



AUSTRALIAN EMBASSY SEOUL & TOKYO  
VISA & CITIZENSHIP OFFICE

## Australian Citizenship by Descent

### Application Document Checklist

This document lists the information and supporting documents required for your Australian citizenship by descent. It also lists additional documents that you may need to provide depending on your individual circumstances.

All supporting documents must be either original documents or copies of original documents certified by a person who is an Australian citizen or a citizen of your country of residence and belongs to one of the occupation listed in the application form.

Documents not in English must be accompanied by accredited English translations. For clients in South Korea, English translation need to be notarised by a Notary Public. For clients in Japan, please see <http://www.naati.com.au> for a list of accredited translators, or use a professional translator in Japan. The translation must be either on company letterhead or must have the translator's official company stamp/seal and include their contact details.

You should ensure that you lodge a completed application. While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the citizenship, a decision on the citizenship application may be made solely on the information provided at the time of application.

**Note:** The application charge will not be refunded if a decision is made to refuse to grant the citizenship because the applicant did not satisfy the criteria for grant of the citizenship or if the applicant requests for withdrawal of the citizenship application.

**After completing this checklist, please attach it to the front of your application.**

<b>Forms, charges and others</b>	✓
<a href="#">Form 118, Application for Registration of Australian Citizenship by Descent</a> (only when applying with paper application)	
Application charge - <a href="#">South Korea</a> or <a href="#">Japan</a>	
<b>Appointing an authorised recipient</b>	✓
<a href="#">Form 956, Advice by a migration agent/exempt person of providing immigration assistance</a> or <a href="#">Form 956A, Appointment or withdrawal of an authorised recipient</a>	
<b>Personal documents</b>	✓
<p><b>Resident of South Korea</b> - Birth certificate of the applicant issued by the hospital in English that shows:</p> <ul style="list-style-type: none"> <li>• birth name</li> <li>• birth date</li> <li>• place of birth</li> <li>• names of both parents</li> </ul> <p><b>Resident of Japan</b> - Birth certificate of the applicant showing details of both parents: If one parent is Japanese:</p> <ul style="list-style-type: none"> <li>• Japanese Family Register (‘Koseki Tohon’ – 戸籍謄本 or ‘Koseki Shohon’ – 戸籍抄本)</li> </ul> <p>If neither parents are Japanese and the applicant was born in Japan:</p> <ul style="list-style-type: none"> <li>• Birth certificate (‘Shussei Todoke Kisai Jiko Shomeisho’ 出生届記載事項証明書, this can be obtained from the city / ward / town office. Please note that the ‘Shussei Todoke Juri Shomeisho’ 出生届受理証明書 is not acceptable as evidence. It is a receipt for lodgement of the birth details, not the actual birth certificate).</li> </ul> <p>In all cases:</p> <ul style="list-style-type: none"> <li>• Birth certificate issued by the hospital where the child was born is not acceptable.</li> <li>• Non-English documents must be accompanied by certified English translation.</li> </ul>	
Passport, if any	
Evidence of any change of name and linkages between names used, if applicable	
If the applicant is 16 years of age or over, the applicant must provide identity documents that collectively show a signature, photograph and current address, such as a passport, drivers licence, credit card or utilities bill.	
<b>Supporting documents from Australian parent(s)</b>	✓
Documents that show one responsible parent was an Australian citizen at the time of your birth, such as:	
<ul style="list-style-type: none"> <li>• a full Australian birth certificate (for parents born before 20 August 1986)</li> </ul>	

<ul style="list-style-type: none"> <li>• an Australian citizenship certificate or naturalisation certificate</li> <li>• an Australian passport</li> </ul>	
Evidence of other citizenships held by your Australian citizen parent such as a passport or a letter or certificate showing a date of acquisition of other citizenship, if applicable.	
<p>Identity documents for the responsible parent who is applying on behalf of a child under 16 years of age.</p> <p>Documents must collectively show a signature, photograph and current address, such as a passport, drivers licence, credit card or utilities bill.</p>	
Evidence of Australian parent's immigration status in South Korea or Japan, such as Alien Registration Card, Residence Card or arrival stamp/re-entry permit on passport	
<p>If the Australian citizen parent was a citizen by descent, evidence that the parent was resident in Australia for two years, such as:</p> <ul style="list-style-type: none"> <li>• school records</li> <li>• employment records</li> <li>• any documents issued by an Australian government agency</li> </ul>	
<b>Identity declaration</b>	✓
<a href="#">Form 1195, Identity declaration</a> (only if applying online)	
1 endorsed passport sized photo of the applicant - "This is a true photo of (applicant's name)" and signature of the person who has completed the Proof of Identity in form 118 or form 1195 must be provided in the back of the photo	
<b>Character documents</b>	✓
<p>If the applicant is 18 years of age or over, the applicant must provide the following:</p> <ul style="list-style-type: none"> <li>• <a href="#">Form 80, Personal particulars for assessment including character assessment</a></li> <li>• Original police certificates from each country, including Australia, in the last 10 years: <ul style="list-style-type: none"> <li>○ you lived in or travelled to a country since the age of 18 years of over, and</li> <li>○ the total time spent in a country added up to 12 months or more, and</li> <li>○ the time spent in any one country was more than 90 days, or</li> <li>○ you are requested to do so by the department</li> </ul> </li> </ul> <p><b>See:</b></p> <p><a href="#">AFP National Police Checks</a></p> <p><a href="#">Character and police certificate requirements</a></p>	