

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.

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.
2. 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 these visas.

**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.

<b>Subclass 101, 102, 117 and 445 Visa Application and Supporting Documents</b>	<b>Tick the documents you are including</b>	<b>Official use only</b>
<a href="#">Form 47CH</a> Application for migration to Australia as a child (all questions must be completed and form must be signed).	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Form 40CH</a> Sponsorship for a child to migrate to Australia (all questions must be completed and form must be signed).	<input type="checkbox"/>	<input type="checkbox"/>
A completed <a href="#">Form 80</a> for each applicant over 16 years of age, including the sponsor and the partner.	<input type="checkbox"/>	<input type="checkbox"/>
One certified copy of the bio data and alterations page of current passport for each person included in the application. <i>Note: your passport must have at least six months left before the expiry date</i>	<input type="checkbox"/>	<input type="checkbox"/>
One certified copy of all pages of all passports (current and previous passports) for each person included in the application.	<input type="checkbox"/>	<input type="checkbox"/>
Two recent passport-size photos of the applicant and the sponsor.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of the applicant's birth certificate.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of the sponsor's birth certificate, citizenship certificate or passport.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of applicant's National Identity Card (NIC).	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of the sponsor's passport showing permanent residence in Australia. If the sponsor is a New Zealand citizen living in Australia, evidence of length of residence in Australia.	<input type="checkbox"/>	<input type="checkbox"/>
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 the applicant and sponsor have lived for 12 months (cumulatively) or more since the age of 16. <i>*For Sri Lankan police clearance certificates, please request the check "from birth"</i> <i>*For Australian Federal Police Clearances, please request "Complete Disclosure"</i>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of the sponsor's employment and income during the last two years. <i>For example, pay slips, employment letter, bank statements.</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Supporting documents specific to Child (subclass 101) 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 migrating.	<input type="checkbox"/>	<input type="checkbox"/>
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 student, evidence of enrolment and participation in full-time course.	<input type="checkbox"/>	<input type="checkbox"/>
If the child is aged over 18, evidence of financial dependence on sponsor for basic needs (food, shelter, and clothing).	<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>Supporting documents specific to Adoption (subclass 102) visa applicants</b>		
Certified copy of the adoption order including evidence of name change.	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of compliance for adoptions under 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>Supporting documents specific to Orphan Relative (subclass 117) visa applicants</b>		
Certified copies of the death certificates of both parents <i>or</i>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of permanent incapacity (physical or mental impairment) of the parents <i>or</i>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence that the whereabouts of the parents are unknown.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Supporting documents specific to Extended Eligibility (subclass 445) visa applicants</b>		
Evidence that the applicant's parent holds one of the following visas: subclass 309, 820.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of relationship: that the applicant is a child of the sponsor/visa holding parent.	<input type="checkbox"/>	<input type="checkbox"/>
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 student, evidence of enrolment and participation in full-time course.	<input type="checkbox"/>	<input type="checkbox"/>
If the child is aged over 18, evidence of financial dependence on sponsor for basic needs (food, shelter, and clothing).	<input type="checkbox"/>	<input type="checkbox"/>
If the child is disabled, medical evidence of physical or mental disability.	<input type="checkbox"/>	<input type="checkbox"/>

Health requirement		
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.	<input type="checkbox"/>	<input type="checkbox"/>

Receiving assistance		
If someone gives you advice or lodges your application for you: <ul style="list-style-type: none"> <li><a href="#">Form 956</a> <i>Advice by a migration agent/exempt person of providing immigration assistance</i> (the agent or exempt person completes the form and you must sign it)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If you would like someone to receive correspondence from the department on your behalf: <ul style="list-style-type: none"> <li><a href="#">Form 956A</a> <i>Appointment or withdrawal of an authorised recipient</i> (the recipient completes the form and you must sign it)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge that:

- I have provided all supporting documentation as requested on this checklist, or
- I have not 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 lodged:...../...../.....

Visa Application Centre Use Only

Processing officer name:..... Signature:..... Date received:...../...../.....