



Australian High Commission
Immigration Section
25 Napier Road
Singapore 258507

Child Migration Checklist

Please read the attached information carefully and the information included in the migration booklet with the visa application forms.

Note: this information does not apply to the Adoption visa program. Please refer to specific information and checklists for this category.

If you are seeking to add your child to your permanent resident application and you are the holder of a subclass 309, 310, 445, 820 or 826 visa, please note specific requirements listed below regarding the Dependent Child visa.

Photocopies of the following documents must be certified by a Notary Public and submitted with your application. A list of Singapore Notary Publics can be found in the Yellow Pages. In addition, any foreign language documents must be accompanied by official translations into English (please refer to the Yellow Pages for official translators).

- Original completed application form 47CH

See: www.immi.gov.au/allforms/pdf/47ch.pdf (for Dependent Child visa use form 918)

See: www.immi.gov.au/allforms/pdf/918.pdf

- Notarised copy of full birth certificate for all family members included in the application
- Original passports of main applicant must be presented with application for verification of application details
- Notarised copy of personal identification page(s) of passports (that is: name, date of birth, passport number, passport validity and signature page) for the main applicant and all family members included in the application
- Four (4) recent passport-sized photographs of each family member included in the application and two (2) recent passport-sized photographs of your sponsor – coloured or black and white
- Notarised copy of personal identification page(s) of passports (that is: name, date of birth, passport number, passport validity and signature page) and the passport page with the Australian Permanent Resident visa for the parents (for Dependent Child visa application provide evidence of the conditional residence visas held by parents).
- Notarised copy of marriage certificate, or evidence of defacto relationship of parents, where applicable
- Notarised copy of divorce absolute, separation papers, custody orders in respect of any children or adoption papers where applicable
- Notarised copy of death certificate (if applicable)

- Official Statutory Declaration from any parent who is NOT the Sponsor (as noted on Form 40CH), permitting the applicant(s) to migrate
- Sponsorship form 40CH must be completed by your sponsor and submitted AT THE TIME OF LODGEMENT of your application

See: www.immi.gov.au/allforms/pdf/40ch.pdf (for Dependent Child visa, sponsorship declaration is included in the form 918)

- Evidence of your sponsor's employment during the last 2 years, for example: income tax assessment notices, letter from your sponsors employer confirming length of employment and annual salary, payslips, business documents or letter from accountant if self-employed or self-funded from other sources
- Form 80 "Personal Particulars for Character Assessment" – to be completed for each family member included in the application over the age of 16 years

See: www.immi.gov.au/allforms/pdf/80.pdf

- Sponsors and their spouse or de facto partner (referred to below as person(s)) of all child (subclass 101, 102, 445) visa applications will be required to provide both an Australian National Police Check **and** foreign police certificates. If the person(s) has spent a total of 12 months or more in Australia since turning 16 years of age, the person(s) must provide an Australian National Police Check. Person(s) must also provide police certificates from each country in which they have spent a total of 12 months or more in the last 10 years since turning 16 years of age.

Information on obtaining Australian and foreign police certificates is available on the department's website.

See: www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx, and

See: www.immi.gov.au/allforms/character-requirements/character-penal.pdf

Medical checks for the main applicant must be conducted after your visa application has been lodged. When you lodge your application with our office you will be given the instructions for medical examinations.

See: www.immi.gov.au/contacts/panel-doctors/index.htm for the list of accredited panel doctors. If other medical checks are undertaken at another medical service, the Australian checks must be conducted by an accredited Australian panel doctor.

PLEASE NOTE: The onus is on the applicant to submit all documents, as detailed above, at the time of application.

IMPORTANT ANNOUNCEMENT: On 27 March 2010, the *Migration Regulations 1994* ('the Regulations') were amended to ensure that a person who has a conviction or outstanding charge for a child sex offence, or other serious offence which indicates that the person might pose a significant risk to a child, cannot sponsor a child for a partner or child visa.

LODGING YOUR APPLICATION

Applications can be submitted in person during office hours (excluding designated Australian High Commission holidays).

When lodging the application you will receive a receipt for the fee and a letter of acknowledgment. The letter will contain a contact number, contact officers' name and a file reference number.

The current application processing fee is **S\$2,708**, the fee for the Dependent Child sc445 visa application is **S\$292** (cash, cheque or Visa/MasterCard). Cheques are to be made payable to the "AUSTRALIAN HIGH COMMISSION". This fee is non-refundable if your application is refused. You are therefore strongly encouraged to read the information papers in the migration package carefully to determine the likely success of your application. The fee is current at the time this letter was provided to you, please note fees are usually adjusted every 6 months.

PROCESSING TIMEFRAMES

The average time it takes to process 75% of applications in the Immigration Section, Singapore is listed below. Please note that these time frames are current as of July 2011.

	<u>Full Assessment</u>
Subclass 101 Child	3- 6 months
Subclass 445 Dependent Child	3 - 6 months