



Australian Government
Department of Home Affairs

Australian Citizenship by Descent
Document Checklist
Vietnam

Important:

- Please note that all foreign language documents submitted with your application **must** be accompanied by a certified English translation.
- Either of the following document types will be accepted when submitted with your application:
 - A certified copy of an original document, or
 - Scanned or electronic copies of the original document where the quality of the scan is a minimum of 300 dpi in 24 colour and saved as a jpg image or pdf file at a good quality setting.
- Certified copies must be authorised or stamped as being true copies of the original document by the local authority in Vietnam. In Australia, documents may be certified by a person before whom a statutory declaration may be made under the Statutory Declarations Act, 1959. See: www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx
- Do not send photocopies of certified documents.

Where to Apply:

Applying online is our preferred way for you to apply and helps us to process your application faster.

See how to submit your citizenship application online in ImmiAccount
<https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/online>

In Vietnam, you can lodge your paper application at **Australian Visa Application Centre**.

Vietnam - VFS Global Contact Information	Vietnam – VFS Global Locations
<p>Please call or email the Australian Visa Application Centre in your area to make an appointment before you lodge your visa application or provide your biometrics.</p> <p>Call Centre: 1900.565.639 (for clients calling within Vietnam) 84.28.3521.2000 (for clients calling from overseas) Email: info.auvi@vfshelpline.com Website: www.vfsglobal.com/australia/vietnam</p> <p>Hours of operation: Application Lodgement: Monday to Friday, 8:30am - 3pm Document Collection: Monday to Friday, 8:30am - 5pm</p>	<p>Hanoi G04, Ground Floor, Ocean Park Building 1 Dao Duy Anh Street, Phuong Mai Ward Dong Da District</p> <p>Ho Chi Minh City 5th Floor, Resco Tower, 94-96 Nguyen Du Street, Ben Nghe Ward, District 1</p> <p>Danang 6th Floor, ACB Building, 218 Bach Dang Street, Phuoc Ninh Ward, Hai Chau District</p>

For more information on:

- Fees and Charges
- Processing Times
- Biometrics Collection
- Other related matters

Please refer to:

- **Frequently Asked Questions:** <https://hcmc.vietnam.embassy.gov.au/hchi/FAQs.html>
- **Department of Home Affairs:** <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing>
- **More information:** <https://immi.homeaffairs.gov.au/citizenship/become-a-citizen/by-descent>

Australian Citizenship by Descent Document Checklist

*Please print this checklist and attach it to your application.

Part One: Information required from/about the <u>applicant</u>	tick where included	Official (SDP) use only	English Translation
Form 118: https://immi.homeaffairs.gov.au/form-listing/forms/118.pdf Completed and signed by or on behalf of the applicant by their responsible parent.			
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: https://immi.homeaffairs.gov.au/citizenship/become-a-citizen/by-descent			
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 given name; second given name; family 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: <ul style="list-style-type: none"> • Certified copy of guardianship issued by the local authorities. 			
If the applicant is aged 16 years or over: <ol style="list-style-type: none"> a. A certified copy of their National Identity Card. b. An original Curriculum Vitae certified by the local People's Committee. c. Certified copies of identity documents as outlined in Part D of Form 118, that is, at least 3 documents which collectively contain the applicant's: <ul style="list-style-type: none"> • photograph • signature • current address • date of birth, birth name and gender. d. Proof of any changes of name, if applicable. 			
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: https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/character			

Part Two: Information required from/about the Australian citizen <u>parent</u>			
<p>Evidence of your Australian citizenship, such as:</p> <ol style="list-style-type: none"> A certified copy of your full Australian birth certificate; A certified copy of your Australian citizenship certificate; <i>or</i> 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>If the applicant is a child under 16 years of age:</p> <p>The responsible parent applying on behalf of the child (the person who signs the declaration at Part J of Form 118) must provide certified copies of proof of identification documents that collectively show:</p>			
1. a signature,			
2. photograph, <i>and</i>			
3. a current residential address.			
<p><i>For example:</i></p> <ul style="list-style-type: none"> <i>an Australian drivers licence; or</i> <i>a passport AND a credit card/utilities bill (if current residential address is in Australia); or</i> <i>a passport/national ID card AND a household registration book (if current residential address is in Vietnam)</i> 			
Part Three: Additional information required if the <u>biological father</u> is an Australian citizen			
<p>Certified copies of the relevant pages of father's and mother's passports (where a parent is a dual national, include both passports) 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> <ol style="list-style-type: none"> A statement explaining why your name is not included; and A statement regarding your relationship with the child's mother and the child. 			
<p>If you were not married to the biological mother of the child at the time of registering the birth certificate, but your name is included in the birth certificate, please provide:</p> <ul style="list-style-type: none"> A certified copy of the Decision to Acknowledge Recognition of the Child. 			
<p>If you are currently married to the biological mother of the child:</p> <ul style="list-style-type: none"> A certified copy of the full Marriage Certificate. 			
<p>Please note that the Department may request further documentary evidence to show the link between the child and the Australian citizen parent, including:</p> <ol style="list-style-type: none"> parents' relationship/contact prior to child's birth, evidence that parents spent time together during child's conception, evidence of father's involvement in child's life after child was born. <p>Documents provided could include but are not limited to photos (CD preferred), money transfer receipts, temporary household registration for father during visits, phone records, other.</p> <p>In order to facilitate more efficient processing this documentation may be provided at time of lodgement.</p>			

Part Four: Additional information required if the <u>biological mother</u> is an Australian citizen			
Certified copies of the relevant pages of mother's passports (where the mother is a dual national, include both passports) to demonstrate entry and exit from Vietnam, from the time the child was conceived, until the present.			
Optional: further documentary evidence to show the link between the child and the Australian citizen parent, for example: <ul style="list-style-type: none"> a. evidence of pregnancy; b. hospital birth certificate. 			
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 Home Affairs. See: https://immi.homeaffairs.gov.au/form-listing/forms/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 after 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: https://www.passports.gov.au/</p>			