



# 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 aged 18 or over at the time of application 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.

## 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 pages 1–2 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](http://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.
- Applicants who have spent a total of 12 months or more outside Australia during the last 10 years, must provide a penal certificate for each country where they spent at least 3 months. This only applies to applicants who were aged 16 years or more at the time they were outside Australia. Information on how to obtain penal certificates is available in form 47P *Character requirements penal clearance certificates*, available from the Department of Immigration and Citizenship (the department) website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/) or call the Citizenship Information Line on 131 880 (in Australia only).

## 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](http://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](http://www.citizenship.gov.au)

## Proof of identity – endorsed photograph

As well as documents, the applicant must provide a passport size photograph. 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.

## Proof of identity – declaration

To help us identify the applicant, the proof of identity declaration at Question 27 must be completed by a person who must:

- not be related by birth or marriage;
- have known the applicant for at least 12 months (unless the applicant is less than 6 years of age);
- be currently employed in one of the professional or occupational groups below;
- be easily contactable by telephone during normal working hours;
- sign the back of the applicant's photograph and also inscribe with 'This is a true photograph of (applicant's name in full)';
- be an Australian citizen.

**Note:** If the applicant is under 6 years of age, the photograph may be endorsed and declaration made by an Australian citizen who has known the applicant for less than 12 months, and who belongs to one of the professions or occupations listed below.

The following is a list of people (occupations) who can complete the proof of identity declaration and certify copies of 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

Continued on the next page ►

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
38. Veterinary surgeon (licensed or registered).

## Fees

For information on fees see form 1298i *Citizenship fees*. See [www.citizenship.gov.au](http://www.citizenship.gov.au)

**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](http://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/](http://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/](http://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

### Torres Strait Islands Office

Commonwealth Centre  
Hastings Street  
THURSDAY ISLAND

### 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](http://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

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

Tick where required

## *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.  
  
  
  
POSTCODE

**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.  
  
  
  
POSTCODE

**9** Current telephone numbers  

	COUNTRY CODE	AREA CODE	NUMBER
Work	(    )	(    )	
Home	(    )	(    )	

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

	COUNTRY CODE	AREA CODE	NUMBER
Fax 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 the adoptive mother

### 12 Adoptive mother's name

Family name

Given names

### 13 Has the adoptive mother 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*

14 Date of birth

DAY MONTH YEAR  
/ /

### 15 Place of birth

Town/city

Country

### 16 Was the adoptive mother an Australian citizen at the time of the adoption?

No  ► Go to Question 19  
You do not need to provide any more details about the adoptive mother

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

### 17 Was the mother an Australian citizen by descent or adoption at the time of the applicant's birth?

Not applicable

No

Yes  ► Give details of the period or periods totalling at least 2 years that the mother 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*

### 18 To be answered ONLY if the adoptive mother was born outside Australia and registered or naturalised before 8 October 1951.

Was the adoptive mother 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 – Details of the adoptive father

### 19 Adoptive father's name

Family name

Given names

### 20 Has the adoptive father 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*

21 Date of birth

DAY MONTH YEAR  
/ /

### 22 Place of birth

Town/city

Country

### 23 Was the adoptive father an Australian citizen at the time of the adoption?

No

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

### 24 Was the father an Australian citizen by descent or adoption at the time of the applicant's birth?

Not applicable

No  ► Go to Question 26

Yes  ► Give details of the period or periods totalling at least 2 years that the father 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*

### 25 To be answered ONLY if the adoptive father was born outside Australia and registered or naturalised before 8 October 1951.

Was the adoptive father 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 G – Declaration

ICSE Client ID
Box file number

**29** Please read the following carefully before signing

- 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
/	/	

Contact telephone numbers

Work 

COUNTRY CODE	AREA CODE	NUMBER
(            )	(            )	

Home 

COUNTRY CODE	AREA CODE	NUMBER
(            )	(            )	

**WARNING:** It is an offence under section 50 of the *Australian Citizenship Act 2007* to deliberately make, or cause to make, a false or misleading statement, or conceal circumstances for the purposes of, or in relation to, the Act.

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

## Part H – Checklist

30	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"/>
	27	Photograph of the applicant signed and endorsed	<input type="checkbox"/>
	27	Proof of identity declaration completed and signed	<input type="checkbox"/>
	28	Payment by bank cheque/money order/ credit card is included with your form	<input type="checkbox"/>
	29	Declaration completed, signed and dated by the adoptive parent or the applicant if aged over 16 years	<input type="checkbox"/>