

This checklist helps to ensure that you have included all of the necessary documentation that is needed by the Australian High Commission to process your visa application.

#### How to use this checklist

1. Before you sign your visa application form, use this checklist to ensure that you have included all necessary documentation to support your claims.
2. When you are satisfied that you have correctly completed your visa application form and all of the necessary documentation is included, you should sign and date your visa application form.
3. Include this completed checklist when you lodge your visa application form and all necessary documentation.

#### Other important information

Please be aware that the decision on your visa application may be decided on the information and documentation that you include at the time of lodgement.

#### Delivery and courier charges

You are responsible for all of the costs of delivering information to the Australian High Commission by mail or courier, including any additional information that may be requested by the Australian High Commission. If you give additional information to the Australian Visa Application Centre, you may be charged a courier fee for delivery to the Australian High Commission.

#### Return of Passport and Documents for applicants residing outside Kenya

You must make arrangements with a courier company to ensure the safe return of your documents. If DHL is your courier company of choice you are required to avail an account number provided by DHL before we can dispatch the documents.

#### For more information

See the DIAC website [www.immi.gov.au/migrants/family/](http://www.immi.gov.au/migrants/family/) for more information on this visa.

#### About the documentation that you include:

- You must include either original documents or certified copies of originals
- Documentation must be either in English or a certified translation must be included with the certified original
- For original documents that you would like returned, please include copies and place the originals in a separate envelope

Necessary Requirements – For all applicants of subclass 300 and 309	Tick the documents you are submitting	Official use only
Form 47SP & 4OSP, completed and signed.	<input type="checkbox"/>	<input type="checkbox"/>
Form 80 – for all applicants aged 16 and over.	<input type="checkbox"/>	<input type="checkbox"/>
Form 47A – for dependant applicants aged 18 and over.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of bio-data page of current passport for each person included in the application.	<input type="checkbox"/>	<input type="checkbox"/>
Four recent passport size photos <b>for each person included in the application</b> and one photo of sponsor. Please write names on back of photos.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of birth certificates <b>of each person included in the application.</b>	<input type="checkbox"/>	<input type="checkbox"/>
(if applicable) Certified copy of marriage certificate between you and your sponsor OR the equivalent documentation in your home country	<input type="checkbox"/>	<input type="checkbox"/>
(If applicable) Evidence that your de facto relationship with your sponsor has existed for an entire 12 months before lodging your Partner visa application. OR Evidence compelling and compassionate circumstances of why you are applying before the 12 months have passed.	<input type="checkbox"/>	<input type="checkbox"/>
If any applicant or your sponsor had been previously married, certified copies of the marriage certificate. If any applicant or sponsor has been divorced or widowed, certified copies of the divorce certificate or the death certificate as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of evidence of any name change <i>for example by marriage or deed poll.</i>	<input type="checkbox"/>	<input type="checkbox"/>
At least <b>two statutory declarations (Form 888)</b> , preferably from individuals who are Australian residents and who know of your relationship and support your claim that the relationship is genuine and continuing.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Written statements</b> from you and your sponsor on the history of your relationship, for example <i>how when and where your first meeting took place and how the relationship developed, joint activities.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence that your relationship with your partner is genuine and continuing. For example: <i>evidence of you and your sponsor residing together, joint bank accounts, joint billing accounts, travel history together, correspondence (emails, letters, phone records), photographs.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Original police clearance certificate from each country where the applicant/s has lived for 12 months or more since the age of 16.	<input type="checkbox"/>	<input type="checkbox"/>
If any applicant has served in the armed forces of any country, provide certified copies of military service records of discharge papers	<input type="checkbox"/>	<input type="checkbox"/>
<b>Necessary Requirements – specific to Fiancé visa applicants</b>		
Evidence that you and your fiancé have <b>met in person</b> and are personally known to each other.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence that you <b>intend to marry</b> your prospective spouse within 9 months of being granted the visa.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Necessary Requirements – specific to the Sponsor</b>		
A certified copy of the sponsor's Australian birth certificate, Citizenship certificate or Australian passport, or permanent residence visa. For New Zealand citizens, evidence of length of residence in Australia.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of the sponsor's employment and income during the last two years. <i>For example, pay slip, taxation assessment, employment letter, bank statement.</i>	<input type="checkbox"/>	<input type="checkbox"/>
(If applicable) A statement from sponsor regarding: <ul style="list-style-type: none"> <li>Any other person they have previously sponsored or nominated for a Partner, Spouse, Perspective 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>	<input type="checkbox"/>	<input type="checkbox"/>
If there is any child under 18 years of age included in the application, the sponsor must provide the following : <ul style="list-style-type: none"> <li>A complete disclosure, Australian Federal Police (AFP) Check, if the sponsor has spent a total of 12 months or more in Australia since turning 16 years of age (<a href="http://www.afp.gov.au">www.afp.gov.au</a>).</li> <li>Police certificates from each country in which the sponsor has spent a total of 12 months or more in the last 10 years since turning 16 years of age.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If there are children involved in the application – Necessary Requirement</b>		
Provide certified copies of birth certificates showing names of both parents for all children indicated in you application (including those who are already Australian citizens or permanent residents).	<input type="checkbox"/>	<input type="checkbox"/>
(If applicable) Provide evidence of document to verify custody and access arrangements for children under the age of 18, unless it is the child of both you and your partner/statutory declaration form each person with legal responsibility for the child stating that they have no objection to the child migrating.	<input type="checkbox"/>	<input type="checkbox"/>
(If applicable) If any child in your application is adopted, provide evidence of the adoption.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of dependency for any dependent child aged 18 years or over or any other dependent relatives included in your application.	<input type="checkbox"/>	<input type="checkbox"/>

**I hereby acknowledge that:**

- I have provided all necessary documentation as requested on this checklist. or
- I have not provided all the information requested on this checklist and I am aware that a decision may be made based on the information I have provided.

**I also acknowledge that I am responsible for any related mail, courier and document handling charges, including cost for providing any additional information that may be requested by the department.**

**Applicant name:**

**Signature:**

**Date:**

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<p><i>Visa Application Centre Use Only</i></p>          <p>Processing officer name:</p>
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