



**Australian Government
Department of Immigration and Citizenship**

**BUSINESS (SHORT STAY) VISA (SUBCLASS 456)
APPLICATION DOCUMENT CHECKLIST**

This document lists the information and supporting documents required to lodge a complete application. It also lists additional documents that you may need to provide depending on your individual circumstances.

You may also need to provide additional documentation on request from the department.

Important: 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.

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

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

DOCUMENTS REQUIRED TO SUBMIT A VALID APPLICATION	
FORMS AND FEES REQUIRED	Check Box
Form 456 <i>Application for a Business (Short Stay) visa (for a stay of up to 3 months)</i> A completed form 456.	
Visa application charge. See: Business visits visa charges	
Details of how you want your passport returned (if by post, include a passport sized envelope with your address and sufficient postage).	
PERSONAL DOCUMENTS	Check Box
Your passport and passports for accompanying family members included in the application.	

ADDITIONAL DOCUMENTS MAY BE REQUIRED	
PERSONAL DOCUMENTS	Check Box
Certified copies of birth certificates, showing names of both parents, for all persons included in the application.	
Two (2) recent passport sized photographs for each person included in your passport and travelling with you.	
HEALTH AND CHARACTER DOCUMENTS	Check Box
All applicants must meet character requirements. You may be asked to provide penal clearance certificates for each country you have resided in for 12 months or more over the last 10 years. See: Character and penal clearance requirements	
You may be asked to undergo medical and x-ray examinations. See: Health requirements	
Evidence of medical/travel insurance.	
FINANCIAL DOCUMENTS	Check Box
Evidence of sufficient funds (bank statements, letter from financial institution concerning your financial position).	
OTHER DOCUMENTS	Check Box
Evidence of your proposed business in Australia (letter of invitation, conference registration details, employment contract).	
Evidence that your business background is relevant to your proposed business in Australia. Examples: <ul style="list-style-type: none"> • evidence of educational qualifications • evidence of current employment position and your role during the visit • details of previous contacts with Australian business people or organisations • documentation indicating the company is an actively operating business (business registration certificate, annual report) 	
Evidence that there is a need for you to be in Australia for business. Examples: <ul style="list-style-type: none"> • letter from your employer detailing the reasons for your visit • letter of invitation from the host organisation in Australia • itinerary with contact details for the business parties involved 	