

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.
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 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 – <i>all questions must be completed and form must be signed and dated.</i>	<input type="checkbox"/>	<input type="checkbox"/>
A completed Form 40SP for sponsor can be completed online via ImmiAccount or download the form from our webpage – <i>all questions must be completed and form must be signed and dated.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of fee – <i>If fee has been paid in Australia, copy of receipt of payment.</i>	<input type="checkbox"/>	<input type="checkbox"/>
A completed Form 80 for all applicants over 16 years of age and where the sponsor is an eligible New Zealand citizen.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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>	<input type="checkbox"/>	<input type="checkbox"/>
Two recent passport-size photographs of each person included in the application.	<input type="checkbox"/>	<input type="checkbox"/>
One recent passport-size photograph of the sponsor.	<input type="checkbox"/>	<input type="checkbox"/>
One certified copy of applicant's National Identity Card (NIC).	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of birth certificate for all applicants and sponsor – <i>original language and English translation.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of any previous marriage certificates, relationship registration certificates, separations certificates, divorce decrees or death certificates of deceased partners for applicant and sponsor.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of evidence of name change for applicant and sponsor - <i>for example by marriage or deed poll.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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). <i>See: Character and police certificate requirements: http://www.border.gov.au/Trav/Visa/Char</i>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copy of military service record or discharge papers for applicant if they have served in the military.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of the sponsor's income e.g. last two years Income Tax Assessment Certificates/Tax Returns.	<input type="checkbox"/>	<input type="checkbox"/>

Subclass 300/309/100 Supporting Documents for the RELATIONSHIP		
If you are applying on marriage grounds, certified copy of marriage certificate– <i>original language and English translation.</i>	<input type="checkbox"/>	<input type="checkbox"/>
If you are applying on marriage grounds, evidence of the marriage ceremony. <i>For example photos, invitation cards, receipts.</i> Note: For paper applications, photos should be 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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
If the applicant is pregnant and the baby is born prior to migration, please provide: <ul style="list-style-type: none"> Form 1022 Certified copy of birth certificate – <i>original language and English translation</i> Consent letter from the sponsor for the child to migrate Relevant visa application fee (see: http://www.border.gov.au/Trav/Visa/Fees) 	<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. 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	<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"> Form 956 <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) 	<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"> Form 956A <i>Appointment or withdrawal of an authorised recipient</i> (the recipient completes the form and you must sign it) 	<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:...../...../.....