This checklist helps to ensure that you have included all of the necessary documentation that is needed by the Department of Immigration and Border Protection at the Australian High Commission Colombo to process your visa application.

The Department of Immigration and Border Protection encourages clients to lodge applications of this type online using ImmiAccount. Alternatively, paper applications can be lodged by appointment at the Australian Visa Application Centre (AVAC). Current versions of the application forms can be found at http://www.border.gov.au/allforms.

How to use this checklist

- 1. Before you complete your visa application, use this checklist to ensure that you have included all necessary documentation to support your claims.
- When you are satisfied that you have all of the necessary documentation, submit your complete visa application for processing. 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 lodgment.
- 3. For paper applications, include this completed checklist when you lodge your visa application at the AVAC.

See the Department of Immigration and Border Protection website for more information on this visa at http://www.border.gov.au/Trav/Brin/Part.

About the documentation that you include:

Documentation provided will depend on your personal circumstances. Below are examples only and are not exhaustive.

- You must provide certified copies of original documents. Do not include original documents unless specifically requested by the department. Certified copies will not be returned.
- Original certificates of police clearances are necessary. Copies of these documents are not acceptable. Police clearances are not returned.
- Sri Lankan police clearance certificates must be from birth to date.
- Documents not in English must be accompanied by accredited English translations.

Subclass 300/309/100 Visa Application and Supporting Documents	Tick the documents you are including	Official use only
A completed Form 47SP for the applicant can be completed online via ImmiAccount or download the form from our webpage – all questions must be completed and form must be signed and dated.		
A completed Form 40SP for sponsor can be completed online via ImmiAccount or download the form from our webpage – all questions must be completed and form must be signed and dated.		
Payment of fee – If fee has been paid in Australia, copy of receipt of payment.		
A completed Form 80 for all applicants over 16 years of age and where the sponsor is an eligible New Zealand citizen.		
Proof that your sponsor is aged 18 years or over and is an Australian citizen, Australian permanent resident or eligible New Zealand Citizen. If the sponsor is a New Zealand citizen living in Australia, evidence of length of residence in Australia. If the sponsor is an Australian, evidence of their citizenship.		
One certified copy of the personal details page for each person included in the application and the sponsor (copies must be clear and readable). <i>Note: your passport must have at least six months left before the expiry date.</i>		
Two recent passport-size photographs of each person included in the application.		
One recent passport-size photograph of the sponsor.		
One certified copy of applicant's National Identity Card (NIC).		
Certified copy of birth certificate for all applicants and sponsor – <i>original language and English translation</i> .		
Certified copies of any previous marriage certificates, relationship registration certificates, separations certificates, divorce decrees or death certificates of deceased partners for applicant and sponsor.		
Certified copy of evidence of name change for applicant and sponsor - for example by marriage or deed poll.		
Every applicant over 16 years must submit police clearance certificates for every country they have resided in for 12 months or more in the past 10 years cumulatively (originals must be provided). See: Character and police certificate requirements: http://www.border.gov.au/Trav/Visa/Char		
If any children under 18 years of age are included in the application or if the applicant is pregnant, the sponsor must provide an Australian Federal Police (AFP) National Police Check if they have spent a total of 12 months or more in Australia since turning 16 years, and police certificates from all countries in which they have spent a total of 12 months or more in the last 10 years cumulatively.		
Certified copy of military service record or discharge papers for applicant if they have served in the military.		
Evidence of the sponsor's income e.g. last two years Income Tax Assessment Certificates/Tax Returns.		
Subclass 300/309/100 Supporting Documents for the RELATIONSHIP If you are applying on marriage grounds, certified copy of marriage certificate— original		
language and English translation.		
If you are applying on marriage grounds, evidence of the marriage ceremony. For example photos, invitation cards, receipts. Note: For paper applications, photos should labelled with the location, date, the event and the persons depicted. We do not accept electronic media such as DVD's, zip/ flash drives, or external hard disks of any sort. Do not include more than 20 photos. Photographs will not be returned.		_
If you are applying on de facto grounds, evidence that your de facto relationship has existed for at least 12 months before lodging this application, and (if applicable) evidence that your relationship is registered under a prescribed law of an Australian state or territory.		

	 evidence that you intend to marry your fiancé(e) within 9 months of being granted the visa. Such evidence must be a signed and dated letter (on a letterhead) from an authorised marriage celebrant stating the planned date and venue of the marriage ceremony and 		
	confirmation that a Notice of Intended Marriage (NOIM) has been lodged with the celebrant. See: http://www.ag.gov.au/FamiliesAndMarriage/Marriage/Pages/Getting-married.aspx • evidence that there is no impediment to your marrying your fiancé(e). For example if either you/or your fiancé(e) have been previously married or a previous spouse has died, a certified		
	copy of the divorce decree absolute or the death certificate of the deceased person. • evidence that you and your fiancé have met face-to-face as adults, and are personally known to each other. For example: photos of you and your sponsor together, photos of any prewedding events such as engagement ceremony etc.		_
	Written statements from the applicant and sponsor regarding the history of the relationship. For example how, when and where you first met, how the relationship developed, when you became engaged, joint activities, significant events in the relationship, any periods of separation, your future plans, and your domestic arrangements – how you support each other financially, physically, and emotionally, and when this level of commitment began.		0
	Written statements from parents and family regarding the relationship, including completed Form 888 from at least two Australian Residents/Citizens over 18 years of age. These people should have personal knowledge of your relationship and support your claim that the relationship is genuine and continuing. Each statement should be accompanied by a 'certified copy' of an identity document which shows the signature of the person making the affidavit as well as proof of their Australian citizenship or residence status, such as a passport.		
	 Evidence of the financial aspects of your relationship including: evidence of any joint ownership of real estate or other major assets (for example, cars, appliances) and any joint liabilities (for example, loans, insurance); sharing of finances (bank statements should clearly show relevant transfers of money); legal commitments that you and your partner have undertaken as a couple; evidence that you and your partner have joint bank accounts for a reasonable period of time; or sharing of household bills and expenses. 		
	Evidence of the nature of your household including: a statement outlining your living arrangements; a statement outlining the basis on which responsibility for housework is distributed; joint ownership or joint rental responsibility of the residence in which you live; joint utilities accounts (electricity, gas, telephone); joint responsibility for bills for day-to-day living expenses; joint responsibility for children; or correspondence addressed to both you and your partner at the same address. 		
	 Evidence of the social context of the relationship including: evidence that you and your partner are generally accepted as a couple socially (for example, joint invitations, going out together, friends and acquaintances in common); evidence that you and your partner have declared your relationship to government bodies, commercial/public institutions or authorities; information provided in statutory declarations made by your or your partner's parents, family members, relatives, friends or acquaintances; joint membership of organisations or groups; evidence of joint participation in sporting, cultural or social activities; or joint travel (travel itineraries, booking vouchers, receipts). 		
	Evidence of the nature of your commitment to each other: • intention that your relationship will be long-term (for example, the extent to which you have combined your affairs); • the terms of your wills; or correspondence and itemised phone accounts to show that contact was maintained during any period of separation. For example certified copies of letters written to you from the sponsor or from the sponsor to you, plus the envelopes in which they were sent; email correspondence between you and the sponsor for the periods you have lived apart; itemised phone bills for you and the sponsor for the periods you have lived apart showing regular phone contact (relevant records must be highlighted), chat history if you and the sponsor use internet chat facilities like Yahoo Messenger or Skype.		
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	Subclass 300/309/100 Supporting Documents for DEPENDENT CHILD/CHILDREN	_	
	Certified copy of birth certificate for any migrating and non-migrating child/children – original language and English translation.		

Evidence that the applicant has the legal right to determine where the child shall live OR a Statutory Declaration (or completed Form 1229) from each person with legal responsibility for the child stating that they have no objection to the child migrating. This must include their contact information.		0			
If there are migrating children dependents 18 years of age or over, evidence that they are financially dependent on the applicant or the sponsor for their 'basic needs' (food, shelter and clothing) and how long this support has been provided. Evidence may include bank statements (showing transfers), money transfers, rent receipts, education fees receipts.		0			
If the applicant is pregnant and the baby is born prior to migration, please provide: • Form 1022 • Certified copy of birth certificate – original language and English translation • Consent letter from the sponsor for the child to migrate • Relevant visa application fee (see: http://www.border.gov.au/Trav/Visa/Fees)					
Health requirement					
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Every applicant and dependent applicant(s) must undergo a health assessment by a panel doctor nominated by Department of Immigration and Border Protection. All non-migrating dependants must also complete the health assessment. To expedite processing of your application, <i>My Health Declarations</i> is a service which allows clients to complete their health examinations before lodging their visa application. For instructions, see: http://www.border.gov.au/Trav/Visa/Heal/meeting-the-health-requirement/health-examinations/my-health-declarations		0			
Receiving assistance					
If someone gives you advice or lodges your application for you: • Form 956 Advice by a migration agent/exempt person of providing immigration assistance (the agent or exempt person completes the form and you must sign it)		0			
If you would like someone to receive correspondence from the department on your behalf: • Form 956A Appointment or withdrawal of an authorised recipient (the recipient completes the form and you must sign it)					
I acknowledge that:					
□ I have provided all supporting documentation as requested on this checklist, or					
I have <u>not</u> provided information requested on this checklist that is relevant to my visa application and I am aware that a decision may be made based on the information I have provided.					
Applicant name: Signature: Date loc	dged:/				
/isa Application Centre Use Only					
Processing officer name: Signature: Date received:/					