



DOCUMENT
CHECKLIST
CITIZENSHIP



HANNAN
TEW
IMMIGRATION

PLEASE PROVIDE THE FOLLOWING TO PREPARE YOUR **CITIZENSHIP** APPLICATION

1. Proof of Identity

- (a) Passport bio data page;
- (b) A full birth certificate from your country of birth OR a family / household registration document;
- (c) Evidence of links between previous and current names (e.g. marriage certificate, divorce certificate, name change document);
- (d) Three documents that cumulatively show you:
 - (i) Photograph (e.g. Australian drivers licence, or passport or UNHCR document or national ID card);
 - (ii) Signature (e.g. passport)
 - (iii) Current residential address (e.g. utility bill, lease)
 - (iv) Birth name, date of birth and gender (e.g. birth certificate).
- (e) An identity declaration completed by a person of appropriate authority (usually a person working in a position from the designated list of occupations). Hannan Tew will provide further instructions upon engagement.

2. Character Documents

- (a) A police clearance from overseas countries if, since the grant of your permanent Australian visa:
 - (i) You lived or travelled overseas since the age of 18 years or over; and
 - (ii) The total number of years spent overseas added up to 12 months or more; and
 - (iii) The time spent in any one country was more than 90 days; or
 - (iv) If you are requested to do so by the Department.

3. Children

- (a) Passport biodata page;
- (b) Evidence of any name change;
- (c) Any orders in relation to custody, guardianship or parental responsibility;
- (d) Evidence of adoption (if applicable).

4. Documents to show exemptions, Ministerial discretions and concessions (as applicable)

- (a) A letter or discharge papers from the Australian Defence Force or Australian Reserve Force specifying service dates;
- (b) Evidence of a Departmental administrative error affecting your lawful or permanent residence status
- (c) A statement to support the claim that you would suffer significant hardship or disadvantage if a variation to the residence requirement were not granted
- (d) A statement to support a claim that it would be unreasonable not to have a period in a prison

or psychiatric institution count towards the residence requirement;

- (e) Evidence of the Australian citizenship of your living or deceased spouse or partner **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 **and** evidence of your close and continuing relationship with Australia
- (f) Evidence of eligibility for a fee concession. For example an eligible Centrelink Pension card, Health care card or Department of Veterans' Affairs card.

For further information, please do not hesitate to contact us directly:

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