



This information is provided to help you complete the application form and guide you through the application process.

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.

There are 10 steps in the citizenship application process.

- Step 1** Eligibility – ensure that you meet the eligibility criteria
- Step 2** Residence requirement – check that you meet the residence requirement
- Step 3** Ensure you understand what Australian citizenship involves – the citizenship resource book *Australian Citizenship: Our Common Bond* provides useful information
- Step 4** Original documents – gather your original documents
- Step 5** Complete your application form
- Step 6** Lodge your application form
- Step 7** Attend your citizenship appointment – bring your original documents
- Step 8** Citizenship interview – at your citizenship appointment you may have a citizenship interview and be asked about your understanding of Australian citizenship
- Step 9** Notification – receive notification of the Department of Immigration and Citizenship's (the department) decision
- Step 10** Citizenship ceremony – attend a citizenship ceremony and make the pledge

You must be in Australia when the department makes a decision about your application except in certain, limited circumstances described in Step 2 – Residence requirement, Ministerial discretions.

Integrity of application

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.

Step 1 – Eligibility

You should use this form if you:

- **are 16 or 17 years of age** – you will need to have a basic knowledge of English and the responsibilities and privileges of citizenship, **or**
- **are aged 60 and over** – you will need to show you understand the nature of your application, **or**
- **have a physical or mental incapacity, or**
- **have a permanent loss or substantial hearing, speech or sight impairment.**

If you belong to any of the above categories, you will also need to:

- be a permanent resident, **and**
- satisfy the residence requirement, **and**
- be likely to reside, or to continue to reside, in Australia or to maintain a close and continuing association with Australia.

You should also use this form if you:

- **are under 16 years of age** – you will need to be a permanent resident and have the consent of your parent or legal guardian, **or**
- **were born in Papua before 16 September 1975** and one of your parents was born in Australia, as it is now, and was an Australian citizen at the time of your birth, **or**
- **were born to a former Australian citizen** who automatically lost Australian citizenship by acquiring the citizenship of another country.

Good character

If you are 18 years of age and over, you will need to show you are of good character.

The Citizenship Wizard on the citizenship website can help you check your eligibility.

New Zealand citizens

Special eligibility conditions apply for New Zealand citizens who arrived in Australia before 26 February 2001 (see *New Zealand citizens* on page 8).

Children

Children under 16 years of age can be included on a parent or legal guardian's application form, or can apply on their own form.

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.

Step 2 – Residence requirement

The residence requirement is based on the time you have lived in Australia and the time you have spent outside Australia. The *Residence Requirement Calculator* on the citizenship website can help you calculate whether you meet this requirement.

If you became a permanent resident before 1 July 2007 and you apply before 30 June 2010 you must:

- have been living in Australia for 2 years as a permanent resident in the 5 years immediately before applying, including one year in the 2 years immediately before applying.

If you became a permanent resident on or after 1 July 2007 you must:

- have been living in Australia on a valid Australian visa for 4 years immediately before applying, including one year as a permanent resident immediately before applying, and
- **not** have been absent from Australia for more than one year, including no more than 90 days in the year before applying.

Exclusions

A period of confinement in a prison or psychiatric institution by order of a court because of an offence against Australian law, will not be counted as part of your lawful residence except in some limited circumstances, see *Ministerial discretions*.

Exemptions

There are cases where you may be exempt from the residence requirement.

You **are exempt** from the residence requirement if you:

- have served 90 days in the permanent forces of the Commonwealth of Australia, or
- have served 6 months (130 full attendance days) in the navy, army or air force reserve of the Commonwealth of Australia, or
- were discharged from defence service as medically unfit as a result of that service.

Ministerial discretions

The Minister has discretionary powers to vary the residence requirement in the following circumstances, if you will be in Australia at the time your application is decided.

If you will be overseas during this period, only discretions 5 and 6 apply.

1. If you were in Australia unlawfully as the result of an administrative error, then that period of time may be treated as lawful residence.
2. If you were in Australia lawfully but not as a permanent resident as the result of an administrative error, then that period of time may be treated as a period of permanent residence.
3. If you were in Australia lawfully, but not as a permanent resident, then that period of time may be treated as a period of permanent residence if you would otherwise suffer significant hardship or disadvantage.
4. If you were in prison or a psychiatric institution, then that period of time may be counted towards the residence requirement if it would be unreasonable not to do so, taking into account the circumstances that led to your confinement.

5. If you have spent time outside Australia as a permanent resident with your spouse or partner, or are the surviving spouse or partner of an Australian citizen and have a close and continuing association with Australia, then that period of time may be treated as time spent in Australia.
6. If you spent time outside Australia and are a permanent resident in an interdependent relationship with an Australian citizen and you have had a close and continuing association with Australia, then that period of time may be treated as time spent in Australia.

You will need to provide documents to support your claims at the time you lodge your application.

Step 3 – Read the citizenship resource book

Ensure you understand what Australian citizenship involves. The citizenship resource book *Australian Citizenship: Our Common Bond* provides useful information. To download a copy of the citizenship resource book, please visit the citizenship website at www.citizenship.gov.au or to order a copy, call the Citizenship Information Line.

Step 4 – Original documents

You will need to provide the department with a range of documents to prove that you are who you say you are and to establish you have not had any serious criminal convictions. These documents are called **proof of identity** and **good character** documents.

When applying for variations to the residence requirement or fees, you will need to provide additional documents – these are called **supporting documents**.

You must provide original documents at your citizenship appointment. If you have to get documents from overseas this can take time.

You will not be able to complete the application process without these documents.

Translations and certified copies

If your documents are not in English, you will need to provide official translations. In Australia, you must use translators accredited by the National Accreditation Authority of Translators and Interpreters. For more information, see www.naati.com.au

Copies of original documents must be certified by a person with the appropriate authority. See *Proof of identity declarations – list of professions* on page 8 for people who may certify document.

If you are outside Australia when applying:

- contact the Australian mission in the country which issued the documents for advice on acceptable translators
- have your copies certified by a citizen of your country of residence who belongs to a profession or occupation on the list on page 8.

Proof of identity

To prove your identity you must provide the following documents.

1. Three original documents that collectively show your:
 - photograph
 - signature
 - current residential address
 - date of birth, birth name and any changes of name.
2. *Part E – Proof of identity declaration* completed by a person with the appropriate authority.

If you do not provide these documents, your application will not be accepted and will be returned to you.

If you have evidence of when you first arrived in Australia, you should provide these documents also.

This checklist will help you identify suitable documents. If you have difficulty finding suitable documents please call the Citizenship Information Line.

A current document with your photograph and signature

Australian driver's licence, or	<input type="checkbox"/>
A passport, or	<input type="checkbox"/>
United Nations High Commissioner for Refugees (UNHCR) document, or	<input type="checkbox"/>
National identity card, or	<input type="checkbox"/>
Other document containing a signature and photograph, eg. an air crew identity document, seafarer identity document, military identity document or student card	<input type="checkbox"/>

Evidence of your current residential address

Utilities notice eg. electricity, gas or water bill, or	<input type="checkbox"/>
Rental contracts or rates notice	<input type="checkbox"/>

Evidence of your date of birth, birth name and any changes of name

Full birth certificate	<input type="checkbox"/>
Evidence of links between present and previous names such as a marriage or divorce certificate, if applicable	<input type="checkbox"/>
A certificate issued by an Australian Registry of Births, Deaths and Marriages as evidence of other changes of name, if applicable	<input type="checkbox"/>

Evidence of your identity in the community

A proof of identity declaration completed by an Australian citizen with the appropriate authority	<input type="checkbox"/>
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Evidence of when you first arrived in Australia

A passport, or	<input type="checkbox"/>
Travel document with visa such as a Document for Travel to Australia, PLO56 (M56), Titre de Voyage	<input type="checkbox"/>

Proof of identity declaration

As well as your proof of identity documents, you will need to provide a proof of identity declaration and passport size photograph of yourself.

The **proof of identity declaration** must be completed and signed by an Australian citizen who:

- has known you for at least one year and belongs to a designated list of occupations (see *Proof of identity declarations – list of professions* on page 8), **and**
- is not related to you by birth or marriage, **and**
- is easy to contact by telephone during normal working hours.

The person who signs the declaration must also write on the back of your photograph the words: *This is a true photograph of (your full name)* and sign the back of the photograph using the same signature as on the declaration.

Provide endorsed photographs separately. Do not attach photographs to the application form.

The photograph must be:

- no more than 6 months old
- a full-face view of your head and shoulders (untinted prescription glasses can be worn – a photograph that shows facial features only is acceptable, if you wear a head covering for religious reasons)
- of good quality, in colour, against a plain, light coloured background (laser copies are not acceptable).

Note: If you are outside Australia when applying you can have the proof of identity declaration completed by a citizen of your country of residence who has known you for at least one year and belongs to a designated list of occupations (see *Proof of identity declarations – list of professions* on page 8).

Children

You will need to provide proof of identity documents for each child on your application, including:

- a travel document or passport, if they are not on your passport, **and**
- a birth certificate showing details of their parents.

If there are any parenting orders relating to your children, or they have been adopted then you will need to provide these documents too.

You must also provide a proof of identity declaration and photograph for each child, under 16 years of age, included on your application.

The declaration and photograph should be signed by an Australian citizen who belongs to the designated list of occupations (see *Proof of identity declarations – list of professions* on page 8) and who has known your child for at least one year.

In the case of children under 6 years of age, if no Australian citizen has known them for one year, then the declaration can be signed by someone from the designated list of professions who has known them for less than one year.

If you have more children than the space on the application form allows, please use form 1195 *Proof of identity and declaration* for each child.

Provide endorsed photographs separately. Do not attach photographs to the application form.

Good character

If you are 18 years of age or over, you will need to show that you are of good character.

You must tell the department about any convictions you may have had in Australia or overseas. A conviction is a criminal charge leading to a guilty verdict in a court of law resulting in imprisonment, a fine or good behaviour bond. A traffic infringement, such as an on-the-spot speeding or parking fine, is not considered a conviction.

Spent convictions

You must declare spent convictions in your application.

The spent convictions law allows people with minor convictions to disregard those convictions after a certain period of time. A conviction may be considered spent if:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders), **and**
- the person was not sentenced to imprisonment for more than 30 months, **and**
- the person has not re-offended during the 10 years (or 5 years for juveniles) period, **and**
- a statutory or prescribed exclusion does not apply.

The department is allowed to ask you for this information for the purpose of assessing your application.

Overseas penal clearance certificates

Overseas penal clearance certificates, or police checks as they are known in some countries, show whether a person has a criminal record.

You may need to supply an overseas penal clearance certificate as part of your documentation if you are 18 years of age or over.

When to provide overseas penal clearance certificates

Penal clearance certificates from overseas countries are required if:

- you lived or travelled overseas since the age of 18 years or over, **and**
- you held a permanent Australian visa at that time, **and**
- the total time spent overseas added up to 12 months or more, **and**
- the time spent in any one country was more than 90 days, **or**
- requested by the department.

In addition, **New Zealand citizens who do not hold a permanent visa**, must provide a penal clearance from New Zealand if they have left Australia since the age of 18, irrespective of destination or the amount of time spent overseas. For more information contact the Citizenship Information Line.

For information about overseas penal clearance certificates, visit the citizenship website.

Supporting documents

Original documents supporting your application are required for a variety of reasons, such as:

- to claim exemption from the residence requirement
- to provide evidence that your spouse or partner is an Australian citizen
- to claim fee concessions (form 1298i *Citizenship fees* provides a list of fees and concessions).

The checklist on the next page provides a list of supporting documents commonly required.

Evidence of eligibility

Medical evidence of a physical or mental incapacity from a specialist medical practitioner registered in Australia	<input type="checkbox"/>
Medical evidence of permanent loss or substantial hearing, speech or sight impairment from a specialist medical practitioner registered in Australia	<input type="checkbox"/>
Evidence of your birth in Papua before 16 September 1975 to an Australian citizen parent	<input type="checkbox"/>
Evidence of your birth to a former Australian citizen	<input type="checkbox"/>

Evidence for exemptions, discretions and concessions

A letter or discharge papers from the Australian Defence Force or Australian Reserve Force specifying service dates	<input type="checkbox"/>
Evidence of a departmental administrative error affecting your lawful or permanent residence status	<input type="checkbox"/>
A statement to support the claim that you would suffer significant hardship or disadvantage if a variation to the residence requirement were not granted	<input type="checkbox"/>
A statement to support a claim that it would be unreasonable not to have a period in a prison or psychiatric institution count towards the residence requirement	<input type="checkbox"/>
Evidence of the Australian citizenship of your living or deceased spouse or partner, (for example birth certificate, citizenship certificate or passport) and a statement explaining the reasons why you were both overseas, such as a letter from an employer and evidence of your close and continuing relationship with Australia Death certificate, if this applies	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Evidence of the Australian citizenship of the person with whom you have an interdependent relationship and your close and continuing association with Australia and a statement explaining the reasons why you were overseas.	<input type="checkbox"/>
Evidence of the need for a fee concession, for example a Centrelink or Department of Veterans' Affairs card	<input type="checkbox"/>
Evidence of arrival as part of the Commonwealth Child Migration Scheme, for example a letter from the Child Migrant's Trust if claiming a fee exemption	<input type="checkbox"/>

Evidence of residence — New Zealand and British migrants

For New Zealand citizens who were not in Australia on 26 February 2001 and held a Special Category visa, a Centrelink certificate stating that you were residing in Australia at a particular time	<input type="checkbox"/>
If you are a British subject who does not have evidence of entry to Australia and you arrived before 1 January 1975, evidence of residence is required, for example employment, taxation and school records. The National Archives of Australia can help with documents pre-1974, call 1300 886 881	<input type="checkbox"/>

Documents relating to children

Any orders relating to the custody, guardianship or parental responsibility for your child, if this applies	<input type="checkbox"/>
Evidence of adoption of your child, if your child was adopted overseas	<input type="checkbox"/>

Step 5 – Complete your application form

Please use a pen, and write neatly in English using BLOCK LETTERS. Corrections made with liquid paper are not acceptable.

Part A – Your details – Part A requires you to provide your personal details and show that you satisfy the residence requirement.

If you change address during the application process you must tell the department your new address. See form 929 *Change of address and/or passport details*.

Part B – Your children – Children under 16 years of age can be included in a parent's application providing that parent has responsibility for them, or legal custody. Alternatively, children under 16 years of age can be included in the application of a legal guardian.

Part C – Your parents – Part C requires you to provide the personal details of both your parents (or adopted parents, if applicable) including whether they have been known by any other names.

Part D – Proof of identity – Part D requires you to list the documents you are providing to prove your identity.

Part E – Proof of identity declaration – Part E is **not** to be completed by the applicant. See page 3 for information about who should complete the *Proof of identity declaration* and sign the back of the photograph.

Part F – Good character – If you are 18 years of age or over, you will need to show that you are of good character. See page 4 for information about this part of the application.

Part G – Supporting documents – Part G requires you to list any supporting documents you are providing with your application.

Part H – Nomination of representative – Part H allows you to nominate another person who can make enquiries about your application on your behalf. Make sure you sign the authorisation at Part H if you want this to happen.

Part I – Preference for ceremony – Part I allows you to choose between 2 citizenship pledges.

Pledge 1 From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Pledge 2 From this time forward,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Part J – Proposed overseas travel – It is important that you notify the department of any proposed overseas travel while your application is being processed.

Part K – Payment details – If you want to claim a fee exemption or concession you should indicate this in Part K. You will need to provide documents to support your claim.

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 mission overseas 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.

Part L – Declaration – Carefully read and make sure you understand the terms of this declaration before signing it. If applicable you must also sign the declaration on behalf of any children included on your application.

Step 6 – Lodge your application form

When your application form is received by the department you will be provided with information to assist you make a citizenship appointment for yourself and other family members.

Lodge your application online

Online applications can be lodged through the website **www.citizenship.gov.au** before you attend your citizenship appointment.

Children under 16 years of age may be included in the online application of a parent or legal guardian.

Generally, you can make an application online if you:

- are a permanent resident
- are in Australia
- are over 18 years of age
- are not part of the Australian Defence Forces
- have travelled in and out of Australia since July 1990
- are not applying for a concession or exemption
- are not applying for a residence discretion or exemption.

You must provide a separate form 1195 *Proof of identity and declaration*. You can download and print this form from the website.

If you lodge your application online you must bring the following to your citizenship appointment for yourself and any children included in your application:

- form 1195 *Proof of identity and declaration* with one current endorsed photograph. This form is completed, and the photograph endorsed by a person with the appropriate authority. See *Proof of identity declarations – list of professions* on page 8
- originals of the documents you have listed in *Part D – Proof of identity*
- originals of other supporting documents, if required.

Lodge your application by post

Applications for Australian citizenship can be posted to the department before you attend your citizenship appointment.

If you lodge your application by post you must include certified copies of original documents with your application. Do not post original documents with your application.

You must bring the following to your citizenship appointment for yourself and any children included in your application:

- a photograph endorsed by a person with the appropriate authority. See *Proof of identity declarations – list of professions* on page 8
- originals of the documents you have listed in *Part D – Proof of identity*
- originals of other supporting documents, if required.

Applicants outside Australia

If you are outside Australia, you must lodge your application and present your original documents and copies to your nearest Australian mission. Please check the website of the office where you intend to lodge your application for methods of payment and lodgement requirements. The website **www.citizenship.gov.au** has details of offices of the department outside Australia.

Step 7 – Attend your citizenship appointment

Take your original documents to your citizenship appointment.

An officer of the department will check your application and documents to ensure you have satisfied all the requirements.

You should allow about 2 hours for your appointment.

Checklist

This checklist will help ensure that you have everything you need for your citizenship appointment.

For you

Proof of identity documents (<i>Step 4</i>)	<input type="checkbox"/>
One passport-sized photograph, signed by an Australian citizen with the appropriate authority (<i>Step 4</i>)	<input type="checkbox"/>
Overseas penal clearance certificates, if applicable (<i>Step 4</i>)	<input type="checkbox"/>
Supporting documents as necessary (<i>Step 4</i>)	<input type="checkbox"/>

For each child on your application

Travel documents or passports, if they are not on your passport	<input type="checkbox"/>
A birth certificate showing parents' details	<input type="checkbox"/>
One passport-sized photograph and Proof of Identity declaration, signed by an Australian citizen with the appropriate authority (<i>Step 4</i>)	<input type="checkbox"/>
Parenting orders or adoption papers, if applicable	<input type="checkbox"/>

Your appointment confirmation letter will provide further information.

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

Step 8 – Citizenship interview

At the appointment you may have a citizenship **interview** to ensure you understand the nature of your application and what citizenship involves.

Note: In some circumstances, if you need an interpreter you can bring a family member or friend. Alternatively, you can book an interpreter for your appointment but you will have to pay for this service.

Step 9 – Wait to receive notification

A decision on your application for citizenship can only be made after you have lodged a completed application together with the required original documents and fee.

The average processing time for citizenship applications is about 12 weeks. If you do not receive notification within this time you should contact the Citizenship Information Line.

You must tell the department if you change your address, and you must be in Australia at the time a decision is made. You may need to defer your travel plans or, if your travel is urgent, contact the department for advice.

If your application is refused

If your application is refused you have the right to ask for the decision to be reviewed by the Administrative Appeals Tribunal (AAT). Your letter of notification will advise you where you can lodge an application for review. You should lodge your application with the AAT as soon as possible.

Step 10 – Attend a citizenship ceremony

After you have received notification that your application has been successful you may need to attend a citizenship ceremony and make a pledge of commitment to complete the process of becoming an Australian citizen.

Usually, you will be contacted within 3 months about attending a citizenship ceremony.

If your children are under 16 years of age, they are not required to make the pledge but are welcome to attend a ceremony. They will become Australian citizens when you make the pledge.

You must attend your citizenship ceremony within 12 months of your application being approved otherwise the decision to approve your application for citizenship could be reviewed and cancelled.

If you have not been contacted about attending a citizenship ceremony within 3 months, please call the Citizenship Information Line for advice.

Passports and travel

You will be able to apply for an Australian passport once you have attended a ceremony and made the pledge. For information on Australian passports visit www.passports.gov.au You should travel out of and into Australia on your Australian passport.

New Zealand citizens

Not all New Zealand citizens are permanent residents. To be eligible to apply you must:

- be a permanent resident, or
- have been in Australia on 26 February 2001 on a Special Category visa (SCV), or
- have spent a period(s) totalling 12 months in Australia on a SCV in the 2 years immediately before 26 February 2001, or
- have a Centrelink certificate issued prior to 26 February 2004 stating that you were residing in Australia at a particular time.

Children of New Zealand citizens

If you are a permanent resident or hold a SCV, and your children were born in Australia, they may already be Australian citizens.

You do not need to apply for citizenship for your children if they were:

- born in Australia and reached 10 years of age having lived in Australia most of their life, or
- born in Australia on or after 27 February 2001 and you held an Australian permanent resident visa or were present in Australia on 26 February 2001 as the holder of a SCV, or
- born in Australia between 1 September 1994 and 26 February 2001 and you held a permanent visa or a SCV, or
- born in Australia between 26 January 1949 and 19 August 1986 and you were a New Zealand citizen, unless you or your spouse were entitled to diplomatic privileges.

Eligible New Zealand citizens will still have to meet the residence requirement, Step 2 of the application process.

Proof of identity declarations – list of professions

People from the following list of professions and occupations can complete proof of identity declarations:

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 Accountants' 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 Sub-division 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).

About the information you give

The department is authorised to collect, use and disclose personal information and personal identifiers provided under the *Australian Citizenship Act 2007* (the Act) and the Australian Citizenship Regulations 2007 for the following purposes of:

- identification and authentication of person's identity;
- combating identity and document fraud in citizenship matters.

The department may disclose your personal information to other Commonwealth (and in some circumstances, State and Territory) Government agencies where that disclosure is required or authorised by legislation administered by another agency or to verify with the issuing agency, the authenticity of a document you have presented to the department.

Agencies include but are not restricted to:

- Local governments and other organisations that conduct and host citizenship ceremonies;
- Australian Electoral Commission for the purpose of administering the *Commonwealth Electoral Act 1918*;
- Department of Foreign Affairs and Trade (DFAT) for the purpose of administering the *Australian Passport Act 2005*;
- Centrelink for the purpose of administering the *Social Security (Administration) Act 1999* and *Family Assistance (Administration) Act 1999*;
- Medicare and Centrelink for the purposes of administering the citizenship test;

- Commonwealth, state and territory police and other agencies to help assess character requirements for citizenship;
- Local government councillors and Commonwealth, state and territory Members of Parliament for the purpose of formally welcoming new citizens.

Personal identifiers collected under the Act are photographs and signatures. The department and DFAT have signed an arrangement in accordance with the Act that permits disclosure of your personal identifiers for the purposes of administering the *Australian Passport Act 2005*. When your application for Australian citizenship is approved, your photograph, client number, name, date of birth and gender will be provided to DFAT.

The Act permits disclosure of your personal identifiers in the following circumstances:

- for the purposes of the Act or its regulations, or of the *Migration Act 1958* or the *Migration Regulations 1994*; or
- for the purpose of administering or managing the storage of identifying information; or
- for the purpose of making the identifying information in question available to you; or
- to an agency of the Commonwealth, a state or a territory in order to verify that you are an Australian citizen; or
- under an arrangement entered into with an agency of the Commonwealth, or with a state or territory or an agency of a state or territory, for the exchange of identifying information; or
- when reasonably necessary for the enforcement of the criminal law of the Commonwealth, a state or a territory; or
- when required by an Australian law; or
- for the purpose of a proceeding before a court or tribunal relating to you; or
- for the purpose of an investigation by the Privacy Commissioner or the Ombudsman relating to action taken by the department; or
- if the disclosure takes place with your written consent.

Your personal identifiers can also be disclosed if a person believes on reasonable grounds, that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or of any other person.

Privacy Act 1988 and Freedom of Information Act 1982

You have a right to make a complaint to the Privacy Commissioner about the handling of your personal information and personal identifiers.

The *Freedom of Information Act 1982* (FOI Act) gives you the right to access certain information and documents in the possession of the Government of the Commonwealth and its agencies. You have a right under the FOI Act to seek access to information or documents about you. You can request the department to amend records containing your personal information that is incomplete, incorrect, out of date or misleading.

The department's collection, access, storage, use and disclosure of your personal information and personal identifiers is governed by the *Privacy Act 1988* and the 11 Information Privacy Principles. For more detailed information you should read information form 993i *Safeguarding your personal information* and form 1243i *Your personal identifying information*, which are available from the department's website www.immi.gov.au/allforms/ or from any office of the department.

Consent to communicate electronically

The department may need to convey sensitive information about your application to you. Electronic communication, unless adequately encrypted, is not secure and may be viewed by others or interfered with. 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 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

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

This page is intentionally blank



Please read the information pages before completing this application

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

Tick where applicable

Client ID	
Box File Number	

Part A – Your details

1 Preferred title Mr Mrs Miss Ms
 Other

2 Your full name (this will appear on your evidence of citizenship)
 Family name
 Given names (including all middle names)

3 Have you been known by any other names? (including name at birth, previous married names, aliases)
 No
 Yes Give details
 Family name
 Given names
 Reason for change of name
 If you have been known by more than one other name, attach additional details on a separate sheet.

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

 POSTCODE

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

 POSTCODE

6 Telephone numbers
 Work (AREA CODE)
 Home (AREA CODE)
 Mobile/cell

7 Do you agree to the department communicating with you by fax, e-mail or other electronic means?
 No
 Yes Give details
 Fax number (AREA CODE)
 E-mail address

8 Sex Male Female

9 Date of birth DAY MONTH YEAR
 / /

10 Place of birth
 Town/city
 Country

11 Have you previously been an Australian citizen?
 No
 Yes Give details Date you ceased to be an Australian citizen DAY MONTH YEAR
 / /

12 Present country(s) of citizenship

13 Previous country of residence

14 Your occupation

15 Passport details
Passport number
Country of passport
Date of issue DAY MONTH YEAR
Date of expiry DAY MONTH YEAR
Issuing authority/
Place of issue as
shown in your
passport

16 Which of the following circumstances apply to you?
I am aged 60 years or over
I am aged under 18 years
I have a physical or mental incapacity
I have a permanent loss or substantial
hearing, speech or sight impairment
I was born in Papua before
16 September 1975
I was born to a former Australian citizen **Go to Part B
– Your children**
I was a stateless person

Note: For information about Questions 17 and 18,
see *Step 2 – Residence requirement* on page 2

17 Date you first entered Australia as a holder
of a permanent visa or were granted a
permanent visa (enter the later date) DAY MONTH YEAR

18 Have you ever held an Australian visa other than your current
permanent visa?
No **Go to Question 19**
Yes **Date your first Australian visa was granted (if known)**
 DAY MONTH YEAR

Were you in Australia at the time?
No **Date you first arrived in Australia on that visa**
 DAY MONTH YEAR
Yes

19 Are you seeking a residence exemption or discretion?
(See *Step 2 – Residence requirement* on page 2)
No
Yes **Important – Attach supporting documents**

Part B – Your children

20 Are you including any children under 16 years of age that you are the
parent or legal guardian of in this application?
No **Go to Part C – Your parents**
Yes

21 Is there a parenting order giving responsibility for any of the children
named in this application to another person?
No
Yes **Give details of the child(ren) and person(s)**

Note: Documents must be provided.

22 How many children are you including in this application?
 Give details for each child
If you are including more than 5 children, attach their
details on a separate sheet

Child 1

Family name
Given names
Date of birth DAY MONTH YEAR
Sex Male Female
Place of birth
Town/city
Country

Does this child have their own passport/travel document?

No **Name of person whose passport they are on**

Yes **Give details from the child's passport/travel document**
Passport number
Country of passport

Date of issue DAY MONTH YEAR
Date of expiry DAY MONTH YEAR
Issuing authority/Place of issue as shown in passport

Child 2Family name Given names Date of birth DAY MONTH YEARSex Male Female

Place of birth

Town/city Country

Does this child have their own passport/travel document?

No Name of person whose passport they are on Yes Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue DAY MONTH YEARDate of expiry DAY MONTH YEAR

Issuing authority/Place of issue as shown in passport

Child 3Family name Given names Date of birth DAY MONTH YEARSex Male Female

Place of birth

Town/city Country

Does this child have their own passport/travel document?

No Name of person whose passport they are on Yes Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue DAY MONTH YEARDate of expiry DAY MONTH YEAR

Issuing authority/Place of issue as shown in passport

Child 4Family name Given names Date of birth DAY MONTH YEARSex Male Female

Place of birth

Town/city Country

Does this child have their own passport/travel document?

No Name of person whose passport they are on Yes Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue DAY MONTH YEARDate of expiry DAY MONTH YEAR

Issuing authority/Place of issue as shown in passport

Child 5Family name Given names Date of birth DAY MONTH YEARSex Male Female

Place of birth

Town/city Country

Does this child have their own passport/travel document?

No Name of person whose passport they are on Yes Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue DAY MONTH YEARDate of expiry DAY MONTH YEAR

Issuing authority/Place of issue as shown in passport

Part C – Your parents/adoptive parents

Provide details of one parent at Question 23 and the other parent at Question 24

23 Parent

Sex Male Female

Parent/adoptive parent's full name

Family name

Given names

Has this parent/adoptive parent been known by any other names?

No

Yes Give details (if insufficient space, attach additional details)

Parent/adoptive parent's date of birth

Place of birth
Town/city

Country

Has this parent/adoptive parent ever held Australian citizenship?

No

Yes Date acquired

Date parent/adoptive parent
ceased to be an Australian
citizen

Present country(s) of citizenship

24 Parent

Sex Male Female

Parent/adoptive parent's full name

Family name

Given names

Has this parent/adoptive parent been known by any other names?

No

Yes Give details (if insufficient space, attach additional details)

Parent/adoptive parent's date of birth

Place of birth
Town/city

Country

Has this parent/adoptive parent ever held Australian citizenship?

No

Yes Date acquired

Date parent/adoptive parent
ceased to be an Australian
citizen

Present country(s) of citizenship

Part D – Proof of identity

25 You must provide at least 3 original documents which collectively contain:

- your photo
- your signature
- your current address
- your date of birth, birth name and any changes of name.

You must also provide a completed *Part E – Proof of identity declaration*.

If you do not provide these documents your application will not be accepted and will be returned to you.

If you have evidence of your first arrival in Australia you should provide these documents.

Please list the original documents that you are providing as proof of your identity (see *Step 4 – Original documents* on page 2)

A current document with your photograph and signature

Evidence of your current residential address

Evidence of your date of birth, birth name and any changes of name

Evidence of when you first arrived in Australia

Evidence of your identity in the community

Part E – Proof of identity declaration

Part E – Proof of identity declaration

26 The proof of identity declaration IS NOT TO BE COMPLETED BY THE APPLICANT (See Proof of identity declaration on page 3)

I declare that I have known (full name of the applicant)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration



Date

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

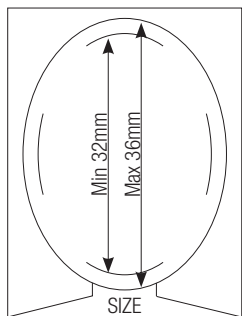
Profession or occupation group number from page 8

The photograph IS NOT TO BE SIGNED BY THE APPLICANT.

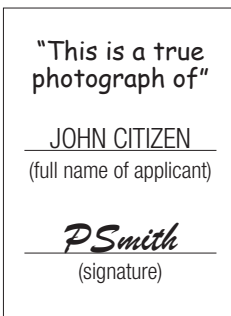
The person who has completed the Proof of identity declaration above should also endorse the photograph.

This is an example of photograph requirements. Do not attach photographs to the application form.

PHOTOGRAPH FRONT



PHOTOGRAPH BACK



Child 1 (if applicable)

If more than 5 children are included in this application, please attach form 1195 Proof of identity and declaration for each additional child.

I declare that I have known (full name of Child 1)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration



Date

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Profession or occupation group number from page 8

Child 2 (if applicable)

I declare that I have known (full name of Child 2)


Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration



Date

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Profession or occupation group number from page 8

Child 3 (if applicable)

I declare that I have known (full name of Child 3)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

**Signature
of person
making this
declaration**



Date / /

Details of person making this declaration

Family name

Given names

Telephone numbers

Work

Home

Mobile/cell

Profession or occupation group number from page 8

Child 5 (if applicable)

I declare that I have known (full name of Child 5)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

**Signature
of person
making this
declaration**



Date / /

Details of person making this declaration

Family name

Given names

Telephone numbers

Work

Home

Mobile/cell

Profession or occupation group number from page 8

Child 4 (if applicable)

I declare that I have known (full name of Child 4)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

**Signature
of person
making this
declaration**



Date / /

Details of person making this declaration

Family name

Given names

Telephone numbers

Work

Home

Mobile/cell

Profession or occupation group number from page 8

Part F – Good character

27 Have you lived or travelled overseas for periods totalling 12 months or more since you were granted a permanent visa and were aged 18 years or over at the time?

No

Yes Penal clearance certificates from overseas countries where you spent 90 days or more are required.
(See page 4 for information)

28 Please answer the following questions for yourself and any children included in your application:

(a) Have you 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

(b) Have you 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) Have you committed, or been involved in the commission of war crimes or crimes against humanity or human rights overseas or in Australia? No Yes

(d) 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

(e) 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

(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, and
- the relevant dates.

Part G – Supporting documents

29 Are you providing supporting documents?
(See Step 4 – Original documents on page 4)

No

Yes What type of document are you attaching?

Evidence of eligibility	<input type="checkbox"/>
Evidence for exemptions, discretions and concessions	<input type="checkbox"/>
Evidence of residence for New Zealand and British migrants before January 1975	<input type="checkbox"/>
Documents relating to children	<input type="checkbox"/>

Part H – Nomination of representative

30 Do you want to nominate a person to make enquiries on your behalf about your application?

No Go to Part I – Preferences for ceremony

Yes Give details below

Nominated person

Family name

Given names

Date of birth DAY MONTH YEAR / /

Relationship to main applicant

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Authority to disclose information

I hereby authorise the Department of Immigration and Citizenship to release information about my application to the person named above. I understand that the authority will remain effective until my application is finalised and should I wish to cancel or change this authorisation I may do so by advising the department in writing.

Signature of applicant



Date DAY MONTH YEAR / /

Part L – Declaration

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

37 Please read the following carefully before signing.

Complete this declaration if you are the main applicant and are aged 16 years or over.

- I declare that I intend to reside or continue to reside in Australia, or maintain a close and continuing association with Australia.
- 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 my eligibility for Australian citizenship. (See About the information you give on page 8)
- I acknowledge that this application constitutes an application for evidence of Australian citizenship.
- I recognise that by becoming an Australian citizen I will become a formal member of the community of the Commonwealth of Australia.
- I understand that Australian citizenship is a shared identity, a common bond which unites all Australians while respecting their diversity.
- I understand that:
 - Australian society values respect for the freedom and dignity of the individual, freedom of religion, commitment to the rule of law, parliamentary democracy, equality of men and women and a spirit of egalitarianism that embraces mutual respect, tolerance, fair play and compassion for those in need, and the pursuit of the public good;
 - Australian society values equality of opportunity for individuals, regardless of their race, religion or ethnic background;
 - the English language, as the national language, is an important unifying element of Australian society.
- I accept that Australian citizenship involves reciprocal rights and responsibilities. The responsibilities of citizenship include obeying Australian laws, including those relating to voting at elections and serving on a jury.
- In seeking to become an Australian citizen, I undertake to accept these responsibilities and respect the values of Australian society.
- I recognise that a prosperous, successful and peaceful Australia depends upon the support of all Australians, including me, for those things that we value and share.

Signature of applicant



Date


DAY	MONTH	YEAR
/	/	

Children

The responsible parent is to complete the following declaration for applicant(s) under 16 years of age.

- I declare that I am the responsible parent of the applicant(s).
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I consent to the conferral of Australian citizenship to the applicant(s) with my full acceptance of the consequences resulting from that acquired citizenship status at law.
- I authorise the Department of Immigration and Citizenship to make any enquiries necessary and to disclose relevant information necessary to determine the eligibility of the applicant(s) for Australian citizenship. (See About the information you give on page 8)
- I acknowledge that this application constitutes an application for evidence of Australian citizenship.

Signature of responsible parent



Date

DAY	MONTH	YEAR
/	/	

Full name of responsible parent

Telephone numbers

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

Office use only

Name of decision maker

--

Signature of decision maker

Date

DAY	MONTH	YEAR
/	/	

Approved Not approved