



**AUSTRALIAN EMBASSY, HANOI
AUSTRALIAN CONSULATE-GENERAL,
HO CHI MINH CITY**

AUSTRALIAN CITIZENSHIP BY DESCENT – APPLICATION CHECKLIST

Please note that **all** foreign language documents (original or certified copies) submitted with your application need to be accompanied by a **certified English language translation**.

Processing times: <http://www.border.gov.au/about/access-accountability/service-standards>

Please print this checklist and attach it to your application

PART ONE: INFORMATION REQUIRED FROM/ABOUT THE <u>APPLICANT</u>	✓
Form 118: Application for Australian citizenship by descent. Completed and signed by or on behalf of the applicant by their responsible parent. See: http://www.border.gov.au/Forms/Documents/118.pdf	
Evidence that the Application Charge has been paid (include your receipt with your application) Information on our current charges can be obtained from our website. See: http://www.border.gov.au/Trav/Citi/Apl/Application-fees-forms-and-appeals	
One (1) passport sized photograph of the applicant (<i>photograph should not be more than 3 months old</i>). Please note that this photograph needs to be endorsed with the words 'This is a true photograph of applicant name' by the same person that signed the proof of identity declaration in the application form.	
The original full birth certificate of the applicant. Australian citizenship by descent certificates will list the child's name in this order: first name; middle name; surname. Please provide a statement with your application if you prefer the Australian citizenship certificate to be issued in a different name order.	
A certified copy of a passport or other identity document of the applicant (if relevant).	
If the applicant is aged 17 years or under and their guardian is not a biological parent: a. Certified copy of guardianship issued by the local authorities.	
If the applicant is aged 16 years or over: a. A certified copy of their National Identity Card. b. An original Curriculum Vitae certified by the local People's Committee.	
If the applicant is aged 18 years of over: Original Police Certificates from any country that the applicant have spent a cumulative time of 12 months or more in, over the last ten (10) years, including the applicant(s) current country of residence. Important please obtain the Police Certificate(s) specified at this link, we will not accept any other type of Police Certificate: http://www.border.gov.au/Trav/Visa/Char	

PART TWO: INFORMATION REQUIRED IF THE <u>BIOLOGICAL MOTHER</u> IS AN AUSTRALIAN CITIZEN	
<p>Evidence of your Australian citizenship, such as:</p> <ul style="list-style-type: none"> a. A certified copy of your full Australian birth certificate; b. A certified copy of your Australian citizenship certificate; c. A certified copy of the bio-data page of your Australian passport. <p>If you have changed your name, you will also need to provide evidence of name change.</p>	
PART THREE: INFORMATION REQUIRED IF THE <u>BIOLOGICAL FATHER</u> IS AN AUSTRALIAN CITIZEN	
<p>Evidence of your Australian citizenship, such as:</p> <ul style="list-style-type: none"> a. A certified copy of your full Australian birth certificate; b. A certified copy of your Australian citizenship certificate; c. A certified copy of the bio-data page of your Australian passport. <p>If you have changed your name, you will also need to provide evidence of name change.</p>	
<p>Certified copies of the relevant pages in your Australian passport to demonstrate entry and exit from Vietnam, from the time the child was conceived, until the present.</p>	
<p>If your details are not included on the birth certificate of your child, then please provide:</p> <ul style="list-style-type: none"> a. A certified copy of the Decision to Acknowledge Recognition of the Child; and if relevant b. A certified copy of your Temporary Residence Certificate (Confirmation) for Vietnam. 	
<p>If you are currently married to the biological mother of the child:</p> <ul style="list-style-type: none"> a. A certified copy of the full Marriage Certificate. 	
<p>Optional: further documentary evidence of:</p> <ul style="list-style-type: none"> a. parent's relationship/contact prior to child's birth, b. evidence that parties spent time together during child's conception, c. evidence of father's involvement in child's life after child was born. <p>Documents provided could include but are not limited to photos on (CD preferred), money transfer receipts, temporary household registration for father during visits, phone records, other.</p>	
Other Information	
<p>Deoxyribonucleic acid (DNA) testing</p> <p>Depending on evidence provided with the application, we may invite you to undergo Deoxyribonucleic acid (DNA) testing to establish the biological relationship between you and your child.</p> <p>Further information on the requirements for DNA testing can be found on the website of the Department of Immigration and Border Protection. See: http://www.border.gov.au/Forms/Documents/1259i.pdf</p> <p>Important: Please do not undergo DNA testing, unless we request that you do so. If you are required to undertake this testing, we will contact you <u>after</u> you have lodged your application.</p>	
<p>Australian passports</p> <p>Once your child has been registered as an Australian citizen by descent, it is preferable that they travel to Australia on an Australia passport. Information on the requirements for obtaining an Australian passport can be found on the website of the Department of Foreign Affairs and Trade.</p> <p>See: www.passports.gov.au/Web/index.aspx</p>	

FURTHER INFORMATION AND DETAILS ON LODGING YOUR VISA APPLICATION:

VIETNAM

City	Location & Contact Details	Hours of Operation (operated by VFS)
<u>Hanoi</u>	Australian Visa Application Centre Vinafor Building (Level 11) 127 Lo Duc Street, Dong Mac Ward Hai Ba Trung District Call Centre: 1900636188 (local call charge) Email: info.auvi@vfshelpline.com Website: www.vfsglobal.com/australia/vietnam	You will need to call or email the Australian Visa Application Centre to make an appointment before you lodge your visa or citizenship application.
<u>Ho Chi Minh City</u>	Australian Visa Application Centre Resco Tower (Level 2) 94 – 96 Nguyen Du Street District 1 Call Centre: 1900636188 (local call charge) Email: info.auvi@vfshelpline.com Website: www.vfsglobal.com/australia/vietnam	Application Lodgement (<i>by appointment</i>) Monday to Friday, 8:30am - 3pm Document Collection Monday to Friday, 8:30am - 5pm

LAOS

City	Location & Contact Details	Hours of Operation
<u>Vientiane</u>	Australian Embassy Visa & Citizenship Office KM 4, Thadeua Road, Watnak Telephone: +856 2 135 3800 Email: immigration.vientiane@dfat.gov.au Website: www.laos.embassy.gov.au/vtan/Visas_and_Migration.html	<u>Telephone Enquiries</u> <u>Monday to Friday</u> <u>1:30pm – 4pm</u> Application lodgement Monday, Wednesday and Friday: 9:00am – 12noon

Where can I get more information on Australian citizenship?
See: <http://www.border.gov.au/Trav/Citi>