



Australian Government
Department of Home Affairs

Orphan Relative visa (subclass 117) 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. The child must be outside Australia when the application is made. 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/orphan-relative-117>

Orphan Relative visa (subclass 117) 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>		
You must provide the following about the child		
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.		
Evidence to show the child's relationship to the sponsor.		
<p>Evidence that the sponsor is an Australian citizen, the holder of an Australian permanent visa, or an eligible New Zealand citizen.</p> <p>For New Zealand citizens</p> <p>Evidence of length of residence in Australia and of continuing links with Australia.</p>		
You must also provide the following documents		
A copy of the bio-data page of the sponsor's Australian passport (including the photograph).		
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.		
If one or both parents are deceased, a death certificate or other official documentation.		
If one or both parents are permanently incapacitated, we will request that a medical examination is undertaken at one of our approved panel doctor clinics Vietnam to verify this.		
<p><u>Police Certificates for the sponsor and their partner (if any):</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>		

<p>If the sponsor is divorced, a copy of the divorce certificate.</p> <p>If the sponsor is a widow/er, a copy of their former partner's death certificate.</p> <p><u>Police Certificates for the applicant who is aged 17 years or over</u></p> <p>A copy of Police Certificates from any country that the applicant have spent a total of 12 months or more cumulatively in the last 10 years since turning 16 years of age, including the applicant's current country of residence.</p> <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.</p> <p>https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/character</p>		
<p><u>Consent for the child to migrate to Australia:</u></p> <p>Where a non-migrating parent or other person has the legal right to determine where the child can live, please provide:</p> <ul style="list-style-type: none"> • Written consent for the child to migrate to Australia from the non-migrating parent using the template available on our website https://hcmc.vietnam.embassy.gov.au/files/hchi/Consent%20form%20to%20a%20child%20under%20age%20of%2018%20years.%20v20200304.pdf <p>The signature of the non-migrating parent on the consent must be verified by the local authorities/public notary; and</p> <ul style="list-style-type: none"> • Certified copy of the non-migrating parent's Identity Card; and • For adopted children, please also provide the official Decision on Recognition of Child Adoption, including a Record of Receipt and Handing-Over a Child Adoption. • If it is not possible to obtain a consent from the non-migrating parent, you will need to provide a court order stating that the migrating parent has sole custody and is allowed to move the child to Australia. 		