



Australian Government
Department of Immigration and Citizenship

Media and Film Staff Visa
(Subclass 423)

Nomination Document Checklist

This checklist is designed to assist you in submitting a complete nomination application which will help to minimise processing times. Please ensure the documents you submit cover your particular circumstances.

It is the responsibility of the nominator to provide a complete nomination application. While the department may ask you to provide more information in order to determine whether you meet the nomination criteria, a decision on the nomination application may be made solely on the information provided at the time of application.

Note: The nomination application fee will not be refunded if a decision is made to refuse the nomination application because the applicant did not satisfy the nomination criteria.

Please attach this checklist to the front of your application.

Forms, fees and charges	✓
A completed form 1379. See: Form 1379 <i>Nomination for an Entertainment visa or a Media and Film Staff visa</i>	
Full payment of the nomination fee. See: Specialist Entry Visa Charges	
Sponsorship approval status	✓
Provide evidence that the sponsorship application has been lodged and/or approved. Example: Sponsorship application ID number or sponsor approval letter.	
Media staff to represent overseas news organisation	✓
A statement of support, on letterhead, providing the following information: <ul style="list-style-type: none">• confirming the nominated person's assignment to Australia as an accredited representative (journalist, correspondent or reporter) of that news organisation• a brief description of the nature of the position• whether the organisation is already represented in Australia• evidence of the nominated person's membership of the appropriate professional body. Additional information required from overseas news organisations that are currently represented in Australia: <ul style="list-style-type: none">• evidence that there is no suitable person who is capable of doing, and available to do, the work proposed for the nominated person.	
Documentary program or commercial	✓

<p>A statement of support, on letterhead, providing the following information:</p> <ul style="list-style-type: none"> • the proposed subject matter and locations in Australia • the purpose for which the film/videotape is to be used, and in particular, whether it is intended for use in Australia • the number of personnel who will be hired and their occupations • that there is no suitable person in Australia who is capable of doing, and available to do, the work. 	
<p>Details of the nominated position</p>	<p>✓</p>
<p>Provide the following details about the position nominated:</p> <ul style="list-style-type: none"> • job title and position • duty statement and responsibilities • other information about the position • statement of essential skills and qualifications required for the position • employment experience required for the position (including number of years of experience required) • weekly hours of employment or activity • details of any salary or allowances. 	
<p>Details of the nominated person</p>	<p>✓</p>
<p>Provide details about the nominated primary applicant, including:</p> <ul style="list-style-type: none"> • name • date of birth • passport number • current address • contact details • their experience and qualifications. 	
<p>Provide details about all secondary applicants, including:</p> <ul style="list-style-type: none"> • names • dates of birth • relationship to the primary applicant • passport numbers • current addresses • contact details. 	