



Australian Government
Department of Home Affairs

**Adoption visa (subclass 102) 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:

You must apply for this visa on paper.

In Vietnam, you can lodge your 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 on this visa:**
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/adoption-102>

Adoption visa (subclass 102) Document Checklist

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

Mandatory forms	Tick where included	Official (SDP) use only
<ul style="list-style-type: none"> • Form 47CH: https://immi.homeaffairs.gov.au/form-listing/forms/47ch.pdf • Form 40CH: https://immi.homeaffairs.gov.au/form-listing/forms/40ch.pdf 		
<p>If you are using a Migration Agent or an authorised representative:</p> <ul style="list-style-type: none"> • Form 956: https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf • Form 965A: https://immi.homeaffairs.gov.au/form-listing/forms/956a.pdf <p>Note: If your sponsor would also like to appoint a Migration Agent or an authorised representative, they must complete a separate Form 956/Form 956A.</p>		
Application fee		
<p>Payment of the Base Visa Application Charge.</p> <p>Payment of other additional charges.</p> <p>https://immi.homeaffairs.gov.au/visas/getting-a-visa/fees-and-charges/current-visa-pricing/live</p>		
Information about the adopted child		
Adoption Order issued by the Vietnamese Ministry of Justice.		
A copy of the bio-data page of the child's passport (including the photograph).		
A copy of the child's birth certificate.		
A copy of (every page) of the family book / household register where the child currently lives.		
Information about the sponsor		
A copy of the bio-data page of the sponsor's Australian passport or travel document.		
If the child's name or anyone included in the child's application has been changed (for example by marriage or deed poll), a certified copy of evi of the name change.		
Evidence that the sponsor has been living outside of Australia for at least the last 12 months prior to the lodgement of this visa application.		
Evidence as to the purpose of the sponsor's overseas residence for the last 12 months (this may include letters from your employer, tax records, university enrolment records, etc).		
Evidence that the sponsor is an Australian citizen, the holder of an Australian permanent visa, or an eligible New Zealand citizen.		
<p>For New Zealand citizens</p> <p>Evidence of length of residence in Australia and of continuing links with Australia.</p>		
<p><u>Police Certificates for the sponsor (and their partner, where applicable):</u></p> <p>A copy of an Australian Federal Police (AFP) National Police Check (Complete Disclosure), if the sponsor (and their partner, if any) has spent a total of 12 months or more cumulatively in Australia since turning 16 years of age; and</p> <p>A copy of Police Certificates from each country in which the sponsor (and their partner, if any) has spent a total of 12 months or more cumulatively in the last 10 years since turning 16 years of age.</p>		

Important information on what Police Certificate(s) are required from other countries is specified at this link, we will not accept any other type of Police Certificate. For Vietnam, the Judicial Record Card Number 2 issued by the local Service of Justice is required. For Australia, a National Police Check from the Australian Federal Police, Complete Disclosure is required.

<https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/character>