



Australian Government

Department of Immigration
and Citizenship

Application for Australian citizenship

General eligibility

Form
1300t

This information is provided to help you complete the application form and guide you through the application process.

Important – Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

There are 10 steps in the citizenship application process.

- Step 1** Eligibility – ensure that you meet the eligibility criteria
- Step 2** Residence requirement – check that you meet the residence requirement
- Step 3** Read the citizenship test resource book *Australian Citizenship: Our Common Bond* for the information you need to prepare for the citizenship test
- Step 4** Original documents – gather your original documents and have copies certified
- Step 5** Complete your application form
- Step 6** Lodge your application form with your nearest office of the Department of Immigration and Citizenship (the department)
- Step 7** Attend your citizenship appointment – bring your original documents
- Step 8** Citizenship test – at your citizenship appointment, sit the citizenship test
- Step 9** Notification – receive notification of the department's decision
- Step 10** Citizenship ceremony – attend a citizenship ceremony and make the pledge

You must be in Australia when the department makes a decision about your application except in certain, limited circumstances described in Step 2 – Residence requirement.

Integrity of application

The department is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you provide us with fraudulent documents or claims, this may result in processing delays and possibly your application being refused.

Home page **www.citizenship.gov.au**

Citizenship
Information Line Telephone **131 880** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Step 1 – Eligibility

You should use this form if you meet the general eligibility criteria for Australian citizenship, that is, you:

- are aged 18 years or over and under 60
- are a migrant who is a permanent resident
- satisfy the residence requirement (see Step 2)
- are likely to reside, or to continue to reside, in Australia or to maintain a close and continuing association with Australia, and
- are of good character.

The *Citizenship Wizard* on the citizenship website can help you check your eligibility.

New Zealand citizens

Special eligibility conditions apply for New Zealand citizens who arrived in Australia before 26 February 2001 (see *New Zealand citizens* on page 8).

Children

Children under 16 years of age can be included on a responsible parent's application form. They are also able to apply in their own right by completing form 1290 *Application for Australian citizenship – Other situations* which must be signed by a responsible parent.

The *Australian Citizenship Act 2007* defines responsible parent in relation to a child as:

- a parent, unless that parent does not have parental responsibility because of orders made by the Family Court of Australia, or
- any person having responsibility over the child because of an order made by the Family Court, or
- any person who has guardianship or custody of the child under an Australian law or a foreign law, whether because of adoption, operation of law, an order of a court or otherwise.

Children 16 or 17 years of age will need to complete their own application using form 1290 *Application for Australian citizenship – Other situations*.

Step 2 – Residence requirement

The residence requirement is based on the time you have lived in Australia and the time you have spent outside Australia. The *Residence Requirement Calculator* on the citizenship website can help you calculate whether you meet this requirement.

General residence requirement

Permanent residents must:

- have been living in Australia on a valid Australian visa for 4 years immediately before applying which must include the last 12 months as a permanent resident, and
- **not** have been absent from Australia for more than one year in the past 4 years, including no more than 90 days in the year before applying.

Special residence requirements

Special residence requirements may apply to you if:

- you are seeking to undertake activities that are supported by particular organisations, such as the Australian Olympic Committee, or
- you have been engaged in particular kinds of work for a total of 2 in the past 4 years, that required you to travel outside Australia.

Additional documents are required to apply for either of these special residence requirements.

For more information see *Special residence requirements applicants* on page 8.

Note: If you have spent time in prison or a psychiatric institution by order of a court in the 4 years immediately before making your application, that time during which you were confined cannot be counted as residence in Australia.

Relevant Defence Service

You meet the residence requirement if you:

- have served 90 days in the permanent forces of the Commonwealth of Australia, or
- have served 6 months (130 full attendance days) in the navy, army or air force reserve of the Commonwealth of Australia, or
- were discharged from defence service as medically unfit for service as a result of that service.

Ministerial discretions

There are a number of ministerial discretions which may be applied to an application to assist a person to meet the residence requirement for conferral of Australian citizenship.

1. If you were in Australia as an unlawful non-citizen during the 4 years immediately before making your application and it was as the result of an administrative error, then that period of time may be treated as a period of lawful residence in Australia.
2. If you were in Australia as a lawful non-citizen but not as a permanent resident as the result of an administrative error, then that period of time may be treated as a period of permanent residence.
3. If you were in Australia as a lawful non-citizen, but not as a permanent resident, then that period of time may be treated as a period of permanent residence if you would otherwise suffer significant hardship or disadvantage.
4. Time spent in prison or a psychiatric institution by order of a court in the 4 years immediately before making your application may be counted as time in Australia if your conviction has been quashed.
5. If you are the spouse or de facto partner of an Australian citizen, or are the surviving spouse or partner of an Australian citizen at the time you make your application, you may treat periods of time spent outside Australia as a permanent resident as time in Australia if your spouse or de facto partner was an Australian citizen during those periods of absence and you can demonstrate that you maintained a close and continuing association with Australia during those periods of absence.

6. If you spent time outside Australia, are a permanent resident, hold an interdependent visa and your interdependent partner was an Australian citizen during your periods of absence, you may treat those periods of absence as time in Australia if you had a close and continuing association with Australia during those periods of absence for the purposes of meeting the 12 months permanent residence requirement.

You will need to provide documents to support your claims at the time you lodge your application.

Step 3 – Read the citizenship resource book

The citizenship test resource book *Australian Citizenship: Our Common Bond* provides you with information you will need to prepare for your citizenship test. To download a copy of the citizenship test resource book, please visit the citizenship website at www.citizenship.gov.au or to order a copy, call the Citizenship Information Line.

Step 4 – Original documents

You will need to provide the department with a range of documents to prove that you are who you say you are and to establish you have not had any serious criminal convictions. These documents are called **proof of identity** and **good character** documents.

When applying for a Ministerial discretion to enable you to meet the residence requirement or concession fees, you will need to provide additional documents – these are called **supporting documents**.

You must provide original documents at your citizenship appointment. If you have to get documents from overseas this can take time.

You will not be able to complete the application process without these documents.

Translations and certified copies

If your documents are not in English, you must provide official translations. In Australia, you must use translators accredited by the National Accreditation Authority of Translators and Interpreters. For more information, see www.naati.com.au

Certified copies of original documents must be attached to your application. These copies must be certified by a person with the appropriate authority. See *Identity declarations – list of professions* on page 9 for people who may certify documents.

If you are outside Australia when applying, contact the Australian diplomatic mission in the country that issued the documents for advice on acceptable translators, and who can certify your original documents.

Proof of identity

Applicants 18 years of age or over

You must provide documents to prove your identity and the identity of all children included in your application.

For yourself, you must provide the following documents.

- Three original documents that collectively show your:
 - photograph
 - signature
 - current residential address
 - date of birth, birth name, gender and any changes of name.
- Part E – Identity declaration* completed by a person with the appropriate authority.

If you do not provide these documents, your application will not be accepted and will be returned to you.

Children

If you are including children under 16 years of age in your application, you must provide the following:

- Proof of identity documents that show a:
 - birth name and date of birth
 - photograph and current name.
- Part E – Identity declaration* completed by a person with the appropriate authority.

The checklist below will help you identify suitable documents. If you have difficulty finding suitable documents please call the Citizenship Information Line.

Proof of identity checklist

Attach certified copies of relevant documents to your application. Bring the original documents to your appointment.

Applicants 18 years of age or over

A current document with your photograph and/or signature

An Australian driver's licence, or	<input type="checkbox"/>
A passport, or	<input type="checkbox"/>
A United Nations High Commissioner for Refugees (UNHCR) document, or	<input type="checkbox"/>
A national identity card, or	<input type="checkbox"/>
Another document containing a signature and photograph, eg. an air crew identity document, seafarer identity document, military identity document or student card	<input type="checkbox"/>
Document for travel to Australia (DFTTA)	<input type="checkbox"/>

Evidence of your current residential address

A utilities notice eg. electricity, gas or water bill, bank notice or	<input type="checkbox"/>
Rental contracts or rates notice	<input type="checkbox"/>

Evidence of your date of birth, birth name and any changes of name

A full birth certificate	<input type="checkbox"/>
Evidence of links between present and previous names, for example a marriage or divorce certificate, if applicable	<input type="checkbox"/>
A certificate issued by an Australian Registry of Births, Deaths and Marriages as evidence of other changes of name, if applicable	<input type="checkbox"/>

Evidence of your identity in the community

One passport-sized photograph and identity declaration signed by an Australian citizen with the appropriate authority	<input type="checkbox"/>
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Evidence of when you first arrived in Australia and your present country of citizenship

Current and previous passport, or	<input type="checkbox"/>
Travel document with visa such as a Document for Travel to Australia, PLO56 (M56), Titre de Voyage	<input type="checkbox"/>

Children

The following documents are required for all children under 16 years of age

A full birth certificate or family register containing parent's details	<input type="checkbox"/>
Passport or travel document	<input type="checkbox"/>
Evidence of links between birth name and current name, if applicable	<input type="checkbox"/>
One passport-sized photograph and identity declaration signed by an Australian citizen with the appropriate authority	<input type="checkbox"/>

Identity declaration

Applicants 18 years of age or over

As well as your proof of identity documents, you will need to provide an identity declaration and an endorsed passport-sized photograph of yourself.

The **identity declaration** must be completed and signed by an Australian citizen who:

- has known you for at least one year and belongs to a profession on the list on page 9, **and**
- is not related to you by birth, marriage or de facto partnership, **and**
- is easy to contact by telephone during normal working hours.

The person who signs the declaration must also write on the back of your photograph the words: *This is a true photograph of (your full name)* and sign the back of the photograph using the same signature as on the declaration.

The photograph should be carefully attached to the front of the application form without obscuring the image, or you can place the photograph in a plastic sleeve or envelope and staple it to the form.

The photograph must be:

- no more than 6 months old
- a full-face view of your head and shoulders (untinted prescription glasses can be worn – a photograph that shows facial features only is acceptable if you wear a head covering for religious reasons)
- of good quality, in colour, against a plain, light coloured background (laser copies are not acceptable).

Note: If you are outside Australia when applying you can have the identity declaration completed by a citizen of your country of residence who has known you for at least one year and belongs to a profession on the list on page 9.

Children

You will need to provide an identity declaration and endorsed photograph for each child in your application.

If you have more children than the space on the application form allows, please use form 1195 *Identity declaration* for each child.

The declaration and photograph should be signed by an Australian citizen who has known your child for at least one year and belongs to a profession on the list on page 9.

In the case of children under 6 years of age, if no Australian citizen has known them for one year, then the declaration can be signed by someone who has known them for less than one year and belongs to a profession on the list on page 9.

The photograph of each child should be individually attached to the front of the application form without obscuring the image, or you can place the photographs in a plastic sleeve or envelope and staple it to the form.

Circumstances when an application cannot be approved

If any of the following circumstances apply to you your application for conferral of Australian citizenship cannot be approved:

- your identity cannot be verified.
- if you are not in Australia at the time of decision on your application. (If you have an Australian citizenship spouse or partner the decision maker **may** use a discretion to approve your application when you are outside Australia.)
- if you are in prison or a psychiatric institution by order of the court at the time of decision.
- when proceedings for an offence against an Australian law (including proceedings by way of appeal or review) are pending.
- when it is less than 2 years since you were released from prison after serving a prison sentence of 12 months or more, or 10 years if you are a repeat offender.
- you are subject to certain conditions set by an Australian court (such as being released on parole, good behaviour or bail) where action may be taken against you for breach of those conditions.
- if there is an adverse or qualified security assessment in place in relation to you.
- if you have been convicted of a national security offence.
- if you have been convicted of an offence against an Australian or a foreign law for which you served a period of imprisonment of at least 5 years.
- if it is less than 12 months since you last ceased to be an Australian citizen.

Good character

If you are 18 years of age or over, you will need to show that you are of good character.

Convictions

You must tell the department about any convictions you may have had in Australia or overseas.

A conviction is a criminal charge leading to a guilty verdict in a court of law resulting in imprisonment or a fine or good behaviour bond. A traffic infringement, such as an on-the-spot speeding or parking fine is not considered a conviction.

If any of the above apply to you at the time you lodge your application please call the Citizenship Information Line.

Spent convictions

You must declare spent convictions in your application.

The spent convictions law allows people with minor convictions to disregard those convictions after a certain period of time. A conviction may be considered spent if:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders), **and**
- the person was not sentenced to imprisonment for more than 30 months, **and**
- the person has not re-offended during the 10 years (or 5 years for juveniles) period, **and**
- a statutory or prescribed exclusion does not apply.

The department is allowed to ask you for this information for the purpose of assessing your application.

Overseas penal clearance certificates

Overseas penal clearance certificates, or police checks as they are known in some countries, show whether a person has a criminal record.

You may need to supply an overseas penal clearance certificate as part of your documentation if you are 18 years of age or over.

When to provide overseas penal clearance certificates

Penal clearance certificates from overseas countries are required if:

- you lived or travelled outside Australia since the age of 18 years or over, **and**
- you held a permanent Australian visa at that time, **and**
- the total time spent outside Australia added up to 12 months or more, **and**
- the time spent in any one country was more than 90 days, **or**
- requested by the department.

You will need overseas penal clearance certificates from each country where you spent more than 90 days.

In addition, **New Zealand citizens who do not hold a permanent visa**, must provide a penal clearance certificate from New Zealand if they have left Australia since the age of 18, irrespective of destination or the amount of time spent overseas. For more information contact the Citizenship Information Line.

Information about where to obtain an overseas penal clearance certificate by country can be obtained from the citizenship website or contact the Citizenship Information Line.

Supporting documents

Documents supporting your application are required for a variety of reasons, such as:

- to request a Ministerial discretion to enable you to meet the residence requirement
- to provide evidence that your spouse or partner is an Australian citizen
- to provide evidence that you are the responsible parent of children included in your application
- to claim fee concessions (form 1298i *Citizenship fees* provides a list of fees and concessions).

The following checklist provides a list of supporting documents commonly required. Attach certified copies of relevant documents to your application. Bring original documents to your appointment.

You may be required to provide additional documents to those listed.

If you are overseas when you are applying, you should check the website of the nearest overseas Australian immigration office for more information before posting your application to Australia.

Evidence for residential exemptions

A letter or discharge papers from the Australian Defence Force or Australian Reserve Force specifying service dates	<input type="checkbox"/>
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Evidence for Ministerial discretions

<i>Discretions 1 and 2</i> Evidence of a departmental administrative error affecting your lawful or permanent residence status	<input type="checkbox"/>
<i>Discretion 3</i> A statement to support the claim that you would suffer significant hardship or disadvantage if a variation to the residence requirement were not granted	<input type="checkbox"/>
<i>Discretion 4</i> Evidence from a court that your convictions have been quashed	<input type="checkbox"/>
<i>Discretion 5</i> Evidence of the Australian citizenship of your living or deceased spouse or partner, (for example birth certificate, citizenship certificate or passport) and evidence of your relationship, such as a marriage certificate for spouse relationships, or joint utilities accounts, joint bank accounts, joint tenancy agreements, or joint mortgage agreements for de facto relationships and a statement explaining the reasons why you were both overseas, such as a letter from an employer and evidence of travel and evidence that you had a close and continuing association with Australia during the period of absence Death certificate, if applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Discretion 6</i> Evidence of the Australian citizenship of the person with whom you have an interdependent relationship and your close and continuing association with Australia during periods of absence and a statement explaining the reasons why you were overseas	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Evidence for fee concessions

Evidence of the need for a fee concession. For example an eligible Centrelink Pension card, Health Care card or Department of Veterans' Affairs card. Please refer to form 1298i <i>Citizenship fees</i> on the website for the list of eligible concession cards for a fee concession	<input type="checkbox"/>
A letter from the Child Migrants Trust as evidence of arrival as part of the Commonwealth Child Migration Scheme, for example a letter from the Child Migrant's Trust	<input type="checkbox"/>

Evidence of residence — New Zealand and British migrants

For New Zealand citizens who were not in Australia on 26 February 2001 and held a Special Category visa, a Centrelink certificate stating that you were residing in Australia at a particular time	<input type="checkbox"/>
If you are a British subject who does not have evidence of entry to Australia and you arrived before 1 January 1975, evidence of residence is required, for example employment, taxation and school records. The National Archives of Australia can help with documents pre-1974, call 1300 886 881	<input type="checkbox"/>

Evidence for the special residence requirement

If you are seeking to engage in activities that are supported by particular organisations including the Australian Olympic and Paralympics committees, Tennis Australia or a federal government agency, a letter of support detailing your participation is required	<input type="checkbox"/>
If you have been engaged in particular kinds of work requiring regular travel outside Australia, evidence from an employer that shows you worked as a member of a crew of a ship or aircraft or worked on resources or sea installations for a total of 2 years in the past 4 years is required	<input type="checkbox"/>
Proof that although you have spent periods of time overseas, your home has been in Australia. Examples of proof may include the presence of a spouse or children in Australia, evidence of property, tenancy agreements, rates notices or income tax payments	<input type="checkbox"/>

Documents relating to children

Any orders relating to the custody, guardianship or parental responsibility for your child, if applicable	<input type="checkbox"/>
Evidence of adoption of your child, if your child was adopted overseas	<input type="checkbox"/>

Step 5 – Complete your application form

Please use a pen, and write neatly in English using BLOCK LETTERS. Corrections made with liquid paper are not acceptable.

Part A – Your details – Part A requires you to provide your personal details and show that you satisfy the residence requirement.

If you change address during the application process you must tell the department your new address. See form 929 *Change of address and/or passport details*.

Part B – Your children – Children under 16 years of age can be included in a parent's application providing that parent has responsibility for them, or legal custody.

Children 16 or 17 years of age will need to complete their own application using form 1290 *Application for Australian citizenship – Other situations*.

Part C – Your parents – Part C requires you to provide the personal details of both your parents (or adopted parents, if applicable) including whether they have been known by any other names.

Part D – Proof of identity – Part D requires you to list the documents you are providing to prove your identity.

Part E – Identity declaration – Part E is **not** to be completed by the applicant. See page 4 for information about who should complete the *Identity declaration* and sign the back of the photograph.

Part F – Good character – If you are 18 years of age or over, you will need to show that you are of good character. See page 4 for information about this part of the application.

Part G – Supporting documents – Part G requires you to list any supporting documents you are providing with your application.

Part H – Nomination of representative – Part H allows you to nominate another person who can make enquiries about your application on your behalf. Make sure you sign the authorisation at Part H if you want this to happen.

Part I – Preference for ceremony – Part I allows you to choose between 2 citizenship pledges.

Pledge 1 From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Pledge 2 From this time forward,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

Part J – Proposed overseas travel – It is important that you notify the department of any proposed overseas travel while your application is being processed.

Part K – Payment details – If you want to claim a fee exemption or concession you should indicate this in Part K. You will need to provide documents to support your claim.

To make a payment, please pay by credit card, debit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Debit card and credit card are the preferred methods of payment.

Outside Australia – Only credit card payments or Australian dollars (AUD) bank cheques are accepted.

Part L – Declaration – Carefully read and make sure you understand the terms of this declaration before signing it.

Step 6 – Lodge your application form

Completed application forms can be lodged online or posted to the department. When your application is received, you will be provided with a date and time for your citizenship appointment.

Lodge your application online

Online applications are lodged through the website www.citizenship.gov.au before you attend your citizenship appointment.

Children under 16 years of age may be included in the online application of a responsible parent.

Generally, you can make an application online if you:

- are a permanent resident
- are in Australia
- are over 18 years of age
- are not part of the Australian Defence Forces
- have travelled in and out of Australia since July 1990
- are not applying for a concession or exemption
- are not applying for a residence discretion or exemption.

You must provide a separate form 1195 *Identity declaration*. You can download and print this form from the website.

If you lodge your application online you must bring the following to your citizenship appointment for yourself and any children included in your application:

- form 1195 *Identity declaration* with one current endorsed photograph. This form is completed, and the photograph endorsed by a person with the appropriate authority. See *Identity declarations – list of professions* on page 9
- originals of the documents you have listed in *Part D – Proof of identity*
- originals of other supporting documents, if required.

Lodge your application by post

Applications for Australian citizenship can be posted to your nearest office of the department. See page 10 for contact details.

If you lodge your application by post you must include certified copies of original documents with your application. Do not post original documents with your application.

You must bring the following to your citizenship appointment for yourself and any children included in your application:

- originals of the documents you have listed in *Part D – Proof of identity*
- originals of other supporting documents, if required.

Applicants outside Australia

If you are outside Australia, your application must be lodged by mail with certified copies of documents. The fee must be paid by credit card or Australian dollars (AUD) bank cheque only. See page 10 for the mailing address for applications posted outside Australia.

Step 7 – Attend your citizenship appointment

Take your original documents to your citizenship appointment.

At your appointment an officer of the department will confirm your eligibility for Australian citizenship, check your original documents, verify your identity and ensure you have satisfied all the requirements.

You should allow about 2 hours for your appointment.

Your application may be refused if you do not attend your appointment.

Checklist

This checklist will help ensure that you have everything you need for your citizenship appointment.

For you

Proof of identity documents (<i>Step 4</i>)	<input type="checkbox"/>
Overseas penal clearance certificates, if applicable (<i>Step 4</i>)	<input type="checkbox"/>
Supporting documents as necessary (<i>Step 4</i>)	<input type="checkbox"/>
If you applied online: <ul style="list-style-type: none"> • one passport-sized photograph and identity declaration, signed by an Australian citizen with the appropriate authority (<i>Step 4</i>) • original documents 	<input type="checkbox"/> <input type="checkbox"/>

For each child on your application

Travel documents or passports, if they are not on your passport	<input type="checkbox"/>
A full birth certificate or family register containing parent's details	<input type="checkbox"/>
Parenting orders or adoption papers, if applicable	<input type="checkbox"/>
If you applied online: <ul style="list-style-type: none"> • one passport-sized photograph and identity declaration, signed by an Australian citizen with the appropriate authority (<i>Step 4</i>) • original documents 	<input type="checkbox"/> <input type="checkbox"/>

Your appointment confirmation letter will provide further information.

We strongly advise that you keep a copy of your application and all attachments for your records.

Step 8 – Citizenship test

You will be able to sit a citizenship test after your documents have been checked at your appointment. The citizenship test resource book *Australian Citizenship: Our Common Bond* provides you with the information you need to prepare for the test.

Help with the test

People with a disability

If your disability means you are unable to read the computer screen, or use a computer mouse, our staff will provide you with assistance to complete the test.

People with low levels of English literacy skills

It is expected that most people will need to be able to speak and read basic English to complete the citizenship test without assistance. If you have problems with reading in English, our staff will provide assistance by reading the questions and possible answers to you.

To be eligible for this assistance, you will need to have completed at least 400 hours of English language tuition under the Adult Migrant English Programme (AMEP).

Step 9 – Wait to receive notification

Service standard

The department endeavours to decide 80% of applications within 60 calendar days. If a complete application is submitted with all required documentation, the application can be decided well within this timeframe.

You must tell the department if you change your address, and in some circumstances your application cannot be approved if you are outside Australia.

If your application is refused

If your application is refused you may have the right to ask for the decision to be reviewed by the Administrative Appeals Tribunal (AAT). Your letter of notification will advise you where you can lodge an application for review. You should lodge your application with the AAT as soon as possible.

Step 10 – Attend a citizenship ceremony

After you have received notification that your application has been successful you will need to attend a citizenship ceremony and make a pledge of commitment to complete the process of becoming an Australian citizen.

Usually, you will be contacted within 3 months about attending a citizenship ceremony.

If your children are under 16 years of age, they are not required to make the pledge but are welcome to attend a ceremony. They will become Australian citizens when you make the pledge.

You must attend your citizenship ceremony within 12 months of your application being approved otherwise the decision to approve your application for citizenship may be cancelled.

If you have not been contacted about attending a citizenship ceremony within 6 months, please call the Citizenship Information Line for advice.

Passports and travel

You will be able to apply for an Australian passport once you have attended a ceremony and made the pledge. For information on Australian passports visit www.passports.gov.au You should travel out of and into Australia on your Australian passport.

New Zealand citizens

Not all New Zealand citizens are permanent residents. To be eligible to apply you must:

- hold a permanent resident visa, or
- have been in Australia on 26 February 2001 on a Special Category visa (SCV), or
- have spent a period(s) totalling 12 months in Australia on a SCV in the 2 years immediately before 26 February 2001, or
- have a Centrelink certificate issued prior to 26 February 2004 stating that you were residing in Australia at a particular time.

Children of New Zealand citizens

If your children were born in Australia, they may already be Australian citizens if they were:

- born in Australia and reached 10 years of age having lived in Australia most of their life, or
- born in Australia on or after 27 February 2001 and you held an Australian permanent resident visa or were present in Australia on 26 February 2001 as the holder of a SCV, or
- born in Australia between 1 September 1994 and 26 February 2001 and you held a permanent visa or a SCV, or
- born in Australia between 26 January 1949 and 19 August 1986 and you were a New Zealand citizen, unless you or your spouse were entitled to diplomatic privileges.

Eligible New Zealand citizens will still have to meet the residence requirement, Step 2 of the application process.

Special residence requirements applicants

You may apply for Australian citizenship under one of the following special residence categories if you meet all other eligibility criteria for citizenship by conferral including sitting for the citizenship test and the good character requirements, if you satisfy the following requirements.

1. You are seeking to engage in activities that are supported by particular organisations, such as the Australian Olympic and Paralympics committees, Tennis Australia or a federal government agency.

To be residentially eligible you must have been a permanent resident for the 2 years immediately before making the application. During that 2 year period you must have been lawfully present in Australia for at least 180 days, including 90 days in the 12 months immediately before making the application.

2. You have been engaged in particular kinds of work requiring regular travel outside Australia.

To be residentially eligible you must have held a valid Australian visa for 4 years, immediately before applying, including one year as a permanent resident immediately before applying.

You must also have been living in Australia for a total of 480 days during the 4 years before you apply, with at least 120 days of that time in the year immediately before your application.

Applications must include supporting documents. See checklist *Evidence for the special residence requirement* on page 6.

The special residence requirement cannot be used in conjunction with Ministerial discretions 3, 5 and 6. Children under 16 may be included in your application. See *Step 2 – Residence requirement* on page 1.

Applicants can apply for citizenship and be approved when outside Australia.

Identity declarations – list of professions

People from the following list of professions and occupations can certify copies of original documents, complete identity declarations and endorse photographs. They must:

- be an Australia citizen, **or**
- a citizen of your country of residence if no Australian citizen is known to you **and** you are applying overseas

AND

- have known you for at least one year
 - not be related to you by birth, marriage or de facto partnership
 - be easy to contact by telephone during normal working hours.
1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
 2. Bailiff
 3. Bank officer with 5 or more years of continuous service
 4. Building society officer with 5 or more years of continuous service
 5. Chiropractor (licensed or registered)
 6. Clerk of court
 7. Commissioner for Affidavits
 8. Commissioner for Declarations
 9. Credit union officer with 5 or more years of continuous service
 10. Dentist (licensed or registered)
 11. Fellow of the National Tax Accountants' Association
 12. Finance company officer with 5 or more years of continuous service
 13. Judge of a court
 14. Justice of the peace
 15. Legal practitioner (licensed or registered)
 16. Magistrate
 17. Marriage celebrant licensed or registered under Sub-division C of Division 1 of Part IV of the *Marriage Act 1961*
 18. Master of a court
 19. Medical practitioner (licensed or registered)
 20. Member of Chartered Secretaries Australia
 21. Member of Engineers Australia, other than at the grade of student
 22. Member of the Association of Taxation and Management Accountants
 23. Member of the Australian Defence Force with 5 or more years of continuous service
 24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 25. Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory

26. Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
27. Nurse (licensed or registered)
28. Optometrist (licensed or registered)
29. Permanent employee of Commonwealth, State or local government authority with at least 5 or more years of continuous service
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
31. Pharmacist (licensed or registered)
32. Physiotherapist (licensed or registered)
33. Police officer
34. Psychologist (licensed or registered)
35. Registrar, or Deputy Registrar, of a court
36. Sheriff
37. Teacher employed on a full-time basis at a school or tertiary education institution
38. Veterinary surgeon (licensed or registered).

About the information you give

The department is authorised to collect personal information and personal identifiers for the purposes of administering the *Australian Citizenship Act 2007* (the Act) and the Australian Citizenship Regulations 2007.

Under the *Privacy Act 1988 (Cth)* (the Privacy Act), the department may disclose your personal information in various circumstances, including where such disclosure is consistent with the department's disclosure practices of which you are reasonably likely to have been aware.

It is the department's practice to disclose your personal information other than personal identifiers to other Commonwealth (and in some circumstances, state and territory) Government agencies to confirm your identity and for other purposes connected with the Act, or to verify with the issuing agency, the authenticity of a document you have presented to the department, or in some cases to assist other agencies to administer their legislation.

Agencies to which the department may disclose your personal information other than personal identifiers include but are not restricted to:

- Australian Electoral Commission for the purpose of administering the *Commonwealth Electoral Act 1918*
- Department of Foreign Affairs and Trade (DFAT) for the purpose of administering the *Australian Passport Act 2005*
- Centrelink for the purpose of administering the *Social Security (Administration) Act 1999* and *Family Assistance (Administration) Act 1999*
- Medicare and Centrelink for the purpose of administering the citizenship test
- Commonwealth, state and territory police and other agencies to help assess character requirements for citizenship
- Local government councils and other organisations for the purpose of conducting and hosting citizenship ceremonies
- Federal, state and territory Members of Parliament and local government councillors for the purpose of formally welcoming new citizens into the Australian community.

Personal identifiers collected under the Act are photographs and signatures. The department and DFAT have signed an arrangement in accordance with the Act that permits disclosure of your personal identifiers for the purposes of administering the *Australian Passport Act 2005*. When your application for Australian citizenship is approved, your photograph, client number, name, date of birth and gender will be provided to DFAT.

The Act permits disclosure of your personal identifiers in the following circumstances:

- for the purposes of the Act or its regulations, or of the *Migration Act 1958* or the Migration Regulations 1994, or
- for the purpose of administering or managing the storage of identifying information, or
- for the purpose of making the identifying information in question available to you, or
- to an agency of the Commonwealth, a state or a territory in order to verify that you are an Australian citizen, or
- under an arrangement entered into with an agency of the Commonwealth, or with a state or territory or an agency of a state or territory, for the exchange of identifying information, or
- when reasonably necessary for the enforcement of the criminal law of the Commonwealth, a state or a territory, or
- when required by an Australian law, or
- for the purpose of a proceeding before a court or tribunal relating to you, or
- for the purpose of an investigation by the Privacy Commissioner or the Ombudsman relating to action taken by the department, or
- if the disclosure takes place with your written consent.

Your personal identifiers can also be disclosed if a person believes on reasonable grounds, that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or of any other person.

Privacy Act 1988 and Freedom of Information Act 1982

You have a right to make a complaint to the Privacy Commissioner about the handling of your personal information and personal identifiers.

The *Freedom of Information Act 1982* (FOI Act) gives you the right to access certain information and documents in the possession of the Government of the Commonwealth and its agencies. You have a right under the FOI Act to seek access to information or documents about you. You can request the department to amend records containing your personal information that is incomplete, incorrect, out of date or misleading.

The department's collection, access, storage, use and disclosure of your personal information and personal identifiers is governed by the Privacy Act and the 11 Information Privacy Principles. For more detailed information you should read information form 993i *Safeguarding your personal information* and form 1243i *Your personal identifying information*, which are available from the department's website www.immi.gov.au/allforms/ or from any office of the department.

Consent to communicate electronically

The department may need to convey sensitive information about your application to you. Electronic communication, unless adequately encrypted, is not secure and may be viewed by others or interfered with. The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

Department of Immigration and Citizenship contact details

If lodging your application online, select the office of the department closest to you.

In Australia send your application to the postal address of the office of the department closest to you.

New South Wales

GPO Box 9984
SYDNEY NSW 2001

Northern Territory

GPO Box 864
DARWIN NT 0801

Queensland

Queensland state office

GPO Box 9984
BRISBANE QLD 4001

Cairns office

PO Box 1269
CAIRNS QLD 4870

Thursday Island

PO Box 299
THURSDAY ISLAND QLD 4875

South Australia

GPO Box 2399
ADELAIDE SA 5001

Tasmania

GPO Box 794
HOBART TAS 7001

Victoria

GPO Box 241
MELBOURNE VIC 3001

Western Australia

Locked Bag 7
NORTHBRIDGE WA 6865

Outside Australia

Outside Australia send your application by post or courier to the following address:

Postal address:

Overseas Citizenship Unit
Department of Immigration and Citizenship
GPO Box 241
MELBOURNE VIC 3001
AUSTRALIA

Courier access:

Overseas Citizenship Unit
Department of Immigration and Citizenship
Level 2, Casselden Place
2 Lonsdale Street
MELBOURNE VIC 3001
AUSTRALIA

Home page

www.citizenship.gov.au

*Citizenship
Information Line*

Telephone **131 880** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Please keep these information pages for your reference



Please read the information pages before completing this application

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

Part A – Your details

1 Preferred title Mr Mrs Miss Ms
 Other

2 Your full name (this will appear on your evidence of citizenship)
 Family name
 Given names (including all middle names)

3 Have you been known by any other names?
 (including name at birth, previous married names, aliases, or alternative spellings or full spelling of all names)
 No
 Yes Give details
 Family name
 Given names
 Reason for change of name
 If you have been known by more than one other name, attach additional details on a separate sheet.

4 Sex Male Female

5 Date of birth DAY MONTH YEAR

6 Place of birth
 Town/city
 Country

7 Current residential address
Note: You must tell the department if your address changes after you lodge this form.

 POSTCODE

PHOTOGRAPH
 You must attach the endorsed photograph of yourself
 AND
 all children included in your application to this page.
 Photographs must be attached individually without obscuring the image, or can be placed in a plastic sleeve and stapled to this page.

ICSE
 Client ID
 Box File
 Number

8 Current postal address
 (If the same as your residential address, write 'AS ABOVE')
Note: You must tell the department if your address changes after you lodge this form.
 POSTCODE

9 Telephone numbers
 Work (AREA CODE)
 Home (AREA CODE)
 Mobile/cell

10 Do you agree to the department communicating with you by fax, e-mail or other electronic means?
 No
 Yes Give details
 Fax number (AREA CODE)
 E-mail address

11 Have you previously been an Australian citizen?
 No
 Yes Date you ceased to be an Australian citizen DAY MONTH YEAR

12 Have you previously sat and passed the Citizenship test?

No

Yes ► Citizenship Appointment ID number

13 Do you need help with the Citizenship test?

(See *Help with the test* on page 8)

No

Yes ► Give details

14 Present country(s) of citizenship

15 Previous country of residence

16 Your occupation

17 Passport details

Passport number

Country of passport

Date of issue

DAY MONTH YEAR

Date of expiry

Issuing authority/
Place of issue as
shown in your
passport

18 Date you first entered Australia as a holder
of a permanent visa or were granted a
permanent visa (*enter the later date*)

DAY MONTH YEAR

19 Have you ever held an Australian visa other than your current
permanent visa?

No ► Go to Question 20

Yes ► Date your first Australian visa was granted (*if known*)

DAY MONTH YEAR

Were you in Australia at the time?

No ► Date you first arrived in Australia on that visa.

DAY MONTH YEAR

Yes

20 Are you seeking a residence exemption or discretion?
(See *Step 2 – Residence requirement* on page 1)

No

Yes ► Important – Attach supporting documents

Part B – Your children

21 Are you including any children under 16 years of age that you are the
responsible parent of in this application?

No ► Go to *Part C – Your parents/adoptive parents*

Yes

22 Is there a parenting order giving responsibility for any of the children
named in this application to another person?

No

Yes ► Give details of the child(ren) and person(s)

Note: Documents must be provided.

23 How many children are you including in this application?

► Give details for each child

If you are including more than 5 children, attach their
details on a separate sheet

Child 1

Family name

Given names

Date of birth

DAY MONTH YEAR

Sex

Male

Female

Place of birth

Town/city

Country

Does this child have their own passport/travel document?

No ► Name of person whose passport they are on

Yes ► Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue

DAY MONTH YEAR

Date of expiry

Issuing authority/Place of issue as shown in passport

Child 2

Family name

Given names

Date of birth DAY MONTH YEAR

Sex Male Female

Place of birth

Town/city

Country

Does this child have their own passport/travel document?

No Name of person whose passport they are on

Yes Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue DAY MONTH YEAR

Date of expiry

Issuing authority/Place of issue as shown in passport

Child 3

Family name

Given names

Date of birth DAY MONTH YEAR

Sex Male Female

Place of birth

Town/city

Country

Does this child have their own passport/travel document?

No Name of person whose passport they are on

Yes Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue DAY MONTH YEAR

Date of expiry

Issuing authority/Place of issue as shown in passport

Child 4

Family name

Given names

Date of birth DAY MONTH YEAR

Sex Male Female

Place of birth

Town/city

Country

Does this child have their own passport/travel document?

No Name of person whose passport they are on

Yes Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue DAY MONTH YEAR

Date of expiry

Issuing authority/Place of issue as shown in passport

Child 5

Family name

Given names

Date of birth DAY MONTH YEAR

Sex Male Female

Place of birth

Town/city

Country

Does this child have their own passport/travel document?

No Name of person whose passport they are on

Yes Give details from the child's passport/travel document

Passport number

Country of passport

Date of issue DAY MONTH YEAR

Date of expiry

Issuing authority/Place of issue as shown in passport

Part C – Your parents/adoptive parents

Provide details of one parent at Question 24
and the other parent at Question 25

24 Parent

Sex Male Female

Parent/adoptive parent's full name

Family name

Given names

Has this parent/adoptive parent been known by any other names?

No

Yes Give details (If insufficient space, attach additional details)

Parent/adoptive parent's date of birth DAY MONTH YEAR

Place of birth

Town/city

Country

Has this parent/adoptive parent ever held Australian citizenship?

No

Yes Date acquired DAY MONTH YEAR

Date parent/adoptive parent
ceased to be an Australian
citizen

Present country(s) of citizenship

25 Parent

Sex Male Female

Parent/adoptive parent's full name

Family name

Given names

Has this parent/adoptive parent been known by any other names?

No

Yes Give details (If insufficient space, attach additional details)

Parent/adoptive parent's date of birth DAY MONTH YEAR

Place of birth

Town/city

Country

Has this parent/adoptive parent ever held Australian citizenship?

No

Yes Date acquired DAY MONTH YEAR

Date parent/adoptive parent
ceased to be an Australian
citizen

Present country(s) of citizenship

Part D – Proof of identity

26 If you are 18 years of age or over, you must provide at least 3 documents which collectively contain your:

- photograph
- signature
- current address
- date of birth, birth name and any changes of name.

You must also provide a completed *Part E – Identity declaration*.

Attach certified copies to this application.

If you do not provide these documents your application will not be accepted and will be returned to you.

Do not post original documents to the department. Bring the original documents to your appointment.

Please list the documents you are providing as proof of your identity (see *Step 4 – Original documents* on page 2)

Applicants 18 years of age or over

A current document with your photograph and signature

Evidence of your current residential address

Evidence of your date of birth, birth name and any changes of name

Evidence of your identity in the community

For each child in the application

Evidence of the child's date of birth and birth name

A document with the child's photograph and current name

Evidence of any changes of name, if applicable

Evidence of the child's identity in the community

Part E – Identity declaration

27 The identity declaration IS NOT TO BE COMPLETED BY THE APPLICANT (See *Identity declaration* on page 4)

I declare that I have known (full name of the applicant)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration

Date

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

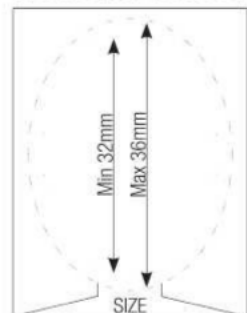
Profession or occupation group number from page 9

The photograph IS NOT TO BE SIGNED BY THE APPLICANT

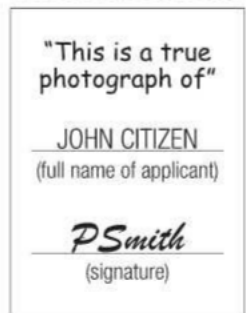
The person who has completed the *Identity declaration* above should also endorse the photograph.

Example of photograph requirements

PHOTOGRAPH FRONT



PHOTOGRAPH BACK



Child 1 (if applicable)

If more than 5 children are included in this application, please attach form 1195 *Identity declaration* for each additional child.

I declare that I have known (full name of Child 1)

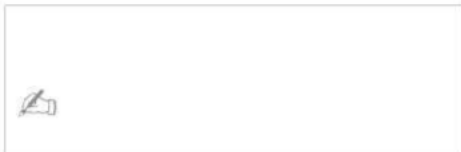
Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration



Date

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Profession or occupation group number from page 9

Child 2 (if applicable)

I declare that I have known (full name of Child 2)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration



Date

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Profession or occupation group number from page 9

Child 3 (if applicable)

I declare that I have known (full name of Child 3)

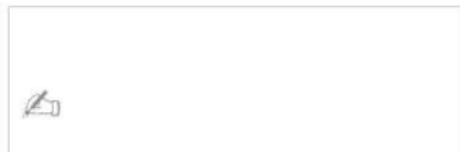
Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration



Date

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Profession or occupation group number from page 9

Child 4 (if applicable)

I declare that I have known (full name of Child 4)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration



Date

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Profession or occupation group number from page 9

Child 5 (if applicable)

I declare that I have known (full name of Child 5)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration



Date DAY MONTH YEAR

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Profession or occupation group number from page 9

Part F – Good character

28 Have you lived or travelled outside Australia for periods totalling 12 months or more since you were granted a permanent visa and were aged 18 years or over at the time?

No

Yes List overseas countries where you have spent more than 90 days and attach penal clearance certificates from those countries (See *Overseas penal clearance certificates* on page 5)

29 Please answer the following questions for yourself and any children included in your application:

- (a) Have you been convicted of, or found guilty of, ANY offences overseas or in Australia (include all traffic offences which went to court, including offences declared in your permanent residence application, and any 'spent' convictions)? No Yes
- (b) Have you been confined in a prison or in a psychiatric institution by order of a court made in connection with criminal proceedings overseas or in Australia? No Yes
- (c) Have you committed, or been involved in the commission of war crimes or crimes against humanity or human rights overseas or in Australia? No Yes
- (d) Are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention overseas or in Australia? No Yes
- (e) Are you aware of any proceedings pending against you overseas or in Australia for an offence, including proceedings by way of appeal or review? No Yes
- (f) Have you ever been involved in any activity, or been convicted of any offence, relating to the illegal movement of people to any country (including Australia)? No Yes
- (g) Have you ever been charged with any offence overseas or in Australia that is currently awaiting legal action? No Yes
- (h) Have you ever been associated with terrorist organisations or involved in acts of terrorism overseas or in Australia? No Yes
- (i) Have you ever been removed or deported from any country (including Australia)? No Yes
- (j) Have you ever been involved in activities that would represent a risk to Australian national security? No Yes

If you answered 'Yes' to any of the above questions, you must give ALL relevant details. If the matter relates to a criminal conviction, please give the nature of the offence, full details of sentence and dates of any period of imprisonment or other detention.

Part G – Supporting documents

- 30** Are you providing supporting documents?
(See *Step 4 – Original documents* on page 2)

No

Yes What type of document are you attaching?

Evidence for exemptions, discretions or fee concessions	<input type="checkbox"/>
Evidence of residence for New Zealand and British migrants	<input type="checkbox"/>
Evidence for the special residence requirement	<input type="checkbox"/>
Documents relating to children	<input type="checkbox"/>

Part H – Nomination of representative

- 31** Do you want to nominate a person to make enquiries or receive information on your behalf about your application?

No Go to *Part I – Preferences for ceremony*

Yes Give details below

Nominated person

Family name

Given names

Date of birth DAY MONTH YEAR

Relationship to main applicant

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Authority to disclose information

I hereby authorise the Department of Immigration and Citizenship to release information about my application to the person named above. I understand that the authority will remain effective until my application is finalised and should I wish to cancel or change this authorisation I may do so by advising the department in writing.

Signature of applicant



Date DAY MONTH YEAR

Part I – Preferences for ceremony

- 32** Which Australian Citizenship Pledge would you like to make?
Tick one only

Pledge 1 From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

OR

Pledge 2 From this time forward,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

- 33** What is the name of your local council?

- 34** If you wish to attend the ceremony with a particular person(s) who is also an applicant for Australian citizenship, give their details below.

1. Family name
Given names
Date of birth DAY MONTH YEAR

2. Family name
Given names
Date of birth DAY MONTH YEAR

- 35** The department occasionally conducts citizenship ceremonies which may attract media interest. Please tick the box below if you do not want to take part in such a ceremony.

I do not want to be involved in a ceremony
which may attract media attention

Part J – Proposed overseas travel

In some circumstances your application cannot be approved if you are outside Australia.

It is important that you notify the department of any proposed travel while your application is being processed.

- 36** Do you intend to spend time outside Australia within the next 12 months?

No

Yes Purpose of your proposed travel

Date of proposed departure DAY MONTH YEAR

Length of proposed absence

