



Application for Australian citizenship for children adopted under the 'full and permanent' Hague Convention arrangements

A child adopted overseas by an Australian citizen parent under 'full and permanent' Hague Convention arrangements may be registered as an Australian citizen if:

- an adoption compliance certificate has been issued;
- the adoption is recognised and effective for the laws of the Commonwealth and each state and territory; and
- there is no need for the adoptive parents to seek further legal recognition of the adoption in Australia.

An adoption compliance certificate is evidence that a 'full and permanent adoption' has occurred under the Hague Convention and the legal relationship to the birth parents has been severed.

Applicants must be of good character.

Important – Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

Integrity of application

The Department of Immigration and Citizenship (the department) is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you provide us with fraudulent documents or claims, this may result in processing delays and possibly your application being refused.

Documents required

The documents listed below are required to assess eligibility and should be submitted with the application. ORIGINALS must be submitted together with certified copies. The original documents will be returned. See page 2 for a list of occupations that can certify copies of documents.

If the necessary documents are not available, please contact the Citizenship Information Line on **131 880** if in Australia, or at any of our offices if overseas

www.immi.gov.au/contacts/overseas.htm

- An adoption compliance certificate of the applicant.
Note: The adoption compliance certificate is one issued in accordance with Article 23 of the Hague Convention. It must indicate when and by whom the adoption was agreed to and include the name of the central authorities of both convention countries.
- Passport, if any.
- A full birth certificate of the applicant.
- Evidence of the parent's Australian citizenship, such as a full birth certificate or certificate of Australian citizenship.
- The child will need to provide penal clearance certificates from overseas countries if, in the last 10 years:
 - they lived or travelled overseas since the age of 18 or over; and
 - the total time spent overseas added up to 12 months or more; and
 - the time spent in any one country was more than 3 months; or
 - if requested to do so by the department.

Note: More information on penal clearance certificates is available from the department's website

www.immi.gov.au/allforms/ or call the Citizenship Information Line on **131 880** (in Australia).

Additional documents to be provided if relevant

Official Australian evidence of any name changes. This will usually be a change of name certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM), or a marriage certificate issued by an Australian RBDM. Overseas marriage certificates are not acceptable evidence of a change of name.

Translations

If documents are not in English, official translations need to be provided. In Australia translations should be done by translators accredited by the National Accreditation Authority of Translators and Interpreters (NAATI). See www.naati.com.au

People applying overseas should contact the Australian mission responsible for the country which issued the relevant documents for advice on acceptable translators. See

www.citizenship.gov.au

Proof of identity

Declaration

The proof of identity declaration at Question 16 must be completed by a person who:

- is an Australian citizen; and
- is not related by birth or marriage; and
- has known the applicant for at least 12 months (unless the applicant is less than 6 years of age); and
- currently belongs to one of the professions or occupations listed on page 2; and
- is easily contactable by telephone during normal working hours.

Continued on the next page ►

Photograph

Applicants must also provide a passport size photograph. The photograph must be endorsed on the back with these words, 'This is a true photograph of (applicant's name in full)'. The same signature must be used to sign the photograph and proof of identity declaration. The Australian citizen must have known the applicant for at least 12 months and belong to one of the professions or occupations listed below.

The photograph must:

- be not more than 6 months old; and
- be a full front view of the applicant's head. If the applicant wears a head covering for religious reasons, we will accept a photograph which shows the applicant's facial features. If the applicant normally wears prescription glasses, glasses with untinted lenses should be worn in the photograph; and
- have a plain, light coloured background; and
- be of good quality and not laser printed.

Note: If the applicant is:

- overseas the proof of identity declaration and endorsed photograph can be completed by a citizen of the applicant's country of residence who has known the applicant for at least 12 months and belongs to one of the professions or occupations listed on page 2; or
- under 6 years of age the photograph may be endorsed and the declaration made by an Australian citizen who has known the applicant for less than 12 months and belongs to one of the professions or occupations listed on page 2.

If the child is overseas the photograph may be endorsed by a citizen of the child's country of residence who belongs to one of the professions or occupations listed on page 2.

People who can provide proof of identity

The list of people from professions or occupations who can complete the proof of identity declaration, endorse the photograph and certify copies of original documents.

1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
2. Bailiff
3. Bank officer with 5 or more years of continuous service
4. Building society officer with 5 or more years of continuous service
5. Chiropractor (licensed or registered)
6. Clerk of court
7. Commissioner for Affidavits
8. Commissioner for Declarations
9. Credit union officer with 5 or more years of continuous service
10. Dentist (licensed or registered)
11. Fellow of the National Tax Accountant's Association
12. Finance company officer with 5 or more years of continuous service
13. Judge of a court
14. Justice of the peace
15. Legal practitioner (licensed or registered)
16. Magistrate
17. Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
18. Master of a court
19. Medical practitioner (licensed or registered)
20. Member of Chartered Secretaries Australia
21. Member of Engineers Australia, other than at the grade of student

22. Member of the Association of Taxation and Management Accountants
23. Member of the Australian Defence Force with 5 or more years of continuous service
24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
25. Member of the Parliament of the Commonwealth, a state, a territory legislature, or a local government authority of a state or territory
26. Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
27. Nurse (licensed or registered)
28. Optometrist (licensed or registered)
29. Permanent employee of Commonwealth, state or local government authority with at least 5 or more years of continuous service
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
31. Pharmacist (licensed or registered)
32. Physiotherapist (licensed or registered)
33. Police officer
34. Psychologist (licensed or registered)
35. Registrar, or Deputy Registrar, of a court
36. Sheriff
37. Teacher employed on a full-time basis at a school or tertiary education institution
38. Veterinary surgeon (licensed or registered).

Fees

For information on fees see form 1298i *Citizenship fees*. See www.citizenship.gov.au

Fees may be subject to adjustment at any time.

Note: The relevant fee must accompany the application and is generally not refunded if the application is refused.

Method of payment

In Australia

To make a payment, please pay by credit card, debit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Debit card and credit card are the preferred methods of payment.

Outside Australia

Before making a payment outside Australia, please check with the Australian Government office where you intend to lodge your application as to what methods of payment and currencies they can accept and to whom the payment should be made payable.

Where should the application be sent?

The application, endorsed passport size photograph, supporting documentation and the required fee should be sent to the closest office of the department listed on page 3 or the closest Australian mission. See www.citizenship.gov.au

Review rights

If the application is refused, an appeal to the Administrative Appeals Tribunal for a review of the decision can be made.

About the information you give

The department is authorised to collect personal information and personal identifiers provided in this form under the *Australian Citizenship Act 2007*.

The information provided will be used for assessing applications for Australian citizenship, which includes applying for evidence of Australian citizenship. The exchange of data will allow the department to verify with those issuing agencies the validity of documents presented by clients as proof of identity.

Information might be provided to:

- local governments and other organisations that conduct and host citizenship interviews and ceremonies;
- the Australian Electoral Commission for the purpose of administering the *Commonwealth Electoral Act 1918*;
- Department of Foreign Affairs and Trade for the purpose of administering the *Passport Act 2005*;
- Centrelink for the purpose of administering the *Social Security (Administration) Act 1999* and *Family Assistance (Administration) Act 1999*;
- Commonwealth, state and territory police and other agencies to help assess character requirements for citizenship;
- Commonwealth, state and territory Members of Parliament for the purpose of formally welcoming new citizens;
- NSW Registry of Births, Deaths and Marriages (BDM) operating the Certificate Validation Service (CVS) on behalf of the BDM Registries of Australasia (BDMAUS). This incorporates:
 - the Department for Victorian Communities, the Registry of Births, Deaths and Marriages;
 - the Department of Justice and Community Safety (ACT), the Registrar-General's Office;
- National Exchange of Vehicles and Driver Information System (NEVDIS) operating on behalf of AUSTRROADS for the state and territory road traffic authorities.

The department's collection, access, storage, use and disclosure of your personal information is governed by the *Privacy Act 1988* and the 11 Information Privacy Principles. The information form 993i *Safeguarding your personal information*, available from offices of the department and on the department's website www.immi.gov.au/allforms/, gives further details of agencies to which personal information might be disclosed.

The *Australian Citizenship Act 2007* authorises the collection of personal identifiers, which includes signatures and photographs. There are strict statutory requirements that must be fulfilled before identifying information can be disclosed, even to other Commonwealth, state and territory government agencies. For more detailed information read information form 1243i *Your personal identifying information*, which is available from the department's website

www.immi.gov.au/allforms/

Consent to communicate electronically

The department may use a range of means to communicate with you. Electronic means such as fax or e-mail will only be used if you indicate your agreement to receiving communication in this way. The department may also contact people by mail, telephone or in person. However, if you have an e-mail address, this may speed up communication.

To process your application the department may need to communicate with you about sensitive information, for example, police checks. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with. If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

Department of Immigration and Citizenship offices and contact details

Australian Capital Territory

GPO Box 717
CANBERRA ACT 2601

New South Wales

GPO Box 9984
SYDNEY NSW 2001

Northern Territory

GPO Box 864
DARWIN NT 0801

Queensland

Queensland state office

GPO Box 9984
BRISBANE QLD 4001

Cairns office

PO Box 1269
CAIRNS QLD 4870

Gold Coast office

PO Box 2868
SOUTHPORT QLD 4215

Thursday Island office

PO Box 299
THURSDAY ISLAND QLD 4875

South Australia

GPO Box 2399
ADELAIDE SA 5001

Tasmania

GPO Box 794
HOBART TAS 7001

Victoria

Melbourne office

GPO Box 241
MELBOURNE VIC 3001

Dandenong office

Private Mail Bag 5001
DANDENONG VIC 3175

Western Australia

Locked Bag 7
NORTHBRIDGE WA 6865

Home page

www.citizenship.gov.au

Citizenship information line

Telephone **131 880** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Please keep these information pages for your reference

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Application for Australian citizenship for children adopted under the 'full and permanent' Hague Convention arrangements

To be completed by an applicant aged 16 years or over or by a responsible parent on behalf of an applicant under 16 years of age.

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

Part A – Details of the applicant

1 Preferred title Mr Mrs Miss Ms
 Other:

2 Full name
 Family name:
 Given names:

3 Has the person been known by any other names?
(including name at birth, aliases)
 No
 Yes Give details
 Family name:
 Given names:

If known by other names, attach additional details

4 Sex Male Female

5 Date of birth DAY MONTH YEAR

6 Place of birth
 Town/city:
 Country:

7 Current residential address
Note: You must tell the department if your address changes after you lodge this form.

8 Current postal address
(If the same as residential address, write 'AS ABOVE')
Note: You must tell the department if your address changes after you lodge this form.

9 Telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Work	()	()	<input style="width: 150px;" type="text"/>
Home	()	()	<input style="width: 150px;" type="text"/>
Mobile/cell	<input style="width: 150px;" type="text"/>		

10 Do you agree to the department communicating with you by fax, e-mail or other electronic means?
 No
 Yes Give details

Fax number COUNTRY CODE AREA CODE NUMBER

 E-mail address:

Note: If this application is refused, you will be notified by mail

11 Present country(ies) of citizenship

Continued on the next page ►

Part B – Details of adoptive parents

Provide details of one adoptive parent at Question 12 and the other adoptive parent at Question 13.

12 Adoptive parent

Sex Male Female

Adoptive parent's name

Family name

Given names

Has this adoptive parent been known by any other names?
(including name at birth, previous married names, aliases)

No

Yes Give details

Family name

Given names

If known by other names, attach additional details

Date of birth
DAY MONTH YEAR / /

Place of birth

Town/city

Country

Was this adoptive parent an Australian citizen at the time of the adoption?

No Go to Question 13

You do not need to provide any more details about this adoptive parent

Yes Method of acquisition (eg. birth, descent, naturalisation/conferral)

Was this adoptive parent an Australian citizen by descent or adoption at the time of the applicant's birth?

No Go to Question 13

Yes Give details of the period or periods totalling at least 2 years that this adoptive parent has been lawfully present in Australia

From to
DAY MONTH YEAR DAY MONTH YEAR / / / /

From to
DAY MONTH YEAR DAY MONTH YEAR / / / /

If insufficient space attach additional details

To be answered ONLY if this adoptive parent was born outside Australia and registered or naturalised before 8 October 1951.

Was this adoptive parent absent from Australia for a continuous period of 7 years or more between 26 January 1949 and 8 October 1958?

No

Yes Show period absent

From to
DAY MONTH YEAR DAY MONTH YEAR / / / /

13 Adoptive parent

Sex Male Female

Adoptive parent's name

Family name

Given names

Has this adoptive parent been known by any other names?
(including name at birth, previous married names, aliases)

No

Yes Give details

Family name

Given names

If known by other names, attach additional details

Date of birth
DAY MONTH YEAR / /

Place of birth

Town/city

Country

Was this adoptive parent an Australian citizen at the time of the adoption?

No Go to Question 14

You do not need to provide any more details about this adoptive parent

Yes Method of acquisition (eg. birth, descent, naturalisation/conferral)

Was this adoptive parent an Australian citizen by descent or adoption at the time of the applicant's birth?

No Go to Question 14

Yes Give details of the period or periods totalling at least 2 years that this adoptive parent has been lawfully present in Australia

From to
DAY MONTH YEAR DAY MONTH YEAR / / / /

From to
DAY MONTH YEAR DAY MONTH YEAR / / / /

If insufficient space attach additional details

To be answered ONLY if this adoptive parent was born outside Australia and registered or naturalised before 8 October 1951.

Was this adoptive parent absent from Australia for a continuous period of 7 years or more between 26 January 1949 and 8 October 1958?

No

Yes Show period absent

From to
DAY MONTH YEAR DAY MONTH YEAR / / / /

Part C – Character

14 In the last 10 years, have you lived or travelled overseas for periods that add up to 12 months or more?

No

Yes Penal clearance certificates from overseas countries are required for the last 10 years if:

- you have lived or travelled overseas since the age of 18 years or over; and
- the total time spent overseas added up to 12 months or more; and
- the time spent in any one country was more than 3 months; or
- requested to do so by the department.

More information on penal clearance certificates is available from the department's website

www.immi.gov.au/allforms/ or call the Citizenship Information Line on **131 880** (in Australia).

15 If you are the person to be registered and you are aged 18 years or over, please answer the following questions:

(a) Have you ever been convicted of, or found guilty of, ANY offences overseas or in Australia? (include all traffic offences which went to court, including offences declared in your permanent residence application, and any 'spent' convictions)

No

Yes

Note: 'Spent' convictions are convictions which are not, under legislation in certain countries, normally required to be disclosed, for example because of the time that has passed since the conviction, or because of a pardon for reasons other than wrongful conviction.

(b) Have you ever been confined in a prison or in a psychiatric institution by order of a court made in connection with criminal proceedings overseas or in Australia?

No

Yes

(c) Are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention overseas or in Australia?

No

Yes

(d) Are you aware of any proceedings pending against you overseas or in Australia for an offence, including proceedings by way of appeal or review?

No

Yes

(e) Have you ever committed, or been involved in the commission of war crimes or crimes against humanity or human rights overseas or in Australia?

No

Yes

(f) Have you ever been involved in any activity, or been convicted of any offence, relating to the illegal movement of people to any country (including Australia)?

No

Yes

(g) Have you ever been charged with any offence overseas or in Australia that is currently awaiting legal action?

No

Yes

(h) Have you ever been associated with terrorist organisations or involved in acts of terrorism overseas or in Australia?

No

Yes

If you answered '**Yes**' to any of the above questions, attach details of all occurrences.

Include the following where appropriate:

- the name of the court;
- the offence;
- the name of the terrorist organisation;
- the nature of the terrorist association;
- details of terrorist acts;
- the sentence received;
- relevant dates.

Part F – Declaration

ICSE Client ID
Box file number

WARNING: Giving false or misleading information is a serious offence.

- 18
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
 - I authorise the Department of Immigration and Citizenship to make any enquiries necessary and to disclose relevant information necessary to determine eligibility for registration of Australian citizenship by adoption.
 - I acknowledge that this application constitutes an application for evidence of Australian citizenship.

Signature of adoptive parent or the applicant if aged over 16 years

Date

DAY	MONTH	YEAR
/	/	

Telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Work	()	()	
Home	()	()	
Mobile/cell			

Part G – Checklist

19	Question	Document	Completed
		Application completed correctly, including attaching additional information on a separate sheet if required	<input type="checkbox"/>
		Adoption compliance certificate	<input type="checkbox"/>
		Evidence of the parent's Australian citizenship	<input type="checkbox"/>
		Evidence of any name changes <i>(if applicable)</i>	<input type="checkbox"/>
	16	Photograph of the applicant signed and endorsed	<input type="checkbox"/>
	16	Proof of identity declaration completed and signed	<input type="checkbox"/>
	17	Payment by bank cheque/money order/ credit card is included with your form	<input type="checkbox"/>
	18	Declaration completed, signed and dated by the adoptive parent or the applicant if aged over 16 years	<input type="checkbox"/>

We strongly advise that you keep a copy of your application and all attachments for your records.

Office use only

Name of decision maker	
Signature of decision maker	
Date	DAY MONTH YEAR
	/ /
Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>