



Online applications for Australian citizenship by conferral – Proof of identity and declaration

A form 1295 *Online applications for Australian citizenship by conferral – Proof of identity and declaration* must be completed for **each** applicant including children.

The completed form(s) 1295 must be sent to the same Department of Immigration and Citizenship (the department) office you nominated as the 'preferred office of contact' when you lodged your online application in order for it to be matched with your application.

The list of offices of the department is on page 3.

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.

Proof of identity declaration and endorsement of photograph

The person making this declaration and endorsing the photograph must:

- be an Australian citizen; and
- not be related to the applicant by birth or marriage; and
- have known the applicant for at least 12 months; and
- be currently employed in one of the professions or occupations listed below; and
- be easily contactable by telephone during the day.

Photograph

A passport sized photograph of all applicants included in your application must be provided.

The photograph(s) must:

- not be more than 6 months old; and
- be a full front view of the applicant's head and shoulders. If the applicant wears a head covering for religious reasons, the department 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.

The photograph must be signed on the back by an Australian citizen and also inscribed with 'This is a true photograph of (applicant's name in full)'. 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 signature on the photograph must be in the same format as the identity declaration.

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 listed professions or occupations.

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

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

Continued on the next page ►

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).

Note: Applicants residing overseas can have the proof of identity completed by a citizen of the applicant's country of residence who has known to applicant for at least 12 months and is employed in one of the professions or occupations listed above.

Good character

It is the responsibility of an applicant aged 16 years or over to show that they are of good character.

Applicants are required to disclose all convictions, including spent convictions. A 'spent conviction' is a conviction for a Commonwealth, territory, state or foreign offence that satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- the individual was either not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- the individual has not re-offended during the 10 year (5 years for juvenile offenders) waiting period; AND
- a statutory or prescribed exclusion does not apply.

The department is exempted under Section 85ZZH (d) of the *Crimes Act 1914* (Commonwealth) from the provisions of the spent convictions legislation in Australia and overseas for making decisions under the *Australian Citizenship Act 2007*.

All convictions are counted in assessing whether or not applicants satisfy the good character requirement under the *Australian Citizenship Act 2007*.

For further information on spent convictions see www.citizenship.gov.au

Penal certificates from overseas countries are required from applicants if:

- they resided overseas since the age of 16 years and held a permanent Australian visa at that time;
- the total period overseas was 12 months or more;
- the period in any one country was more than 3 months.

More information on penal clearances is available from the department's website www.immi.gov.au/allforms/

Documents required to support an application

- A full birth certificate.
- Passport or travel document you used to enter Australia and all other passports or travel documents you hold.
- Other identification which together includes a signature, photograph and correct address (eg. driving licence, credit card or utilities bill).
- 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.
- Overseas penal clearance certificates if required.

Note: If you provided these identity documents when you sat the test, you do not need to provide them again.

Certified copies and translations

Applicants must provide originals and certified copies of the following documents. See pages 1–2 for people from a list of professions and occupations that can certify copies of documents.

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

Applicants 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

Note: If you are applying overseas and you provided copies of identity documents certified by an Australian consular officer or Australian Diplomatic officer you do not need to provide original documents with your application.

Documents to be provided for each child included in the application

- A photograph of the child which has been signed on the back by an Australian citizen and inscribed with 'This is a true photograph of (child's name in full)'. The Australian citizen must have known the child for at least 12 months and belong to one of the professions or occupations listed on pages 1–2.

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

The signature must be in the same format on the declaration as on the application form.

- The child's full birth certificate showing details of parents.
- The child's passport or travel document.
- Any orders related to custody, guardianship or parental responsibility for a child.
- If a child included in the application was adopted, evidence of the adoption.
- 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.

If applying under 'Other Situations' (b) to (g) refer to form 1299i *How to apply for Australian citizenship by conferral*.

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

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**

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

Applicant details

1 Your full name

Family name

Given names

Date of birth / /

Address (home or business)

Present telephone numbers

Work

Home

Mobile

Transaction Reference Number
 (the number that you were given when you lodged your online application)

Details of the person who is making the proof of identity declaration

3 Family name

Given names

Address (home or business)

Present telephone numbers

Work

Home

Mobile

Profession or occupation group number

Continued on the next page ►

Proof of identity declaration

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

Family name

Given names

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

I have endorsed the back of his/her photograph.

Signature

Date / /

Declaration by applicant

- 4 Complete this declaration if you are the main applicant and are aged 16 years or over.
- I declare that the information I supplied in my online application form is complete, truthful and correct in every detail.
 - I authorise the Department of Immigration and Citizenship to make enquiries necessary and to disclose relevant information necessary to determine my eligibility for Australian citizenship.
 - 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
/	/	

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

- I declare that I am a 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 my child(ren)/adopted child(ren) 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.
- 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

Present telephone numbers

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

Note: 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 in relation to an application.

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