



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. You may also need to provide additional information and documentation after you have made your application if the department requires it.

More information about this visa is available.

See: [About this Visa](#)

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

You should ensure that you lodge a completed visa application. While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of the visa, a decision on the visa application may be made solely on the information provided at the time of application.

Note: The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

More information to help you prepare your application is available.

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

Important: Application requirements differ from one country to another. If you are applying outside Australia, you should contact your nearest departmental office and check exactly how to submit your application and what documents to provide.

See: [Immigration Offices Outside Australia](#)

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

Forms, fees and charges	✓
<p>Form 47CH <i>Application for migration to Australia by a child</i></p> <p>A completed form 47CH including details of all dependents.</p>	
<p>Form 40CH <i>Sponsorship for a child to migrate to Australia</i></p> <p>A completed form 40CH from the child's sponsor</p>	
<p>Payment of the visa application charge</p> <p>See: Child Visa Charges</p>	
Personal documents – sponsor	✓
<p>Evidence that the sponsor is; an Australian citizen, an Australian permanent resident , or an eligible New Zealand citizen, such as:</p> <ul style="list-style-type: none"> certified copy of birth certificate Australian passport or foreign passport containing evidence of permanent residence for New Zealand citizens; evidence of length of residence in Australia and of continuing links with Australia. <p>Evidence that the child's sponsor is normally settled in Australia.</p>	
<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 the following:</p> <ul style="list-style-type: none"> an AFP National Police Check, if the sponsor has spent a total of 12 months or more in Australia since turning 16 years of age 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 16 years of age. <p>See:</p> <p>Sponsor Eligibility</p> <p>AFP National Police Checks</p> <p>Character Requirements Penal Clearance Certificates</p>	

<p>If the sponsored child is under 18 years of age, and the sponsor has a spouse or de facto partner, that partner must provide the following:</p> <ul style="list-style-type: none"> • an AFP National Police Check, if the partner has spent a total of 12 months or more in Australia since turning 16 years of age • police certificates from each country in which the partner has spent a total of 12 months or more in the last 10 years since turning 16 years of age. <p>See: Sponsor Eligibility AFP National Police Checks 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>	