



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 10 steps in the citizenship application process.

- Step 1** Ensure that you meet the eligibility criteria (see page 1)
- Step 2** Check that you meet the residence requirement (see page 2)
- Step 3** Prepare for the citizenship test (see page 2)
- Step 4** Gather your original documents and have copies of them certified (see pages 2–6)
- Step 5** Complete your application form (see page 6)
- Step 6** Lodge your application, certified copies of your documents and the correct fee (see page 7)
- Step 7** Attend your citizenship appointment – ensure you bring all your original documents (see page 7)
- Step 8** Sit the citizenship test at your appointment (see page 8)
- Step 9** Await notification of the Department’s decision (see page 8)
- Step 10** Attend a citizenship ceremony and make the pledge (see page 8)

You must be in Australia when the Department of Immigration and Border Protection (the Department) makes a decision about your application except in certain, limited circumstances described in Step 2 – Residence requirement.

Integrity of application

The Department is committed to maintaining the integrity of the visa and citizenship programmes. If you or a third party acting on your behalf provide, or have provided in a previous application, false or misleading information or documents (either knowingly or otherwise), this application may be refused. In addition, you may be prosecuted under the *Migration Act 1958* and/or the *Australian Citizenship Act 2007*. If information or documents are found to be fraudulent or misleading after you become an Australian citizen, you may be prosecuted and may be subject to revocation of your Australian citizenship.

Step 1 – Eligibility

You should use this form if you meet the general eligibility criteria for Australian citizenship, that is, you:

- are aged 18 years or over and under 60
- are a migrant who is a permanent resident
- satisfy the residence requirement (see *Step 2*)
- are likely to reside, or to continue to reside, in Australia or to maintain a close and continuing association with Australia, and
- are of good character.

The *Citizenship Wizard* on the citizenship website can help you check your eligibility.

New Zealand citizens

Special eligibility conditions apply for New Zealand citizens who arrived in Australia before 26 February 2001 (see *New Zealand citizens* on page 8).

Children

Children under 16 years of age can be included on a responsible parent’s application form. Any child included in your application must be a permanent resident at time of application and time of decision. You must be the responsible parent of any child included in your application and under policy it is expected that children included live with you. You may be required to provide evidence that you are the responsible parent.

Children are also able to apply in their own right by completing form 1290 *Application for Australian citizenship – Other situations* which must be signed by a responsible parent.

The *Australian Citizenship Act 2007* defines responsible parent in relation to a child as:

- a parent, unless that parent does not have parental responsibility because of orders made by the Family Court of Australia, or
- any person having responsibility over the child because of an order made by the Family Court, or
- any person who has guardianship or custody of the child under an Australian law or a foreign law, whether because of adoption, operation of law, an order of a court or otherwise.

Children 16 or 17 years of age will need to complete their own application using form 1290 *Application for Australian citizenship – Other situations*.

Step 2 – Residence requirement

The residence requirement is based on the time you have lived in Australia and the time you have spent outside Australia. The *Residence Requirement Calculator* on the citizenship website can help you calculate whether you meet this requirement.

General residence requirement

Permanent residents must:

- have been living in Australia on a valid Australian visa for 4 years immediately before applying which must include the last 12 months as a permanent resident, and
- **not** have been absent from Australia for more than one year in the past 4 years, including no more than 90 days in the year before applying.

Special residence requirements

Special residence requirements may apply to you if:

- you are seeking to undertake activities that are supported by particular organisations, such as the Australian Olympic Committee, or
- you have been engaged in particular kinds of work for a total of 2 in the past 4 years, that required you to travel outside Australia.

Additional documents are required to apply for either of these special residence requirements.

For more information see *Special residence requirements applicants* on pages 8–9.

Note: If you have spent time in prison or a psychiatric institution by order of a court in the 4 years immediately before making your application, that time during which you were confined cannot be counted as residence in Australia.

Defence service requirement

You meet the residence requirement if you have completed relevant defence service, which is if you:

- were appointed, enlisted or transferred into any of the permanent forces or reserves of the Commonwealth of Australia, **and**
- have served 90 days in the permanent forces, **or**
- have served a total of 90 paid service days in the navy, army or air force reserve, **or**
- were discharged from defence service as medically unfit for service as a result of that service.

If you are a member of the family unit of a defence person you meet the residence requirement if:

- the defence person was granted one of the following visas on or after 1 July 2007: Labour Agreement (Migrant) Class AU, Labour Agreement (Residence) Class BV, Employer Nomination (Permanent) Class EN, Regional Employer Nomination (Permanent) Class RN, **and**
- you were included as an applicant in the visa application of the defence person and were granted the same type of visa at the same time, **and**
- you still hold that same visa, **and**
- the defence person has completed relevant defence service or dies while undertaking that service.

Ministerial discretions

There are a number of ministerial discretions which may be applied to an application to assist a person to meet the residence requirement for Australian citizenship.

1. If you were in Australia as an unlawful non-citizen during the 4 years immediately before making your application and it was as the result of an administrative error, then that period of time may be treated as a period of lawful residence in Australia.
2. If you were in Australia as a lawful non-citizen but not as a permanent resident as the result of an administrative error, then that period of time may be treated as a period of permanent residence.
3. If you were in Australia as a lawful non-citizen, but not as a permanent resident during the 12 months immediately before making your application, then that period of time may be treated as a period of permanent residence if you would otherwise suffer significant hardship or disadvantage.
4. Time spent in prison or a psychiatric institution by order of a court in the 4 years immediately before making your application may be counted as time in Australia if your conviction has been quashed.
5. If you are the spouse or de facto partner of an Australian citizen, or surviving spouse or partner of an Australian citizen at the time you make your application, and you spent time outside Australia as a permanent resident in the 4 years immediately before making your application, you may treat those periods of absence as time in Australia if, during each period of absence:
 - you were the spouse or de facto partner of that Australian citizen, **and**
 - they were an Australian citizen, **and**
 - you maintained a close and continuing association with Australia.
6. If you spent time outside Australia as a permanent resident in the 12 months immediately before making your application as the holder of an interdependent visa, and your interdependent partner was an Australian citizen during your periods of absence, you may treat those periods of absence as time in Australia if you had a close and continuing association with Australia during those periods of absence.

You will need to provide documents to support your claims at the time you lodge your application.

Step 3 – Prepare for the citizenship test

Everything you need to know to help you pass the citizenship test is contained in the citizenship test resource *Australian Citizenship: Our Common Bond*.

The resource is available in either book or DVD format and both versions contain 20 practice questions. The book has also been translated into 37 languages.

To download the book or watch the DVD, visit the Department's website www.border.gov.au/trav/citi/pathways-processes/citizenship-test/Australian-citizenship-test-resource. You can also watch the DVD on YouTube from a link on this website.

Step 4 – 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 **identity documents** and **good character documents**.

When applying for a Ministerial discretion to enable you to meet the residence requirement or concession fees, you will need to provide additional documents – these are called **supporting documents**.

You must provide original documents at your citizenship appointment. 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.

Translations and certified copies

If your documents are not in English, you **must** 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

Unless specified that original documents are required, certified copies of original documents must be attached to your application. These copies must be certified by a person with the appropriate authority. See *Identity declarations – list of professions* on page 9 for people who can certify documents.

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

If you need to provide overseas penal clearance certificates with your application, you must provide **original** certificates.

Identity documents

Applicants 18 years of age or over

You **must** provide identity documents for yourself and all children included in your application.

For yourself, you **must** provide the following documents.

- Three original documents that collectively show your:
 - photograph
 - signature
 - current residential address
 - birth name, date of birth and gender.
- Proof of change of name, if applicable.
- Part F – 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 including children under 16 years of age in your application (Question 29), you **must** provide the following:

- Identity documents that show a:
 - birth name and date of birth
 - photograph and current name, if available.
- Proof of change of name, if applicable.
- Part F – Identity declaration* completed by a person with the appropriate authority.

The following checklist will help you identify suitable documents. If you have difficulty finding suitable documents please call the Citizenship Information Line.

Identity document checklist

Attach certified copies of relevant documents to your application. Bring the original documents to your appointment.

Applicants 18 years of age or over

A current document with your photograph and/or signature

An Australian 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"/>
Document for travel to Australia (DFTTA)	<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	<input type="checkbox"/>
Evidence of links between present and previous names, for example a marriage or divorce certificate, if applicable	<input type="checkbox"/>
A certificate issued by an Australian Registry of Births, Deaths and Marriages as evidence of other changes of name, if applicable	<input type="checkbox"/>

Evidence of your identity in the community

One passport-sized photograph and identity declaration signed by an Australian citizen with the appropriate authority	<input type="checkbox"/>
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Evidence of when you first arrived in Australia and your present country of citizenship

Current and previous passport, or	<input type="checkbox"/>
Travel document with visa such as a Document for Travel to Australia, PLO56 (M56), Titre de Voyage	<input type="checkbox"/>

Children

The following documents are required for all children under 16 years of age

A full birth certificate or family register containing parent's details	<input type="checkbox"/>
Passport or travel document	<input type="checkbox"/>
Evidence of links between birth name and current name, if applicable	<input type="checkbox"/>
One passport-sized photograph and identity declaration signed by an Australian citizen with the appropriate authority	<input type="checkbox"/>

Identity declaration

Applicants 18 years of age or over

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

The **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 9, **and**
- is not related to you by birth, marriage or de facto relationship, **and**
- is easy to contact by telephone during normal working hours.

Note: If you are outside Australia when applying you can have the 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 9.

Photograph requirements

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).

Children

You will need to provide an identity declaration and endorsed photograph for each child you are including in your application at Question 29.

If you have more children than the space on the application form allows, please use form 1195 *Identity declaration* for each additional child.

The declaration and photograph should be signed by an Australian citizen who has known your child for at least one year and belongs to a profession on the list on page 9.

In the case of children under 6 years of age, if no Australian citizen has known them for one year, the declaration can be signed by a person who has known them for less than one year and belongs to a profession on the list on page 9.

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

Circumstances when an application cannot be approved

If any of the following circumstances apply to you, your application for Australian citizenship cannot be approved:

- your identity cannot be verified.

- you are not in Australia at the time of decision on your application. (If you have an Australian citizen spouse or partner the decision maker **may** use a discretion to approve your application while you are outside Australia.)
- it is less than 12 months since you last ceased to be an Australian citizen.
- there is an adverse or qualified security assessment in place in relation to you, or you have been convicted of a national security offence.

Criminal offences

If you are 16 years of age or over, the Department will request a National Police check from the National Police Checking Service (NPCS).

If any of the following circumstances apply to you, your application for Australian citizenship cannot be approved:

- when proceedings for an offence against an Australian law (including proceedings by way of appeal or review) are pending.
- when it is less than 2 years since you were released from prison after serving a prison sentence of 12 months or more, or 10 years if you are a repeat offender.
- you are subject to certain conditions set by an Australian court (such as being released on parole, good behaviour or bail) where action may be taken against you for breach of those conditions.
- you are in prison or a psychiatric institution by order of the court at the time of decision.

Good character

If you are 18 years of age or over, you will also need to be assessed under the good character requirement.

Convictions

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 or a fine or good behaviour bond. A traffic infringement, such as an on-the-spot speeding or parking fine is not considered a conviction.

If any of the above apply to you at the time you lodge your application please call the Citizenship Information Line.

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.

Please refer to and read the information regarding spent convictions available from the website www.border.gov.au/citizenship

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:

- you lived or travelled outside Australia since the age of 18 years or over, **and**
- you held a permanent Australian visa at that time, **and**
- the total time spent outside Australia added up to 12 months or more, **and**
- the time spent in any one country was more than 90 days, **or**
- requested by the Department.

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

In addition, **New Zealand citizens who do not hold a permanent visa**, must provide a penal clearance certificate from New Zealand if they have left Australia since the age of 18, irrespective of destination or the amount of time spent overseas. For more information contact the Citizenship Information Line.

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

Supporting documents

Documents supporting your application are required for a variety of reasons, such as:

- to request a Ministerial discretion to enable you to meet the residence requirement
- to provide evidence that your spouse or partner is an Australian citizen
- to provide evidence that you are the responsible parent of children included in your application
- to claim fee concessions (form 1298i *Citizenship fees* provides a list of fees and concessions).

The following checklist provides a list of supporting documents commonly required. Attach certified copies of relevant documents to your application. Bring original documents to your appointment.

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

If you are overseas when you are applying, you should check the website of the nearest overseas Australian immigration office for more information before posting your application to Australia.

Evidence of relevant defence service

A letter or discharge papers from the Australian Defence Force or Australian Reserve Force specifying service dates	<input type="checkbox"/>
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Evidence for Ministerial discretions

<i>Discretions 1 and 2</i> Evidence of a departmental administrative error affecting your lawful or permanent residence status	<input type="checkbox"/>
<i>Discretion 3</i> A statement and appropriate supporting documentation to support the claim that you would suffer significant hardship or disadvantage	<input type="checkbox"/>
<i>Discretion 4</i> Evidence from a court that your convictions have been quashed	<input type="checkbox"/>
<i>Discretion 5</i> Evidence of the Australian citizenship of your living or deceased spouse or partner, (for example birth certificate, citizenship certificate or passport) and evidence of your relationship, such as a marriage certificate for spouse relationships, or joint utilities accounts, joint bank accounts, joint tenancy agreements, or joint mortgage agreements for de facto relationships and a statement explaining the reasons why you were both overseas, such as a letter from an employer and evidence of travel and evidence that you had a close and continuing association with Australia during the period of absence Death certificate, if applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Discretion 6</i> Evidence of the Australian citizenship of the person with whom you have an interdependent relationship and your close and continuing association with Australia during periods of absence and a statement explaining the reasons why you were overseas	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Evidence for fee concessions

Evidence of the need for a fee concession. For example an eligible Centrelink Pension card, Health Care card or Department of Veterans' Affairs card. Please refer to form 1298i <i>Citizenship fees</i> on the website for the list of eligible concession cards for a fee concession	<input type="checkbox"/>
A letter from the Child Migrants Trust as evidence of arrival as part of the Commonwealth Child Migration Scheme	<input type="checkbox"/>

Evidence of residence — New Zealand and British migrants

For New Zealand citizens who were not in Australia on 26 February 2001 and held a Special Category visa, a Centrelink certificate stating that you were residing in Australia at a particular time	<input type="checkbox"/>
If you are a British subject and arrived in Australia before 1 January 1975, have not travelled in or out of Australia since that date, and do not have evidence of your entry into Australia, you will need to provide evidence of residence in Australia. For example employment, taxation and school records. The National Archives of Australia can help with documents pre-1974. For more information, see www.naa.gov.au/collection/askquestion/index.aspx	<input type="checkbox"/>

Evidence for the special residence requirement

If you are seeking to engage in activities that are supported by particular organisations including the Australian Olympic and Paralympics committees, Tennis Australia, Cricket Australia or a federal government agency, a letter of support detailing your participation is required	<input type="checkbox"/>
If you have been engaged in particular kinds of work requiring regular travel outside Australia, evidence from an employer that shows you have worked in that occupation for a total of 2 years in the past 4 years is required. See <i>Special residence requirements applicants</i> on pages 8–9 for a list of relevant occupations	<input type="checkbox"/>
Proof that although you have spent periods of time overseas, your home has been in Australia. Examples of proof may include the presence of a spouse or children in Australia, evidence of property, tenancy agreements, rates notices or income tax payments	<input type="checkbox"/>

Documents relating to children

Any orders relating to the custody, guardianship or parental responsibility for your child, if applicable	<input type="checkbox"/>
Evidence of adoption of your child, if your child was adopted overseas	<input type="checkbox"/>

Step 5 – Complete your application form

Please use a pen, and write neatly in English using BLOCK LETTERS. Corrections made with liquid paper are not acceptable. You may also be able to apply online.

Part A – Your details – Part A requires you to provide your personal details and show that you satisfy the residence requirement.

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 children – Part B requires you to provide details of your children under 16 years of age that you have responsibility or legal custody for, and whom you are including in this application. You are also required to include details for all your other children, including adult children.

Children 16 or 17 years of age will need to complete their own application using form 1290 *Application for Australian citizenship – Other situations*.

Part C – Your parents – Part C requires you to provide the personal details of both your parents (or adopted parents, if applicable) including whether they have been known by any other names.

Part D – Associated family – Part D requires you to provide details of any immediate family members whose details have not already been provided in Part B or Part C.

Part E – Identity documents – Part E requires you to list your identity documents.

Part F – Identity declaration – Part F is **not** to be completed by the applicant. See page 4 for information about who should complete the *Identity declaration* and sign the back of your photograph.

Part G – Travel, good character and criminal offences – Part G requires you to list travel outside Australia in the last 10 years. You are asked to complete questions concerning your background in relation to good character and any criminal activity. See page 4 for information about this part of the application.

Part H – Supporting documents – Part H requires you to list any supporting documents you are providing with your application.

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

Part J – Preference for ceremony – Part J allows you to choose between 2 citizenship pledges.

Pledge 1 From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Pledge 2 From this time forward,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Part K – Proposed overseas travel – It is important that you notify the Department of any proposed overseas travel while your application is being processed.

Part L – Payment details – Make a payment by credit card, bank cheque or money order made payable to the Department of Immigration and Border Protection. Credit card is the preferred method of payment.

If you are eligible for a fee concession or exemption (see form 1298i *Citizenship fees*) you should indicate this in Part L. You will need to provide documents to show you are eligible.

Outside Australia – Credit card payments or Australian dollars (AUD) bank cheques are accepted. If you do not have access to a credit card or AUD bank cheque, contact your nearest Immigration Office outside Australia to find out about alternative forms of payment.

Part M – Declaration – Carefully read and make sure you understand the terms of this declaration before signing it.

Step 6 – Lodge your application form

Applications can be made online or posted to the Department. When your completed application, certified copies of your documents and the correct fee are received, you will be provided with a date and time for your citizenship appointment.

Apply online

Online applications are made through the website www.border.gov.au/citizenship

Children under 16 years of age may be included in the online application of a responsible parent.

Generally, you can make an application online if you:

- are a permanent resident
- have travelled in and out of Australia since July 1990
- are not applying for a concession or exemption
- are not part of the Australian Defence Force.

You must provide a separate form 1195 *Identity declaration*. You can download and print this form from the website.

If you lodge your application online you must bring the following to your citizenship appointment for yourself and any children included in your application:

- form 1195 *Identity declaration* with one current endorsed photograph. This form is completed, and the photograph endorsed by a person with the appropriate authority. See *Identity declarations – list of professions* on page 9
- originals of the documents you have listed in *Part E – Identity documents*
- originals of other supporting documents, if required.

Lodge your application by post

Applications for Australian citizenship can be posted to your nearest office of the Department. See page 10 for contact details.

If you lodge your application by post you must include certified copies of original documents with your application. Do not post original documents with your application.

You must bring the following to your citizenship appointment for yourself and any children included in your application:

- originals of the documents you have listed in *Part E – Identity documents*
- originals of other supporting documents, if required.

Applicants outside Australia

If you are applying from outside Australia, send your application with certified copies of documents to the address on page 10. Credit card is the preferred method of payment. A bank cheque or money order in Australian dollars (AUD) is also acceptable. If you do not have access to a credit card, AUD bank cheque or money order, contact your nearest Immigration Office outside Australia to find out about alternative forms of payment.

Step 7 – Attend your citizenship appointment

You must take your original documents to your citizenship appointment.

At your appointment an authorised officer will check your original documents, verify your identity and confirm your eligibility to sit the citizenship test.

You should allow up to 2 hours for your appointment.

Your application may be refused if you do not attend your appointment.

Checklist

This checklist will help ensure that you have everything you need for your citizenship appointment.

For you

Identity documents (<i>Step 4</i>)	<input type="checkbox"/>
Original overseas penal clearance certificates, if applicable (<i>Step 4</i>)	<input type="checkbox"/>
Supporting documents as required (<i>Step 4</i>)	<input type="checkbox"/>
If you applied online: <ul style="list-style-type: none">• one passport-sized photograph and identity declaration signed by an Australian citizen with the appropriate authority (<i>Step 4</i>)• original documents	<input type="checkbox"/> <input type="checkbox"/>

For each child on your application

Travel documents or passports, if they are not on your passport	<input type="checkbox"/>
A full birth certificate or family register containing parent's details	<input type="checkbox"/>
Parenting orders or adoption papers, if applicable	<input type="checkbox"/>
If you applied online: <ul style="list-style-type: none">• one passport-sized photograph and identity declaration signed by an Australian citizen with the appropriate authority (<i>Step 4</i>)• original documents	<input type="checkbox"/> <input type="checkbox"/>

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

Step 8 – Citizenship test

You will be able to sit a citizenship test after your documents have been checked at your appointment and your identity has been verified. The citizenship test resource book or DVD, *Australian Citizenship: Our Common Bond*, provides you with the information you need to prepare for the test.

Help with the test

People with a disability

If your disability means you are unable to read the computer screen, or use a computer mouse, our staff will provide you with assistance to complete the test.

People with low levels of English literacy skills

It is expected that most people will need to be able to speak and read basic English to complete the citizenship test without assistance. If you have problems with reading in English, our staff will provide assistance by reading the questions and possible answers to you.

To be eligible for this assistance, you will need to have completed at least 400 hours of English language tuition under the Adult Migrant English Programme (AMEP).

Step 9 – Wait to receive notification

When a decision is made on your application, you will be notified in writing.

You must tell the Department if you change your address, and in some circumstances your application cannot be approved if you are outside Australia.

If your application is refused

If your application is refused you may 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.

Step 10 – Attend a citizenship ceremony

After you have received notification that your application has been successful you will need to attend a citizenship ceremony and make a pledge of commitment to complete the process of becoming an Australian citizen.

Usually, your ceremony will be held within 6 months of your application being approved.

If your children are under 16 years of age, they are not required to make the pledge but are welcome to attend a ceremony. They will become Australian citizens when you make the pledge.

You must attend your citizenship ceremony within 12 months of your application being approved otherwise the decision to approve your application for citizenship may be cancelled.

If you have not been contacted about attending a citizenship ceremony within 6 months, please call the Citizenship Information Line for advice.

Passports and travel

You will be able to apply for an Australian passport once you have attended a ceremony and made the pledge. For information on Australian passports visit www.passports.gov.au You should travel out of and into Australia on your Australian passport.

New Zealand citizens

Not all New Zealand citizens are permanent residents. To be eligible to apply you must:

- hold a permanent resident visa, or
- have been in Australia on 26 February 2001 on a Special Category visa (SCV), or
- have spent a period(s) totalling 12 months in Australia on a SCV in the 2 years immediately before 26 February 2001, or
- have a Centrelink certificate issued prior to 26 February 2004 stating that you were residing in Australia at a particular time.

Children of New Zealand citizens

If your children were born in Australia, they may already be Australian citizens if they were:

- born in Australia and reached 10 years of age having lived in Australia most of their life, or
- born in Australia on or after 27 February 2001 and you held an Australian permanent resident visa or were present in Australia on 26 February 2001 as the holder of a SCV, or
- born in Australia between 1 September 1994 and 26 February 2001 and you held a permanent visa or a SCV, or
- born in Australia between 26 January 1949 and 19 August 1986 and you were a New Zealand citizen, unless you or your spouse were entitled to diplomatic privileges.

Eligible New Zealand citizens will still have to meet the residence requirement, Step 2 of the application process.

Special residence requirements applicants

You may apply for Australian citizenship under one of the following special residence categories if you meet all other eligibility criteria for citizenship including sitting for the citizenship test and the good character requirements, if you satisfy the following requirements.

1. You are seeking to engage in activities that are supported by particular organisations, such as the Australian Olympic and Paralympics committees, Tennis Australia, Cricket Australia or a federal government agency.

To be residentially eligible you must have been a permanent resident for the 2 years immediately before making the application. During that 2 year period you must have been lawfully present in Australia for at least 180 days, including 90 days in the 12 months immediately before making the application.

2. You have been engaged in particular kinds of work requiring regular travel outside Australia for at least 2 of the 4 years before you apply for citizenship. Relevant occupations are:

- a member of the crew of a ship or aircraft, or
- a worker on a resources installation or a sea installation, or
- a Chief Executive Officer or Executive Manager of an S&P/ASX All Australian 200 listed company, or

- a Scientist employed by:
 - an Australian university who has attained a PhD in their field of speciality and is undertaking research and development of benefit to Australia, or
 - the Commonwealth Scientific and Industrial Research Organisation (CSIRO), or
 - a medical research institute which is a member of the Association of Australian Medical Research Institutes (AAMRI), or
- a medical specialist, internationally renowned in their field, who is a fellow of an organisation listed in Schedule 4 – Part 1 of the Health Insurance Regulations 1975 (Cth) and holds a relevant qualification in relation to the organisation, or
- a person who is a writer or is engaged in the visual or performing arts and who is the holder of, or has held, a Distinguished Talent Visa.

To be residentially eligible you must have held a valid Australian visa for 4 years, immediately before applying, including one year as a permanent resident immediately before applying.

You must also have been living in Australia for a total of 480 days during the 4 years before you apply, with at least 120 days of that time in the year immediately before your application.

Applications must include supporting documents. See checklist *Evidence for the special residence requirement* on page 6.

The special residence requirement cannot be used in conjunction with Ministerial discretions 3, 5 and 6. Children under 16 may be included in your application. See *Step 2 – Residence requirement* on page 2.

Applicants can apply for citizenship and be approved when outside Australia.

Identity declarations – list of professions

People currently working in a profession or occupation listed below can complete identity declarations and endorse photographs.

They must:

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

AND

- have known you for at least one year
 - not be related to you by birth, marriage or de facto relationship
 - 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 Sub-division 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 Institute of Public 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).
-

Important information about privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the Department's website www.border.gov.au/allforms/ or offices of the Department. You should ensure that you read and understand form 1442i before completing this form.

Personal identifiers collected under the *Australian Citizenship Act 2007* are generally photographs. The Department and the Department of Foreign Affairs and Trade (DFAT) have signed an arrangement in accordance with the *Australian Citizenship Act 2007* that permits disclosure of your personal identifiers for the purposes of administering the *Australian Passport Act 2005*. If your application for Australian citizenship is approved, your photograph, client number, name, date of birth and gender will be provided to DFAT. More information on personal identifiers is contained in form 1243i *Your personal identifying information*. Form 1243i is available from the Department's website www.border.gov.au/allforms/

Citizenship testing in regional Australia by the Department of Human Services

Under the *Australian Citizenship Act 2007*, the Department has authorised selected officers of the Department of Human Services to be citizenship test administrators and conduct citizenship appointments on behalf of the Department in selected regional centres.

Test administrators are authorised to collect and access your identifying information such as your photograph and signature, and use it along with personal and identifying information provided to the Department of Human Services by the Department to verify your identity and confirm that you are eligible to sit the citizenship test. Personal and identifying information includes your name, date of birth, address, photograph, signature and copies of identity documents.

At the conclusion of your test appointment, the test administrator will electronically transmit the documents and photograph that were used to verify your identity, to the Department for storage in the Department's records management system. The test administrator will then securely destroy the personal and identifying information, including electronic records, except for a record of your name, date of birth and the date of your appointment.

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 Border Protection contact details

If lodging your application online, select the office of the Department closest to you.

In Australia send your paper application to the postal address of the office of the Department closest to you.

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

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

GPO Box 241
MELBOURNE VIC 3001

Western Australia

Locked Bag 7
NORTHBRIDGE WA 6865

For applicants outside Australia

If you are outside Australia, apply online or send your paper application by post to:

Postal address:

Overseas Citizenship Unit
Department of Immigration and Border Protection
GPO Box 717
CANBERRA ACT 2601
AUSTRALIA

<i>Home page</i>	www.border.gov.au/citizenship
<i>Citizenship Information Line</i>	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



Please read the information pages before completing this application

Please open this form using Adobe Acrobat Reader.

Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and 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 evidence of citizenship)
 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, patronymic names, clan or tribal names, or alternative spellings or full spelling of all names)
 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 Other

5 Have you previously identified as being a different gender to the one selected at Question 4?
 No
 Yes

6 Date of birth

7 Have you ever had a different date of birth to the one shown at Question 6?
 No
 Yes Different date of birth
 Reason for different date of birth

PHOTOGRAPH
 You must attach the endorsed photograph of yourself
 AND
 all children included in your application to this page.
 Photographs must be attached individually without obscuring the image, or can be placed in a plastic sleeve and stapled to this page.

Client ID	ICSE
Box File Number	

8 Place of birth
 Town/city
 State/province
 Country

9 Residential addresses over the last 5 years
If insufficient space, attach a separate signed sheet with details
 Current address
Note: You must tell the Department if your address changes after you lodge this form.

 POSTCODE

Previous address 1 (if applicable)
 Date from to

 POSTCODE

Previous address 2 (if applicable)
 Date from to

 POSTCODE

22 Do you currently have, or have you ever had, any **national identity** documents or numbers (including birth registration numbers, social security cards, etc.)?

No

Yes ► Give details as they appear on the document

1. Family name
Given names
Type of document
Identity number
Country of issue

2. Family name
Given names
Type of document
Identity number
Country of issue

3. Family name
Given names
Type of document
Identity number
Country of issue

23 Date you first entered Australia as a holder of a permanent visa or were granted a permanent visa (*enter the later date*)

DAY MONTH YEAR
/ /

24 Have you ever held an Australian visa other than your current permanent visa?

No ► **Go to Question 25**

Yes ► Date your first Australian visa was granted (*if known*)

DAY MONTH YEAR
/ /

Were you in Australia at the time?

No ► Date you first arrived in Australia on that visa

DAY MONTH YEAR
/ /

Yes

25 Do you have an Australian driver licence?

No

Yes ► Give details

Australian driver licence number
Issuing state/territory

26 Do you have an Australian firearms licence?

No

Yes ► Give details

Firearms licence number
Issuing state/territory

27 Are you seeking a residence exemption or discretion? (See *Step 2 – Residence requirement* on page 2)

No

Yes ► Exemption and/or discretion you are applying under

You will need to provide a statement and attach documents to support your claim

Part B – Your children

- Provide details of your **children under 16 years of age** that you have responsibility or legal custody for, and whom you are including in this application for Australian citizenship, at Questions 28 to 30
- Provide details of all your **other children**, at Question 31
(**Note:** Details of your other children are required in this application. If these children want to apply for Australian citizenship they will need to complete their own application)

Children includes biological or adopted children, step-children, deceased children and adult children

28 Do you have any children under 16 years of age, that you have responsibility or legal custody for, and whom you are including in this application?

No ► **Go to Question 31**

Yes

Details of children included in this application

29 How many children are you including in this application?

▶ Give details of each child

If you are including more than 6 children, attach their details on a separate sheet

Child 1

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal names

No

Yes ▶ Give details of change(s)

If insufficient space, attach additional details

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No ▶ Name of person whose passport they are on

Yes ▶ Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue

Date of expiry

Issuing authority/Place of issue as shown in passport

Child 2

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal names

No

Yes ▶ Give details of change(s)

If insufficient space, attach additional details

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No ▶ Name of person whose passport they are on

Yes ▶ Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue

Date of expiry

Issuing authority/Place of issue as shown in passport

Child 3Relationship to you

Child's full name

Family name Given names Name in Chinese Commercial Code Numbers *(if applicable)*Sex Male Female Other Date of birth DAY MONTH YEAR / /

Place of birth

Town/city State/province Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal namesNo Yes Give details of change(s)*If insufficient space, attach additional details*

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No Name of person whose passport they are onYes Give details from the child's passport/travel documentPassport number Country of passport Date of issue DAY MONTH YEAR / /Date of expiry / /

Issuing authority/Place of issue as shown in passport

Child 4Relationship to you

Child's full name

Family name Given names Name in Chinese Commercial Code Numbers *(if applicable)*Sex Male Female Other Date of birth DAY MONTH YEAR / /

Place of birth

Town/city State/province Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal namesNo Yes Give details of change(s)*If insufficient space, attach additional details*

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No Name of person whose passport they are onYes Give details from the child's passport/travel documentPassport number Country of passport Date of issue DAY MONTH YEAR / /Date of expiry / /

Issuing authority/Place of issue as shown in passport

Child 5Relationship to you

Child's full name

Family name Given names Name in Chinese Commercial Code Numbers *(if applicable)*Sex Male Female Other Date of birth DAY MONTH YEAR / /

Place of birth

Town/city State/province Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal namesNo Yes Give details of change(s)*If insufficient space, attach additional details*

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No Name of person whose passport they are onYes Give details from the child's passport/travel documentPassport number Country of passport Date of issue DAY MONTH YEAR / /Date of expiry / /

Issuing authority/Place of issue as shown in passport

Child 6Relationship to you

Child's full name

Family name Given names Name in Chinese Commercial Code Numbers *(if applicable)*Sex Male Female Other Date of birth DAY MONTH YEAR / /

Place of birth

Town/city State/province Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal namesNo Yes Give details of change(s)*If insufficient space, attach additional details*

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No Name of person whose passport they are onYes Give details from the child's passport/travel documentPassport number Country of passport Date of issue DAY MONTH YEAR / /Date of expiry / /

Issuing authority/Place of issue as shown in passport

30 Is there a parenting order giving responsibility for any child, named in Question 29, to another person?

No

Yes Give details of the child(ren) and person(s)

Note: Documents must be provided.

Details of other children NOT included in this application

31 Do you have any other children you are NOT including in this application?

No

Yes Give details of each child

If you have more than 4 other children, attach their details on a separate sheet

Other child 1 *(not included in this application)*

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence
(if not living, write 'DECEASED')

List all countries where this child holds permanent residency

Is this child included in another citizenship application?

No

Yes

Has this child ever held citizenship of any country?

No

Yes Give details (including all current and previous citizenships held)

Other child 2 *(not included in this application)*

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence
(if not living, write 'DECEASED')

List all countries where this child holds permanent residency

Is this child included in another citizenship application?

No

Yes

Has this child ever held citizenship of any country?

No

Yes Give details (including all current and previous citizenships held)

Other child 3 (not included in this application)

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth DAY MONTH YEAR / /

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

List all countries where this child holds permanent residency

Is this child included in another citizenship application?

No

Yes

Has this child ever held citizenship of any country?

No

Yes Give details (including all current and previous citizenships held)

Other child 4 (not included in this application)

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth DAY MONTH YEAR / /

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

List all countries where this child holds permanent residency

Is this child included in another citizenship application?

No

Yes

Has this child ever held citizenship of any country?

No

Yes Give details (including all current and previous citizenships held)

Part C – Your parents/adoptive parents

Provide details of one parent at Question 32 and the other parent at Question 33

Parents include biological parents, adopted parents, step-parents, legal guardians and deceased parents

32 Parent 1

Relationship to you

Parent/adoptive parent's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Parent/adoptive parent's date of birth DAY MONTH YEAR / /

Place of birth

Town/city

State/province

Country

Has this parent/adoptive parent ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal names

No

Yes Give details of change(s)
If insufficient space, attach additional details

Give reason for change(s)

Has this parent/adoptive parent ever held Australian citizenship?

No

Yes Date acquired (if known) DAY MONTH YEAR / /

Date parent/adoptive parent ceased to be an Australian citizen (if known) / /

Present country(s) of citizenship (if not living, write 'DECEASED')

Present country(s) of permanent residence

33 Parent 2

Relationship to you

Parent/adoptive parent's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Parent/adoptive parent's date of birth DAY MONTH YEAR / /

Place of birth

Town/city

State/province

Country

Has this parent/adoptive parent ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal names

No

Yes Give details of change(s)
If insufficient space, attach additional details

Give reason for change(s)

Has this parent/adoptive parent ever held Australian citizenship?

No

Yes Date acquired (if known) DAY MONTH YEAR / /

Date parent/adoptive parent ceased to be an Australian citizen (if known) / /

Present country(s) of citizenship (if not living, write 'DECEASED')

Present country(s) of permanent residence

Part D – Associated family

- 34** Do you have any other immediate family members whose details have not been provided in this application?

Immediate family members include full, half, adopted and step brothers and sisters, a spouse or de facto partner including if deceased

No

Yes Provide details of all other immediate family members, including those who are deceased
If you have more than 5 other immediate family members, attach their details on a separate sheet

Family member 1

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

Family member 2

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

Family member 3

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

Family member 4

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

Family member 5

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Date of birth DAY MONTH YEAR
/ /

Place of birth

Town/city

State/province

Country

Country of current residence
(if not living, write 'DECEASED')

Part E – Identity documents

35 If you are 18 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 gender.

You must also provide proof of any changes of name, if applicable and a completed *Part F – Identity declaration*.

Attach certified copies of your documents to this application.

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. Bring the original documents to your appointment.

Please list the identity documents you are providing (see *Step 4 – Original documents* on page 2)

Applicants 18 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

Part F – Identity declaration

For each child in the application

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 of the child's identity in the community

Part F – Identity declaration

Part F – Identity declaration – This part is **NOT** to be completed by the applicant

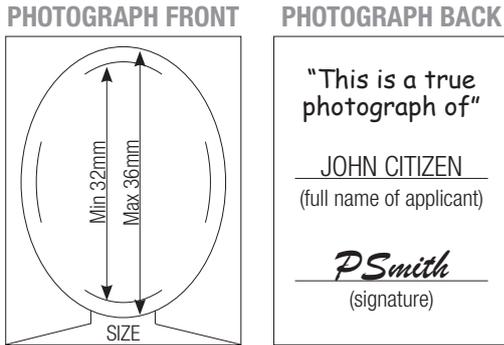
36

This part is to be completed by a person who:

- is an Australian citizen, and
- has known the applicant for at least one year, and
- is currently working in a profession or occupation listed on page 9, and
- is not related to the applicant by birth, marriage, or de facto relationship, and
- is easy to contact by telephone during normal working hours, should we need to make contact.

The person who completes this declaration must also endorse each applicant's photograph, which must be no more than 6 months old.

Example



See *Identity declaration* on page 4 for more information including photograph requirements.

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Are you an Australian citizen? No Yes

What is your profession or occupation group number from page 9?

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 DAY / MONTH / YEAR

Child 1 (if applicable)

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Are you an Australian citizen? No Yes

What is your profession or occupation group number from page 9?

I declare that I have known (full name of Child 1)

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 DAY / MONTH / YEAR

Child 2 (if applicable)

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Are you an Australian citizen? No Yes

What is your profession or occupation group number from page 9?

I declare that I have known (full name of Child 2)

Family name

Given names

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

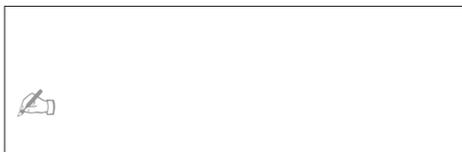
I have endorsed the back of his/her photograph

Signature of person making this declaration

Date DAY / MONTH / YEAR

Child 3 (if applicable)**Details of person making this declaration**Family name Given names

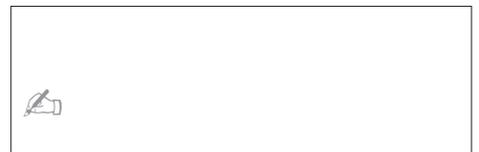
Telephone numbers

Work (AREA CODE) Home (AREA CODE) Mobile/cell Are you an Australian citizen? No Yes What is your profession or occupation group number from page 9? *I declare that I have known (full name of Child 3)*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 DAY / MONTH / YEAR **Child 4 (if applicable)****Details of person making this declaration**Family name Given names

Telephone numbers

Work (AREA CODE) Home (AREA CODE) Mobile/cell Are you an Australian citizen? No Yes What is your profession or occupation group number from page 9? *I declare that I have known (full name of Child 4)*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 DAY / MONTH / YEAR **Child 5 (if applicable)****Details of person making this declaration**Family name Given names

Telephone numbers

Work (AREA CODE) Home (AREA CODE) Mobile/cell Are you an Australian citizen? No Yes What is your profession or occupation group number from page 9? *I declare that I have known (full name of Child 5)*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 DAY / MONTH / YEAR **Child 6 (if applicable)****Details of person making this declaration**Family name Given names

Telephone numbers

Work (AREA CODE) Home (AREA CODE) Mobile/cell Are you an Australian citizen? No Yes What is your profession or occupation group number from page 9? *I declare that I have known (full name of Child 6)*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 DAY / MONTH / YEAR If more than 6 children are included in this application, please attach form 1195 *Identity declaration* for each additional child.

Part G – Travel, good character and criminal offences

37 Since the age of 18 years, have you lived or travelled outside Australia (only consider the last 10 years)?

No

Yes ► List all countries, in date order, that you have lived in or travelled to.
Include reason for travel, for example:

- work, study or training
- business
- visit family
- holiday or leisure, including visits to your country of origin
- military deployment.

Country	Date from			Date to			Reason for visit
	DAY	MONTH	YEAR	DAY	MONTH	YEAR	
	/	/		/	/		
	/	/		/	/		
	/	/		/	/		
	/	/		/	/		
	/	/		/	/		
	/	/		/	/		
	/	/		/	/		
	/	/		/	/		
	/	/		/	/		
	/	/		/	/		

38 Since the age of 18 years, have you lived or travelled outside Australia for periods totalling 12 months or more (only consider the time since you were granted an Australian permanent visa)?

No

Yes ► Provide an original penal clearance certificate from each country you have spent more than 90 days in
(See *Overseas penal clearance certificates* on page 5)

39 Please answer the following questions for yourself and any children included in your application:

- (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
- (i) Have you ever been removed or deported from any country (including Australia)? No Yes
- (j) Have you ever been involved in activities that would represent a risk to Australian national security? No Yes

If you answered 'Yes' to any of the questions at Question 39, you must give ALL relevant details. If the matter relates to a criminal conviction, please give the nature of the offence, full details of sentence and dates of any period of imprisonment or other detention.

40 Consent

- I consent to my personal and identifying information being provided to the National Police Checking Service (NPCS) for the purpose of the NPCS conducting a National Police check in relation to me as part of my application for Australian citizenship.
- I understand that this is for the purposes of assessing whether I am of good character and whether the *Offences* provision, as defined in section 24(6) of the *Australian Citizenship Act 2007*, applies to me.
- I understand that this may also be used for the purpose of considering whether my visa may be subject to cancellation under the *Migration Act 1958*.
- I understand that more than one police check may be requested by the Department, including a further check that may be undertaken if I am not approved as an Australian citizen and I request an appeal of the decision.
- I acknowledge that my personal and identifying information will be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.
- I consent to Australian police agencies disclosing my personal information in relation to spent convictions of specific offences (10 years from the date of conviction for adults, or 5 years from the date of conviction for juvenile offenders) and pending charges to the Department for the purposes outlined above.
- I acknowledge that I have read the *National Police Checking Service – General Information* and understand the spent convictions legislation.

See www.border.gov.au/citizenship for information about good character, the *Offences* provision, spent convictions and the *National Police Checking Service – General Information*.

See form 1243i *Your personal identifying information* for information regarding personal identifying information. Form 1243i is available from the Department's website www.border.gov.au/allforms/

Signature of applicant



Date

DAY	MONTH	YEAR
/	/	

Part H – Supporting documents

- 41** Do you need to provide supporting documents?
(See *Step 4 – Original documents* on page 2)

No

Yes What type of document are you attaching?

Evidence for exemptions, discretions or fee concessions	<input type="checkbox"/>
Evidence of residence for New Zealand and British migrants	<input type="checkbox"/>
Evidence for the special residence requirement	<input type="checkbox"/>
Documents relating to children	<input type="checkbox"/>

Part I – Nomination of representative

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

No **Go to Part J – Preferences for ceremony**

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

- 43 Authority to disclose information**

I hereby authorise the Department of Immigration and Border Protection 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 J – Preferences for ceremony

- 44** Which Australian Citizenship Pledge would you like to make?
Pledge 1 is made 'under God' and Pledge 2 is not.

Pledge 1 From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

OR

Pledge 2 From this time forward,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

- 45** What is the name of your local council?

- 46** If you wish to attend the ceremony with a particular person(s) who is also an applicant for Australian citizenship, give their details below.

1. Family name
Given names
Date of birth DAY MONTH YEAR / /

2. Family name
Given names
Date of birth DAY MONTH YEAR / /

- 47** The Department occasionally conducts citizenship ceremonies which may attract media interest. Please tick the box below if you do not want to take part in such a ceremony.

I do not want to be involved in a ceremony
which may attract media attention

Part K – Proposed overseas travel

In some circumstances your application cannot be approved if you are outside Australia.

It is important that you notify the Department of any proposed travel while your application is being processed.

48 Do you intend to spend time outside Australia within the next 12 months?

No

Yes Purpose of your proposed travel

Date of proposed departure

DAY	MONTH	YEAR
/	/	

Length of proposed absence

Part L – Payment details

Ensure you pay the correct fee. See form 1298i *Citizenship fees* for information on fees, concessions and exemptions. Form 1298i is available from www.border.gov.au/allforms/

49 Are you eligible for a fee concession (discounted fee)?

No

Yes Provide a certified copy of both sides of your concession card and other evidence as detailed in form 1298i *Citizenship fees*

Go to Question 51

50 Are you eligible for a fee exemption (nil fee)?

No

Yes Provide evidence as detailed in form 1298i *Citizenship fees*

Go to Part M – Declaration

51 How will you pay your application fee?

If applying **in Australia**, credit card is the preferred method of payment. If paying by bank cheque or money order please make payable to the Department of Immigration and Border Protection.

If applying from **outside Australia**, credit card payments or Australian dollars (AUD) bank cheques are accepted. If you do not have access to a credit card or AUD bank cheque, contact your nearest Immigration Office outside Australia to find out about alternative forms of payment.

Note: A surcharge may apply to payments made by credit card. Further information is available from

www.border.gov.au/trav/visa/fees/how-to-pay-for-an-application

Bank cheque

Money order

Credit card Give details below

Payment by (tick one box)

Australian Dollars

MasterCard <input type="checkbox"/> Diners Club <input type="checkbox"/> American Express <input type="checkbox"/> JCB <input type="checkbox"/> Visa <input type="checkbox"/>	AUD
---	-----

Credit card number

Expiry date

MONTH	YEAR
:	:

Cardholder's name

Telephone number

COUNTRY CODE	AREA CODE	NUMBER
()	()	

Address

POSTCODE

As the cardholder I acknowledge and accept that a credit card surcharge may apply to the transaction.

Signature of cardholder



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

Part M – Declaration

WARNING: It is an offence under section 50 of the *Australian Citizenship Act 2007* to deliberately make, or cause to make, a false or misleading statement, or conceal circumstances in relation to an application.

52 Please read the following carefully before signing.

Complete this declaration if you are the main applicant and are aged 18 years or over.

- I declare that I intend to reside or continue to reside in Australia, or maintain a close and continuing association with Australia.
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I acknowledge that this application constitutes an application for evidence of Australian citizenship.
- 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.
- I have read the information contained in form 1442i *Privacy notice*.
- I understand the Department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i *Privacy notice*.

Signature of applicant



Date

DAY	MONTH	YEAR
/	/	

Children aged under 16 years

The responsible parent is to complete the following declaration for applicant(s) under 16 years of age.

- I declare that I am the responsible parent of the applicant(s).
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I consent to the conferral of Australian citizenship to the applicant(s) with my full acceptance of the consequences resulting from that acquired citizenship status at law.
- I acknowledge that this application constitutes an application for evidence of Australian citizenship.
- I have read the information contained in form 1442i *Privacy notice*.
- I understand the Department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in form 1442i *Privacy notice*.

Signature of responsible parent



Date

DAY	MONTH	YEAR
/	/	

Full name of responsible parent

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

CC Ref