



**Australian Government**  
**Department of Immigration and Citizenship**

## **Partner Visa: Offshore Temporary and Permanent (Subclasses 309 and 100)**

### **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.

**Note:** You should use this checklist only if you are applying for a Partner (temporary) visa (Subclass 309). If you have already been granted a Partner (temporary) visa (Subclass 309), the department will send you a checklist when you are eligible to be considered for the Partner (permanent) visa (Subclass 100).

More information about this visa is available.

**See:** [About this Visa](#)

Do not provide original documents unless requested. You should provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations.

**See:** [Booklet 1](#) *Partner Migration*

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 You 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](#)

**Important:** Please do not undertake a health check unless requested to do so.

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

<b>Forms, fees and charges</b>	✓
A completed form 47SP. <b>See:</b> <a href="#">Form 47SP</a> <i>Application for migration to Australia by a partner</i>	
A completed form 40SP from your sponsor. <b>See:</b> <a href="#">Form 40SP</a> <i>Sponsorship for a partner to migrate to Australia</i>	
A completed form 47A for each dependant aged 18 years or over (if applicable). <b>See:</b> <a href="#">Form 47A</a> <i>Details of child or other dependent family member aged 18 years or over</i>	
Payment of the visa application charge. <b>See:</b> <a href="#">Partner Category Visa Charges</a>	
<b>Personal documents</b>	✓
Certified copies of the biographical data pages of passports or travel documents of all people included in your application.	
Documents to prove your identity – a certified copy of your birth registration showing both parents’ names. If you do not have a birth certificate and are unable to get one, you must provide a certified copy of the identification pages of at least one of the following documents: <ul style="list-style-type: none"> <li>• passport</li> <li>• family book showing both parents’ names</li> <li>• identification document issued by the government</li> <li>• document issued by a court that verifies your identity.</li> </ul> <p>If you are unable to provide one of these documents, you must provide other acceptable evidence that you are who you claim to be.</p>	
Four recent passport-size photographs (45mm x 35mm) of yourself and any other person included in this application. These should be of the head and shoulders only, and should show the person facing the camera and against a plain background. You should print the name of the person on the back of each photograph. <b>Note:</b> Only two recent passport-size photographs are required if you are applying in Australia.	
If you, your partner or anyone in your application is or has been married or in a registered relationship, certified copies of the marriage certificate(s) or relationship registration certificate(s).	
If you, your partner or anyone included in your application has been permanently separated, divorced or widowed, a certified copy of the statutory declaration/separation certificate, divorce decree absolute or the death certificate of the deceased partner (as appropriate).	

If you, your partner or anyone included in your application has changed his or her name (for example by marriage or deed poll), a certified copy of evidence of the name change.	
Certified copies of birth certificates or the family book, showing names of both parents, for all your children (including those who are already Australian citizens or Australian permanent residents).	
Certified copies of documents to verify custody and access arrangements, for children under 18 years of age unless it is the child of both you and your partner. <b>See:</b> <a href="#">Evidence of dependency</a>	
If any child included in your application is adopted, a certified copy of the adoption papers.	
Evidence of dependency for any dependent children aged 18 years or over or any other dependent relatives included in your application. <b>See:</b> <a href="#">Evidence of dependency</a>	
If you have served in the armed forces of any country, certified copies of military service records or discharge papers.	
Evidence that your relationship with your partner is genuine and continuing. <b>See:</b> <a href="#">Evidence of a genuine and continuing relationship</a>	
At least two statutory declarations from Australian citizens or permanent residents and who have personal knowledge of your partner relationship (such as a relative and a friend) and support your claim that the relationship is genuine and continuing. <b>See:</b> <a href="#">Form 888</a> <i>Statutory declaration by a supporting witness relating to a partner visa application</i>	
If you are applying on marriage grounds, you will need to provide a certified copy of your Marriage certificate.  If you were married in Australia, the certificate should be issued by the responsible state or territory registry office.	
If you are applying on de facto partner grounds you will need to provide one of the following: <ul style="list-style-type: none"> <li>evidence that your de facto relationship has existed for the entire 12 months before lodging your Partner visa application <b>See:</b> <a href="#">Fact Sheet 35</a> <i>One-year relationship requirement</i></li> <li>evidence of compelling and compassionate circumstances of why you are applying before the 12 months have passed (for example if you have children with your partner).</li> </ul>	
<b>Character documents</b>	✓
Include any results of character checks. <b>See:</b> <a href="#">Character and Penal Clearance Requirements</a>	
A completed form 80 (only if requested by the department). <b>See:</b> <a href="#">Form 80</a> <i>Personal particulars for character assessment</i>	

Personal documents – sponsor	✓
<p>Evidence that your sponsor is aged 18 years or older and is an Australian citizen, Australian permanent resident or eligible New Zealand citizen, such as:</p> <ul style="list-style-type: none"> <li>• certified copy of birth certificate</li> <li>• Australian passport or foreign passport containing evidence of permanent residence</li> <li>• evidence that your sponsor usually resides in Australia</li> <li>• for New Zealand citizens; evidence of length of residence in Australia and of continuing links with Australia.</li> </ul> <p>See: <a href="#">Sponsor Eligibility</a></p>	
<p>Photocopies of one of the following documents to show your sponsor's employment during the last two years:</p> <ul style="list-style-type: none"> <li>• Australian income and/or overseas tax assessment notice</li> <li>• a letter from their employer confirming length of employment and annual salary</li> <li>• payslips</li> <li>• if your sponsor is self-employed or self-funded from other sources, business documents or a letter from your sponsor's accountant.</li> </ul>	
<p>If applicable a statement from your sponsor regarding:</p> <ul style="list-style-type: none"> <li>• any other person they have previously sponsored or nominated for a Spouse, Partner, Prospective Marriage or Interdependency visa.</li> <li>• any other person for whom your sponsor has signed a maintenance order and/or an Assurance of Support.</li> </ul> <p>See: <a href="#">Fact Sheet 34 Assurance of Support</a></p> <p>This statement must:</p> <ul style="list-style-type: none"> <li>• indicate your sponsor's relationship with this other person or persons</li> <li>• when, why and how the relationship(s) ceased</li> <li>• specify the dates of lodgement of any sponsorship or nominations (including any current sponsorship or nomination), maintenance guarantees or Assurances of Support.</li> </ul> <p><b>Note:</b> If you are married to your partner and your partner is under 18 years of age, he or she cannot be your sponsor. If your partner is aged 16 or 17 years, he or she may be able to nominate an eligible sponsor. If applicable, you should contact your nearest office of the department to find out what further documentation is required by the department.</p>	