

This checklist helps to ensure that you have included all of the necessary documentation that is needed by the Australian High Commission to process your visa application.

#### How to use this checklist

1. Before you sign your visa application form, use this checklist to ensure that you have included all necessary documentation to support your claims.
2. When you are satisfied that you have correctly completed your visa application form and all of the necessary documentation is included, you should sign and date your visa application form.
3. Include this completed checklist when you lodge your visa application form and all necessary documentation.

#### Other important information

Please be aware that the decision on your visa application may be decided on the information and documentation that you include at the time of lodgement.

#### Delivery and courier charges

You are responsible for all of the costs of delivering information to the Australian High Commission by mail or courier, including any additional information that may be requested by the Australian High Commission. If you give additional information to the Australian Visa Application Centre, you may be charged a courier fee for delivery to the Australian High Commission.

#### Return of Passport and Documents for applicants residing outside Kenya

You must make arrangements with a courier company to ensure the safe return of your documents. If DHL is your courier company of choice you are required to avail an account number provided by DHL before we can dispatch the documents.

#### For more information

See the DIAC website [www.immi.gov.au/migrants/family/](http://www.immi.gov.au/migrants/family/) for more information on this visa.

#### About the documentation that you include:

- You must include either original documents or certified copies of originals
- Documentation must be either in English or a certified translation must be included with the certified original
- For original documents that you would like returned, please include copies and place the originals in a separate envelope

Necessary Requirements – For all applicants of subclass 101, 102, 117 and 445	Tick the documents you are submitting	Official use only
Completed <b>form 47CH</b> (for subclass 101, 102, 117) OR -completed <b>form 918</b> (for subclass 445 applicants)	<input type="checkbox"/>	<input type="checkbox"/>
Completed <b>form 40CH</b> from the sponsor (Note: not required for subclass 445 applicants).	<input type="checkbox"/>	<input type="checkbox"/>
Completed <b>form 80</b> for applicants aged 16 and over (required for subclass 101 and 445 only)		
Copies of the bio-data page of passport (s) of all people included in the application	<input type="checkbox"/>	<input type="checkbox"/>
Four passport-size photo for each person included in the application, 1 photo of sponsor	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of the applicant's birth certificate showing both parents' names.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of the family relationship between applicant and sponsor	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of the sponsor's birth certificate, Australian citizenship certificate or passport, or permanent residence visa.	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) If the sponsor is a New Zealand citizen living in Australia, evidence of length of residence in Australia.	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) Certified copy of evidence of child's name change (for example: by adoption).	<input type="checkbox"/>	<input type="checkbox"/>
Original police clearance certificate from each country where applicant/s has lived for 12 months or more since the age of 16.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of the sponsor's employment and income during the last two years. <i>For example, pay slip, employment letter, taxation assessment, bank statement.</i>	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) Evidence from the sponsor regarding any other person for whom the sponsor has child support payments and equivalent support.	<input type="checkbox"/>	<input type="checkbox"/>

If there is any child under 18 years of age included in the application, the sponsor and their spouse or de-facto partner in Australia must provide the following:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>A complete disclosure, Australian Federal Police (AFP) Check, if the sponsor and their spouse or de-facto partner have spent a total of 12 months or more in Australia since turning 16 years of age (<a href="http://www.afp.gov.au">www.afp.gov.au</a>).</li> <li>Police certificates from each country in which the sponsor and their spouse or de-facto partner have spent a total of 12 months or more in the last 10 years since turning 16 years of age.</li> </ul>		

<b>Necessary Requirements – specific to Child visa applicants</b>		
Evidence that the sponsor has the legal right to determine where the child shall live OR Statutory declaration from each person with legal responsibility for the child stating that they have no objection to the child migration.	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) Certified copy of adoption papers for a child who is adopted	<input type="checkbox"/>	<input type="checkbox"/>
If the child is a step-child, evidence that the step-parent has a legal responsibility to care for the child.	<input type="checkbox"/>	<input type="checkbox"/>
If the child is aged over 18 and a full time student, evidence of enrolment and participation in full-time course of study since turning 18.	<input type="checkbox"/>	<input type="checkbox"/>
If the child is aged over 18, evidence of financial dependence on sponsor for basic needs (food, shelter, clothing) <i>for example bank statements, money transfers, rent receipts etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
If the child is disabled, medical evidence of physical or mental disability.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Necessary Requirements – specific to Adoption visa applicants</b>		
Certified copy of the adoption papers or compliance certificate (for signatories to the Hague Convention on Inter-country Adoptions) including evidence that the competent authority permits the child to migrate to Australia.	<input type="checkbox"/>	<input type="checkbox"/>
Letter from the Australia State/Territory adoption authority supporting the adoption.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of the adoptive parent(s)' residence outside Australia for more than 12 months at the time of adoption.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Necessary Requirements – specific to Orphan Relative applicants</b>		
(if applicable) Certified death certificate of one or both parents(s).	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) Evidence of permanent incapacity (physical or mental impairment) of the parents.	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) Evidence that the whereabouts of the parents are unknown.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of applicant's family composition.		

<b>Necessary Requirements – specific to Extended Eligibility applicants</b>		
Evidence that the applicant's parent holds one of the following visas: subclass 309, 310, 820 or 826.	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) Certified copy of adoption papers for a child who is adopted.	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) If the child is a step-child, evidence that the step-parent has a legal responsibility to care for the child.	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) If the child is aged over 18, evidence of financial dependence on sponsor for basic needs (food, shelter, clothing).	<input type="checkbox"/>	<input type="checkbox"/>

I hereby acknowledge that:

I have provided all necessary documentation for a decision to be made on my visa application.

or

I have not provided all the information requested on this checklist and I am aware that a decision may be made based on the information I have provided.

I also acknowledge that I am responsible for any related mail, courier and document handling charges, including cost for providing any additional information that may be requested by the department.

Note: Form must be signed by parent(s) or guardian if applicant is under 18.

Applicant name:

Signature:

Date:

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*Visa Application Centre Use Only*

*Processing officer name:*