D – Proof of identity declaration – Part D is **not** to be completed by the applicant. See page 2 for information about who should complete the *Proof of identity declaration* and sign the back of the photograph.

Part E – Good character – If you are 18 years of age or over, you will need to show that you are of good character. See page 3 for information about this part of the application.

Part F – Supporting documents – Part F requires you to list the supporting documents you are providing with your application. See page 3 for information about this part of the application.

Part G – Nomination of representative – Part G allows you to nominate another person who can make enquiries about your application on your behalf. Make sure you sign the authorisation at Part G if you want this to happen.

Part H – Payment details – To make a payment, please pay by credit card, debit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Debit card and credit card are the preferred methods of payment. Generally, fees are not refundable.

Outside Australia – Before making a payment outside Australia, please check with the Australian mission overseas where you intend to lodge your application as to what methods of payment and currencies they can accept and to whom the payment should be made payable.

Part I – Declaration – Carefully read and make sure you understand the terms of this declaration before signing it. If the applicant is under 16 years of age, the legal guardian must sign the declaration on page 13 on behalf of the child.

Lodging your application

The application, documents and fee should be lodged with your nearest office of the department or your nearest Australian diplomatic mission if you are overseas, see www.citizenship.gov.au

Your application may take up to 12 weeks to process.

Pre-lodgement checklist

Completed application form	<input type="checkbox"/>
Proof of identity documents	<input type="checkbox"/>
One passport-sized photograph and proof of identity declaration signed by an Australian citizen with the appropriate authority	<input type="checkbox"/>
Overseas penal clearance certificates, if applicable	<input type="checkbox"/>
Supporting documents as required	<input type="checkbox"/>
The application fee	<input type="checkbox"/>

Notification

If your application is approved you will be notified in writing. You will become an Australian citizen on the day your application is approved. You will also receive an extract recording your registration as a citizen by descent.

The extract is not formal evidence of citizenship. If you wish to obtain legal evidence of your Australian citizenship, you can apply for evidence on form 119 *Application for evidence of Australian citizenship*.

If your application is refused

If your application is refused you have the right to ask for the decision to be reviewed by the Administrative Appeals Tribunal (AAT). Your letter of notification will advise you where you can lodge an application for review. You should lodge your application with the AAT as soon as possible.

Proof of identity declarations – list of professions

People from the following list of professions and occupations can certify copies of original documents and complete proof of identity declarations and endorse photographs. They must:

- be an Australia citizen, **or**
- a citizen of your country of residence if no Australian citizen is known to you **and** you are applying overseas

AND

- have known you for at least one year
 - not be related to you by birth or marriage
 - be easy to contact by telephone during normal working hours.
1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
 2. Bailiff
 3. Bank officer with 5 or more years of continuous service
 4. Building society officer with 5 or more years of continuous service
 5. Chiropractor (licensed or registered)
 6. Clerk of court
 7. Commissioner for Affidavits
 8. Commissioner for Declarations
 9. Credit union officer with 5 or more years of continuous service
 10. Dentist (licensed or registered)
 11. Fellow of the National Tax Accountants' Association
 12. Finance company officer with 5 or more years of continuous service
 13. Judge of a court
 14. Justice of the peace
 15. Legal practitioner (licensed or registered)
 16. Magistrate
 17. Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
 18. Master of a court
 19. Medical practitioner (licensed or registered)
 20. Member of Chartered Secretaries Australia
 21. Member of Engineers Australia, other than at the grade of student
 22. Member of the Association of Taxation and Management Accountants

23. Member of the Australian Defence Force with 5 or more years of continuous service
24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
25. Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
26. Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
27. Nurse (licensed or registered)
28. Optometrist (licensed or registered)
29. Permanent employee of Commonwealth, State or local government authority with at least 5 or more years of continuous service
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
31. Pharmacist (licensed or registered)
32. Physiotherapist (licensed or registered)
33. Police officer
34. Psychologist (licensed or registered)
35. Registrar, or Deputy Registrar, of a court
36. Sheriff
37. Teacher employed on a full-time basis at a school or tertiary education institution
38. Veterinary surgeon (licensed or registered).

About the information you give

The department is authorised to collect personal information and personal identifiers for the purposes of administering the *Australian Citizenship Act 2007* (the Act) and the Australian Citizenship Regulations 2007.

Under the *Privacy Act 1988 (Cth)* (the Privacy Act), the department may disclose your personal information in various circumstances, including where such disclosure is consistent with the department's disclosure practices of which you are reasonably likely to have been aware.

It is the department's practice to disclose your personal information other than personal identifiers to other Commonwealth (and in some circumstances, state and territory) Government agencies to confirm your identity and for other purposes connected with the Act, or to verify with the issuing agency, the authenticity of a document you have presented to the department, or in some cases to assist other agencies to administer their legislation.

Agencies to which the department may disclose your personal information other than personal identifiers include but are not restricted to:

- Australian Electoral Commission for the purpose of administering the *Commonwealth Electoral Act 1918*
- Department of Foreign Affairs and Trade (DFAT) for the purpose of administering the *Australian Passport Act 2005*
- Centrelink for the purpose of administering the *Social Security (Administration) Act 1999* and *Family Assistance (Administration) Act 1999*
- Medicare and Centrelink for the purposes of administering the citizenship test
- Commonwealth, state and territory police and other agencies to help assess character requirements for citizenship

- Local governments and other organisations that conduct and host citizenship ceremonies
- Commonwealth, state and territory Members of Parliament for the purpose of formally welcoming new citizens.

Personal identifiers collected under the Act are photographs and signatures. The department and DFAT have signed an arrangement in accordance with the Act that permits disclosure of your personal identifiers for the purposes of administering the *Australian Passport Act 2005*. When your application for Australian citizenship is approved, your photograph, client number, name, date of birth and gender will be provided to DFAT.

The Act permits disclosure of your personal identifiers in the following circumstances:

- for the purposes of the Act or its regulations, or of the *Migration Act 1958* or the Migration Regulations 1994, or
- for the purpose of administering or managing the storage of identifying information, or
- for the purpose of making the identifying information in question available to you, or
- to an agency of the Commonwealth, a state or a territory in order to verify that you are an Australian citizen, or
- under an arrangement entered into with an agency of the Commonwealth, or with a state or territory or an agency of a state or territory, for the exchange of identifying information, or
- when reasonably necessary for the enforcement of the criminal law of the Commonwealth, a state or a territory, or
- when required by an Australian law, or
- for the purpose of a proceeding before a court or tribunal relating to you, or
- for the purpose of an investigation by the Privacy Commissioner or the Ombudsman relating to action taken by the department, or
- if the disclosure takes place with your written consent.

Your personal identifiers can also be disclosed if a person believes on reasonable grounds, that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or of any other person.

Privacy Act 1988 and Freedom of Information Act 1982

You have a right to make a complaint to the Privacy Commissioner about the handling of your personal information and personal identifiers.

The *Freedom of Information Act 1982* (FOI Act) gives you the right to access certain information and documents in the possession of the Government of the Commonwealth and its agencies. You have a right under the FOI Act to seek access to information or documents about you. You can request the department to amend records containing your personal information that is incomplete, incorrect, out of date or misleading.

The department's collection, access, storage, use and disclosure of your personal information and personal identifiers is governed by the Privacy Act and the 11 Information Privacy Principles. For more detailed information you should read information form 993i *Safeguarding your personal information* and form 1243i *Your personal identifying information*, which are available from the department's website www.immi.gov.au/allforms/ or from any office of the department.

Consent to communicate electronically

The department may need to convey sensitive information about your application to you. Electronic communication, unless adequately encrypted, is not secure and may be viewed by others or interfered with. The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

Department of Immigration and Citizenship contact details

Australian Capital Territory

GPO Box 717
CANBERRA ACT 2601

New South Wales

GPO Box 9984
SYDNEY NSW 2001

Northern Territory

GPO Box 864
DARWIN NT 0801

Queensland

Queensland state office

GPO Box 9984
BRISBANE QLD 4001

Cairns office

PO Box 1269
CAIRNS QLD 4870

Gold Coast office

PO Box 2868
SOUTHPORT QLD 4215

Thursday Island

PO Box 299
THURSDAY ISLAND QLD 4875

South Australia

GPO Box 2399
ADELAIDE SA 5001

Tasmania

GPO Box 794
HOBART TAS 7001

Victoria

Melbourne office

GPO Box 241
MELBOURNE VIC 3001

Dandenong office

Private Mail Bag 5001
DANDENONG VIC 3175

Western Australia

Locked Bag 7
NORTHBRIDGE WA 6865

Home page

*Citizenship
Information Line*

www.citizenship.gov.au

Telephone **131 880** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Please keep these information pages for your reference



Application for Australian citizenship by descent

Form
118

**To be completed by an applicant aged 16 years or over
or by a legal guardian on behalf of an applicant under
16 years of age.**

Please read the information pages before completing this application.

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable ☒

Part A – Your details

1 Preferred title Mr ☐ Mrs ☐ Miss ☐ Ms ☐
Other

2 Your full name (this will appear on your citizenship extract)

Family name
Given names
(including all
middle names)

3 Have you been known by any other names?
(including name at birth, previous married names, aliases)

No ☐

Yes ☐ Give details

Family name
Given names
Reason for
change of
name

If you have been known by more than one other name,
attach additional details on a separate sheet.

4 Sex Male ☐ Female ☐

5 Date of birth DAY MONTH YEAR
 / /

6 Place of birth

Town/city
Country

7 Current residential address

Note: You must tell the department if your address
changes after you lodge this form.

POSTCODE

PHOTOGRAPH

You must attach the endorsed
photograph of the applicant to
this page.

The photograph must be
attached without obscuring the
image, or can be placed in a
plastic sleeve and stapled to
this page.

ICSE
Client ID
Box File
Number

8 Current postal address
(If the same as your residential address, write 'AS ABOVE')

Note: You must tell the department if your address
changes after you lodge this form.

POSTCODE

9 Telephone numbers

Work (AREA CODE)
Home (AREA CODE)
Mobile/cell

10 Do you agree to the department communicating with you by fax,
e-mail or other electronic means?

No ☐

Yes ☐ Give details

Fax number (AREA CODE)

E-mail address

11 Were you adopted?

No ☐

Yes ☐

12 Present country(ies) of citizenship

13 Give the visa label number used by the applicant on their last entry to Australia (*if applicable*)

Visa label number

If granted a visa without a label, please provide the 13-digit visa grant number, as shown on the letter notifying the applicant of the grant of the visa

Part B – Your parents

Provide details of one parent at Question 14 and the other parent at Question 15

14 Parent

Sex Male ☐ Female ☐

Parent's full name

Family name

Given names

Has this parent been known by any other names?
(*including name at birth, previous married names, aliases*)

No ☐

Yes ☐ Give details

Family name

Given names

If known by other names, attach additional details

Date of birth

Place of birth

Town/city

Country

Was this parent an Australian citizen at the time of your birth?

No ☐

Yes ☐ How did this parent obtain their Australian citizenship?

Birth ☐ Adoption ☐
Conferral/grant ☐ Born in Papua prior to independence ☐
Naturalisation ☐ Other ☐
Descent ☐

Date obtained

Place obtained

If this parent was an Australian citizen by descent at the time of your birth, give details of the period or periods totalling at least 2 years that this parent has lawfully been in Australia

From to

From to

If insufficient space, attach additional details

Does this parent hold the citizenship of any countries other than Australia, or if this parent is deceased, did they hold the citizenship of any countries other than Australia when they died?

No ☐

Yes ☐ Give details

Country

Date obtained

Method of obtaining this citizenship (*eg. birth, descent, naturalisation/grant*)

If insufficient space, attach additional details

If the applicant is a child under 16 years of age, has this parent been excluded through a court of law from having custody or legal guardianship of the child?

No ☐

Yes ☐

To be answered ONLY if this parent was born outside Australia and registered or naturalised before 8 October 1951.

Was this parent absent from Australia for a continuous period of 7 years or more between 26 January 1949 and 8 October 1958?

No ☐

Yes ☐ Show period absent

From to

15 Parent

Sex Male ☐ Female ☐

Parent's full name

Family name

Given names

Has this parent been known by any other names?

(including name at birth, previous married names, aliases)

No ☐

Yes ☐ Give details

Family name

Given names

If known by other names, attach additional details

Date of birth

Place of birth

Town/city

Country

Was this parent an Australian citizen at the time of your birth?

No ☐

Yes ☐ How did this parent obtain their Australian citizenship?

Birth <input type="checkbox"/>	Adoption <input type="checkbox"/>
Conferral/grant <input type="checkbox"/>	Born in Papua prior to independence <input type="checkbox"/>
Naturalisation <input type="checkbox"/>	Other <input type="checkbox"/>
Descent <input type="checkbox"/>	

Date obtained

Place obtained

If this parent was an Australian citizen by descent at the time of your birth, give details of the period or periods totalling at least 2 years that this parent has lawfully been in Australia

From <input type="text"/>	to <input type="text"/>
From <input type="text"/>	to <input type="text"/>

If insufficient space, attach additional details

Does this parent hold the citizenship of any countries other than Australia, or if this parent is deceased, did they hold the citizenship of any countries other than Australia when they died?

No ☐

Yes ☐ Give details

Country

Date obtained

Method of obtaining this citizenship (eg. birth, descent, naturalisation/grant)

If insufficient space, attach additional details

If the applicant is a child under 16 years of age, has this parent been excluded through a court of law from having custody or legal guardianship of the child?

No ☐

Yes ☐

To be answered ONLY if this parent was born outside Australia and registered or naturalised before 8 October 1951.

Was this parent absent from Australia for a continuous period of 7 years or more between 26 January 1949 and 8 October 1958?

No ☐

Yes ☐ Show period absent

From to

Part C – Proof of identity

- 16** If you are 16 years of age or over, you must provide at least 3 documents which collectively contain your:

- photograph
- signature
- current address
- date of birth, birth name and any changes of name.

You must also provide a completed *Part D – Proof of identity declaration*.

If you do not provide these documents your application will not be accepted and will be returned to you.

Do not post original documents to the department. If you are posting your application attach certified copies.

Please list the documents you are providing as proof of your identity (see *Step 2 – Original documents* on page 1)

Applicants 16 years of age or over

A current document with your photograph and signature

Evidence of your current residential address

Evidence of your date of birth, birth name and any changes of name

Evidence of your identity in the community

Children

Evidence of the child's date of birth and birth name

A document with the child's photograph and current name

Evidence of any changes of name, if applicable

Evidence to show the link between the child and the Australian citizen parent

Evidence of the child's identity in the community

Part D – Proof of identity declaration

- 17 The proof of identity declaration IS NOT TO BE COMPLETED BY THE APPLICANT** (See *Proof of identity declaration* on page 2)

I declare that I have known (full name of the applicant)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph ☐

Signature of person making this declaration

Date / /

Details of person making this declaration

Family name

Given names

Telephone numbers

Work

Home

Mobile/cell

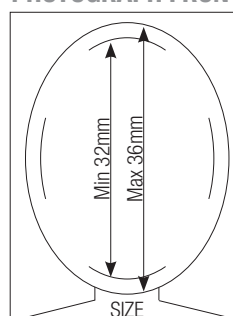
Profession or occupation group number from page 5

The photograph IS NOT TO BE SIGNED BY THE APPLICANT.

The person who has completed the *Proof of identity declaration* above should also endorse the photograph.

Example of photograph requirements

PHOTOGRAPH FRONT



PHOTOGRAPH BACK



Part E – Good character

- 18** In the last 10 years, have you lived or travelled overseas for periods totalling 12 months or more and were aged 18 years or over at the time?

No ☐

Yes ☐ List overseas countries where you have spent more than 90 days and attach penal clearance certificates from those countries

(See *Overseas penal clearance certificates* on page 3)

- 19** Please answer the following questions

- (a) Have you been convicted of, or found guilty of, ANY offences overseas or in Australia (include all traffic offences which went to court, including offences declared in your permanent residence application, and any 'spent' convictions)? No ☐ Yes ☐
- (b) Have you been confined in a prison or in a psychiatric institution by order of a court made in connection with criminal proceedings overseas or in Australia? No ☐ Yes ☐
- (c) Have you committed, or been involved in the commission of war crimes or crimes against humanity or human rights overseas or in Australia? No ☐ Yes ☐
- (d) Are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention overseas or in Australia? No ☐ Yes ☐
- (e) Are you aware of any proceedings pending against you overseas or in Australia for an offence, including proceedings by way of appeal or review? No ☐ Yes ☐
- (f) Have you ever been involved in any activity, or been convicted of any offence, relating to the illegal movement of people to any country (including Australia)? No ☐ Yes ☐
- (g) Have you ever been charged with any offence overseas or in Australia that is currently awaiting legal action? No ☐ Yes ☐
- (h) Have you ever been associated with terrorist organisations or involved in acts of terrorism overseas or in Australia? No ☐ Yes ☐

If you answered 'Yes' to any of the above questions, attach details of all occurrences. Include the following where appropriate:

- the name of the court
- the offence
- the name of the terrorist organisation
- the nature of the terrorist association
- details of terrorist acts
- the sentence received, and
- the relevant dates.

Part F – Supporting documents

- 20** You are required to provide supporting documents with your application (See *Step 2 – Original documents* on page 1)

What type of document are you attaching?

Evidence that at least one parent was an Australian citizen at the time of your birth	<input type="checkbox"/>
If your parent was a citizen by descent, evidence that this parent was a resident of Australia for at least 2 years	<input type="checkbox"/>
Evidence of the Australian citizen parent's name change and links between names, if applicable	<input type="checkbox"/>
Passports held, if any	<input type="checkbox"/>

Documents relating to a legal guardian if applying on behalf of a child under 16 years of age

Proof of identification documents for the legal guardian applying on behalf of the child	<input type="checkbox"/>
Any order relating to the custody, guardianship or parental responsibility for the child	<input type="checkbox"/>

Part G – Nomination of representative

- 21** Do you want to nominate a person to make enquiries on your behalf about your application?

No ☐ ▶ Go to Part H

Yes ☐ ▶ Give details below

Nominated person

Family name

Given names

Date of birth

DAY	MONTH	YEAR
/	/	

Relationship to main applicant

Telephone numbers

Work

(AREA CODE)
------------	---

Home

(AREA CODE)
------------	---

Mobile/cell

Authority to disclose information

I hereby authorise the Department of Immigration and Citizenship to release information about my application to the person named above. I understand that the authority will remain effective until my application is finalised and should I wish to cancel or change this authorisation I may do so by advising the department in writing.

Signature of applicant



Date

DAY	MONTH	YEAR
/	/	

Part H – Payment details

- 22** How will you pay your application fee?

If applying **in Australia**, debit card or credit card are the preferred methods of payment. Debit cards cannot be used for applications lodged by mail. If paying by bank cheque or money order please make payable to the Department of Immigration and Citizenship.

If applying **outside Australia**, please check with the Australian mission overseas where you intend to lodge your application as to what methods of payment and currencies they can accept and to whom the payment should be made payable.

Bank cheque ☐

Money order ☐

Debit card ☐ ▶ Cannot be used for applications lodged by mail

Credit card ☐ ▶ Give details below

Payment by (tick one box)

MasterCard <input type="checkbox"/>	Diners Club <input type="checkbox"/>	Australian Dollars <table border="1"><tr><td>AUD</td></tr></table>	AUD
AUD			
American Express <input type="checkbox"/>	JCB <input type="checkbox"/>		
Visa <input type="checkbox"/>			

Credit card number

:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Expiry date

MONTH	YEAR
:	:

Cardholder's name


Telephone number

COUNTRY CODE	AREA CODE	NUMBER	
()	()

Address

POSTCODE

Signature of cardholder



Credit card information will be used for fee paying purposes only.

Part I – Declaration

WARNING: Giving false or misleading information is a serious offence.

23 Please read the following carefully before signing.

Complete this declaration if you are the main applicant and are aged 16 years or over.

- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I authorise the Department of Immigration and Citizenship to make any enquiries necessary and to disclose relevant information necessary to determine eligibility for Australian citizenship by descent. (See About the information you give on page 5)
- I understand that the Department of Immigration and Citizenship may disclose personal information and personal identifiers to other agencies as outlined in this form. (See About the information you give on page 5)
- I recognise that by becoming an Australian citizen I will become a formal member of the community of the Commonwealth of Australia.
- I understand that Australian citizenship is a shared identity, a common bond which unites all Australians while respecting their diversity.
- I understand that:
 - Australian society values respect for the freedom and dignity of the individual, freedom of religion, commitment to the rule of law, parliamentary democracy, equality of men and women and a spirit of egalitarianism that embraces mutual respect, tolerance, fair play and compassion for those in need, and the pursuit of the public good
 - Australian society values equality of opportunity for individuals, regardless of their race, religion or ethnic background
 - the English language, as the national language, is an important unifying element of Australian society.
- I accept that Australian citizenship involves reciprocal rights and responsibilities. The responsibilities of citizenship include obeying Australian laws, including those relating to voting at elections and serving on a jury.
- In seeking to become an Australian citizen, I undertake to accept these responsibilities and respect the values of Australian society.
- I recognise that a prosperous, successful and peaceful Australia depends upon the support of all Australians, including me, for those things that we value and share.

Signature of applicant

Date

DAY	MONTH	YEAR
/	/	

Children

The legal guardian is to complete the following declaration if the applicant is under 16 years of age.

- I declare that I am the legal guardian of the applicant.
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I consent to the registration of Australian citizenship by descent for my child with my full acceptance of the consequences resulting from citizenship status under law.
- I authorise the Department of Immigration and Citizenship to make any enquiries necessary and to disclose relevant information necessary to determine the eligibility of the applicant for Australian citizenship by descent. (See About the information you give on page 5)
- I understand that the Department of Immigration and Citizenship may disclose personal information and personal identifiers to other agencies as outlined in this form. (See About the information you give on page 5)

Signature of legal guardian

Date

DAY	MONTH	YEAR
/	/	

Full name of legal guardian

Telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Work	()	()	
Home	()	()	
Mobile/cell			

We strongly advise that you keep a copy of your application and all attachments for your records.

Office use only

Name of decision maker

Signature of decision maker

Date

DAY	MONTH	YEAR
/	/	

Approved ☐ Not approved ☐