

FOR THE NOMINEE

Main Applicant

- ☐ Pages of current passport with photo, personal details, issue and expiration dates.
- ☐ Birth certificate.
- ☐ National Identity card (if available)
- ☐ Marriage \ Divorce certificate or other relevant document – if you changed name
- ☐ Relevant skills assessment (if applicable)
- ☐ Qualification documents: degrees, diplomas, transcripts.
- ☐ Documents from relevant Australian authorities that show you hold necessary registrations or licenses, or will be able to meet, necessary registration and licensing requirements, if required.
- ☐ Employer references as a proof of at least 3 years of work experience in the last 5 years. References should be on employer letterhead and include the exact dates of employment, salary earned (hourly, monthly or annually), hours worked per week (in Australia, for employment to be considered full-time, it must be at least 35 hours a week, part-time employment will be considered on a case by case basis) and duties performed.

If the applicant is claiming self-employment, they to provide a written statement from their accountant or lawyer (confirming the applicant self-employment/registration as a business, period in operation, work duties and hours of work). If it is not possible to provide such a statement, the applicant will need to prepare a statutory declaration where they would state your duties, dates of employment, salary earned (hourly, monthly or annually), hours worked per week. In Australia, the applicant must sign this statutory declaration in front of a Justice of Peace and then, the Justice of Peace will witness it. You can find templates for statutory declarations here <https://www.ag.gov.au/legal-system/publications/commonwealth-statutory-declaration-form>. Overseas, statutory declarations must be notarized. If the applicant was employed overseas, they also need to provide their self-employment/business registration evidence (e.g. certificates of registration, extracts from state registry etc.).

- ☐ Payment evidence as a proof of at least 3 years of work experience in the last 5 years. This can be the first and the last pay slip for every employer, banks statements, superannuation/pension fund records or taxation records.

For self-employed, this can include invoices, agreements with clients with payment transactions, superannuation/pension fund records or taxation records.

- ☐ Curriculum vitae or resumé.
- ☐ [English proficiency](#) (IELTS - at least 6 in each of the test components or PTE Academic – at least 55 in each of the test components) – for Employer Sponsored stream (ES); or at the level specified in the labour agreement - for Labour Agreement stream.
- ☐ Australian police certificate if you have spent a total of 12 months or more in Australia in the last 10 years since you turned 16. Only complete disclosure National Police Certificates issued by the [Australian Federal Police](#) are accepted (NOT standard disclosure certificates or national police certificates issued by Australian state or territory police!). The certificate is valid 12 months.

Please use this link to order the certificate <https://afpnationalpolicechecks.converga.com.au/> Use Code 33 on the form (at 'Section 2.3 Purpose of check' on the online form or at Section 8 'Purpose of the check' in the downloadable PDF form). You must include details of all names you have been known by.

- ☐ An overseas police certificate from every [country](#), including your home country, where you spent a total of 12 months or more in the last 10 years since you turned 16.
- ☐ Military service records or discharge papers if you served in the armed forces of any country.
- ☐ Completed form 80 for any family member who is over 18. <https://immi.homeaffairs.gov.au/form-listing/forms/80.pdf>

Partner documents

- ❑ Police certificates certificate from every [country](#), including your home country, where you spent a total of 12 months or more in the last 10 years since you turned 16.
- ❑ Pages of current passport with photo, personal details, issue and expiration dates
- ❑ Current marriage certificate or enough of other documents to prove you are in a de facto relationship with your partner, including:
 - ❑ joint bank account statements;
 - ❑ bills (gas, electricity, water, internet) including both partners' names;
 - ❑ joint leases or mortgages;
 - ❑ Mail coming to each of the partners to the same address (copies of envelopes);
 - ❑ Photos together taken in different time periods.
- ❑ Evidence of Functional English (IELTS – 4.5 overall or PTE Academic – 30 overall) or pay second installment language charge – AUD 4,890 AUD.

Dependents under 18

- ❑ Pages of current passport with photo, personal details, issue and expiration dates
- ❑ Copies of birth certificates or the family book showing the names of both parents of all your dependent children
- ❑ Copies of the adoption papers, if applicable
- ❑ Character documents - police certificates (if 16 years or older)
- ❑ If the child's other biological parent is not travelling to Australia – completed [form 1229 Consent form to grant an Australian visa to a child under the age of 18 years](#) or a statutory declaration giving the other parent's consent for the child to come Australia on this visa and that parent's passport.

Dependents over 18 but younger than 23

- ❑ Pages of current passport with photo, personal details, issue and expiration dates
- ❑ documents about their other relationships (marriage \ divorce certificates etc), if applicable
- ❑ Character documents - police certificates.
- ❑ Proof of dependency:
 - ❑ a completed Form 47a Details of a child or other dependent family member aged 18 years or over;
 - ❑ proof of your relationship with the dependent such as a birth certificate or adoption papers.

You must also prove this person has been financially dependent on you for at least 12 months before you apply. You could provide:

- ❑ proof they live with you;
 - ❑ their tax records that show that the child does not make an income and is wholly or substantially reliant on you;
 - ❑ proof they are currently studying full-time.
- ❑ Evidence of Functional English (IELTS – 4.5 in each of the 4 skills) or pay second installment – AUD 4,890 AUD.

Quality of documents

Documents must be provided as high-resolution scans. Photos of documents are not acceptable.

Translations

All documents that are not in English must translated into English. Translators in Australia must be accredited by the [National Accreditation Authority for Translators and Interpreters](#).

Translators outside Australia must include their:

- ❑ full name;
 - ❑ address and telephone number;
 - ❑ qualifications and experience in the language they are translating.
- These details must be in English. No need to have documents certified.