



# Citizenship by Descent Checklist – Cairo

The service standard processing time for finalisation of application for Australian citizenship by descent is one month. This is an aspirational standard and is measured from the date we receive a **complete application**.

To ensure you have lodged a complete application, you must:

- **answer all the questions** on the application form or in the online application; include your residential address and provide contact details (including email).
- **include all supporting documents and information as requested on this checklist. Please note that DIBP may ask for other documents during the processing of the application; and**
- **pay the application fee.** <http://www.border.gov.au/Trav/Citi/pathways-processes/Application-fees-forms-and-appeals>

More information is available.

**See:** <http://www.border.gov.au/Trav/Citi/Apply/How-to-apply/Child-born-overseas-to-an-Australian-citizen>

Use this checklist to ensure that you have included all necessary documentation to support your claims and **include the completed checklist when you lodge your application**.

- If you apply on-line, you should **attach the documentation electronically** using your immiaccount as soon as possible after application:  
**See:** <http://www.border.gov.au/Trav/Citi/pathways-processes/Application-fees-forms-and-appeals/Guidelines-on-attaching-documents>
- If you apply in person, you should bring **the original documents and a clear photocopy** of those documents. We will not accept originals nor will we photocopy documents on your behalf. **You MUST make an appointment** before you come to the Embassy.
- Handwritten forms must be **written clearly and in English**.
- All documents not in English must be accompanied by an **English translation**

Applicants	Tick if included
Form 118 ( <i>application for Australian citizenship by descent</i> )	
Application fee	
<b>Birth certificate</b> showing both parents' names. If unable to obtain a birth certificate, provide the relevant pages of at least one of the following documents: <ul style="list-style-type: none"> <li>• family book/family registration certificate showing both parents' names</li> <li>• identification document issued by the government</li> <li>• court-issued documents that verify your identity.</li> </ul>	
Original <b>penal clearance certificates</b> from overseas countries if, in the last 10 years:	

<ul style="list-style-type: none"> <li>the applicant has lived or travelled overseas since the age of 18 years or over, and</li> <li>the total time spent overseas added up to 12 months or more, and</li> <li>the time spent in any one country was more than 90 days.</li> </ul>	
An Australian <b>penal clearance certificate</b> is required for ANY time the applicant has spent in Australia since the age of 18 years.	
(if applicable) Evidence of <b>any change of name</b> and evidence of any previous names	
<b>Form 80</b> <i>Personal particulars for character assessment (if you are 18 years of age or over)</i>	
(if applicable) <b>Military service discharge</b> certificate	
<b>Applicant's parents</b>	<b>Tick if included</b>
Evidence that at least one parent was an Australian citizen at time of the applicant's birth. e.g. Australian citizenship certificate, Australian passport	
If the Australian citizen parent became an Australian citizen by descent, he or she must provide evidence that he/she has spent at least 2 years in Australia at some time in their life.	
(if applicable) Evidence of other citizenships held by the Australian citizen parent such as a letter or certificate showing a date of acquisition of other citizenship.	
(if applicable) Identity documents for the responsible parent who is applying on behalf of a child under 16 years of age.	
<b>Identity Declaration</b>	<b>Tick if included</b>
People signing Identity declaration ( <i>part D of form 118</i> ) must provide copy of their identity documentation	

.....  
Applicant Name

.....  
Signature

.....  
Date