

The Southern Cross Group

Promoting Mobility in the Global Community



Applying for Australian Citizenship

under the *Australian Citizenship Act 2007*

Certified Copies of Original Supporting Documentation

and

Proof of Identity / Endorsed Photographs

Whether you are applying for Australian citizenship by resumption (using Form 132), Australian citizenship by descent (using Form 118) or Australian citizenship by conferral (using Form 124), you are required to submit a complete set of certified copies of all original supporting documentation.

You are also required to submit an original recent passport-sized photograph endorsed appropriately on the back, and the Proof of Identity question on your application form must be completed and signed by your photo endorser.

This document explains what “certified copies” means in the context of an Australian citizenship application. It also explains how to correctly prepare your endorsed photograph.

1. Certified Copies

Once you have collected up the originals of all the supporting documentation you need to submit, make a complete set of photocopies of all the original documents.¹

When you lodge your citizenship application, you will have to provide the original documents and the set of photocopies, as well as the completed application form. Your original documents will be returned to you, once the Australian authorities have sighted them and are sure they are genuine. They will then keep the set of certified copies for their file along with your application form.

Before you lodge, you will need to have each of the photocopies certified as a “true copy of the original”. This is what is meant by a “certified copy”.

Page 2 of Form 132 and page 2 of Form 118 list the professional and occupational groups that are qualified to certify photocopies as “true copies of the originals”. The same occupational groups are equally applicable for those applying for Australian citizenship by conferral using Form 124. In addition, the same information is set out on the Australian Government citizenship website at:

<http://www.citizenship.gov.au/applying/categories/endorsed-photos.htm>

If you are outside Australia, you do not need to find an Australian citizen in one of the listed professional/occupational groups. It is sufficient to use a citizen of your country of residence in one of the listed professional/occupational groups.

Also note that the person who certifies your set of photocopies as “true copies of the originals” does not need to be the same person who endorses your photograph and fills in the Proof of Identity section of the application form. He/she can be the same person, but they do not have to be.

The person who certifies your set of photocopies does not have to have known you for 12 months or more.

¹ If you are not sure which original supporting documentation you need to submit, consult the page of the Australian Government citizenship website applicable to you:

- Resumption: <http://www.citizenship.gov.au/applying/resuming-citz-docs.htm>
- Descent: <http://www.citizenship.gov.au/applying/categories/citz-by-descent-docs.htm>
- Conferral: <http://www.citizenship.gov.au/applying/categories/born-former-citz-docs.htm>

How to have photocopies certified as “true copies of the original”

Give the certifying person each of the original documents one by one and its photocopy. The certifying person should check that the photocopy has not been altered or interfered with and is a true copy of the original.

On each page of each of the photocopied documents, he or she must then:

- Write on the photocopy: “*This is a true copy of the original document sighted by me*”; and
- Sign the document; and
- Print the following details: name; address; contact telephone number; profession or occupation; date verified; and
- Affix the official stamp or seal of the verifier’s organization on the copy, if the organization has such a stamp.

2. Proof of Identity and Endorsed Photographs

You will need to submit one recent passport-sized photograph that complies with the instructions on page 1 of Forms 132 and 118. The instructions are repeated at this webpage and apply equally for conferral applicants using Form 124:

<http://www.citizenship.gov.au/applying/categories/endorsed-photos.htm>

The photograph should be a passport sized colour photograph that is no more than 6 months old.

The photograph must be a full front view of the applicant’s head and shoulders without any head covering or tinted glasses. If the applicant wears a head covering for religious reasons, a photograph that shows the applicant’s facial features will be accepted. If the applicant normally wears prescription glasses, then glasses with untinted lens should be worn in the photograph. The photograph must have a plain, light coloured background.

The Australian Department of Immigration and Citizenship will not accept a poor quality photograph or a laser print.

You need to find someone to endorse the back of your photograph and fill in the Proof of Identity section. This may be the same person who certifies your photocopies as true copies of the original – if they have known you for 12 months or more.

On Form 132 (Resumption) this is Question 17 on page 8 of the 07/07 version of Form 132. On Form 118 (Descent) this is Question 31 on page 8 of the 07/07 version of Form 118. On Form 124 (Conferral) this is Question 22 on page 4 of the 07/07 version of Form 124.

That person must be currently employed in one of the professions/occupations listed. They must have known you for at least 12 months and cannot be related to you by birth or marriage.

Note that if you live outside Australia, it is acceptable to use a citizen of your own country in one of the listed professional groups as your endorser. The person need not be an Australian citizen. However, the person must have known you for at least 12 months.

Your photo endorser should sign the back of your photograph and print on it “***This is a true photograph of [APPLICANT’S NAME IN FULL]***”.

Your photo endorser should also fill in the Proof of Identity question on your application form and sign and date it.

Note: Generally when you have passport photographs taken, you will be given a set of four identical photographs. You only need one to put with your citizenship application. But keep the other three in a safe place. The same stringent requirements apply for passport photographs when applying for an Australian passport. Assuming your citizenship application is granted in due course, you should later be able to use the remainder of your photographs taken now when applying for your Australian passport.

Note that applying for an Australian passport is a completely separate administrative procedure (with a different application form and a separate fee) to applying for Australian citizenship. You cannot apply for an Australian passport until you are an Australian citizen.