



Australian Government
Department of Immigration and Citizenship

Orphan Relative Visa (Offshore) (Subclass 117)

Application Document Checklist

This application document checklist details the information and supporting documents (personal, health and character) required to assist with the lodgement of a complete application with the department. Additional documentation may also be requested by the department.

Important: Original documents should not be provided unless requested. Please provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations.

See: [Booklet 2](#) *Child Migration*

Complete applications are likely to be processed more quickly. Incomplete applications may be delayed or, in some cases, refused.

More information to help you prepare your application is available.

See: [Information to Help Prepare Your Application](#)

After completing this checklist, please attach it to the front of the application.

Forms, fees and charges	✓
Form 47CH <i>Application for migration to Australia by a child</i> A completed form 47CH including details of all dependents.	
Form 40CH <i>Sponsorship for a child to migrate to Australia</i> A completed form 40CH from the child's sponsor	
Payment of the visa application charge See: Child Visa Charges	
Personal documents – sponsor	✓
Evidence that the sponsor is; an Australian citizen, an Australian permanent resident , or an eligible New Zealand citizen, such as: <ul style="list-style-type: none">certified copy of birth certificateAustralian passport or foreign passport containing evidence of permanent residencefor New Zealand citizens; evidence of length of residence in Australia and of continuing links with Australia. Evidence that the child's sponsor is normally settled in Australia.	

<p>Photocopies of one of the following documents to show the sponsor's employment during the last two years:</p> <ul style="list-style-type: none"> • Australian income and/or overseas tax assessment notice • a letter from the sponsor's employer confirming length of employment and annual salary • payslips • if the sponsor is self-employed or self-funded from other sources, business documents or a letter from your sponsor's accountant. 	
<p>If applicable: A statement from the sponsor regarding any other person for whom the sponsor has signed a maintenance order and/or an Assurance of Support</p> <p>This statement must:</p> <ul style="list-style-type: none"> • show the sponsor's relationship with this other person or persons • specify the dates of lodgement of any sponsorship or nominations (including any current sponsorship or nomination), maintenance guarantees or Assurances of Support. 	
<p>If the sponsored child is under 18 years of age, the sponsor must provide:</p> <ol style="list-style-type: none"> a) an Australian National Police Check, if the sponsor has spent a total of 12 months or more in Australia since turning sixteen years of age; or b) if not required to provide an Australian National Police Check, police certificates from each country in which the sponsor has spent a total of 12 months or more in the last 10 years since turning sixteen years of age. <p>See: National Police Checks Sponsor Eligibility Character Requirements Penal Clearance Certificates</p>	
<p>Personal documents - applicant</p>	✓
<p>If the child is applying in Australia, certified copies of the passport or travel documents the child used to enter Australia, and any passports held since then.</p>	
<p>Two recent passport size photographs (45mm x 35mm) of the child (four photos if health examinations have not been completed). These should be of the head and shoulders only, and should show the child facing the camera and against a plain background. Print the name of the child on the back of each photograph.</p>	
<p>A certified copy of the child's birth registration showing both parents' names. If a birth certificate is unavailable, a certified copy of the identification pages of at least one of the following documents must be provided:</p> <ul style="list-style-type: none"> • passport • family book showing both parents' names • identification document issued by the government • document issued by a court that verifies the child's identity. 	
<p>Documents to show the child's relationship to the sponsor, eg. Birth certificate of the child's parents and birth certificate of sponsor would indicate siblings' relationship.</p>	

<p>If one or both parents are dead, a death certificate or other official documentation to verify this.</p>	
<p>If one or both parents' whereabouts are unknown, evidence of how long they have been missing and what efforts have been made to contact or find them.</p>	
<p>If one or both parents are permanently incapacitated, evidence showing why they are unable to care for the child. For example, if a parent has a physical or mental illness which stops them from being able to care for the child, provide a medical report to verify this.</p>	
<p>If the child's name has been changed, a certified copy of evidence of the name change.</p>	
<p>If the child is aged under 18, one of the following must be provided:</p> <ul style="list-style-type: none"> • evidence that the law of the country in which the child resides supports the child's migration to Australia (for example a court order) • a statutory declaration from each person with a legal responsibility to the child stating that they have no objection to the child's migration <p>Note: where a non-migrating parent/ guardian has the legal right to determine where the child can live, please provide a statutory declaration from the non-migrating parent/ guardian granting permission for the child to migrate to Australia, together with a certified copy of the non-migrating parent's/ guardian's identification (for example, passport or driver's licence)</p> <ul style="list-style-type: none"> • an Australian court order supporting the child's migration. 	
<p>If the child has served in the armed forces of any country, certified copies of military service records, or discharge papers.</p>	