

ORPHAN RELATIVE VISA (Offshore) subclass 117 CHECKLIST

For applicants lodging Orphan Relative Visa applications in China

IMPORTANT: Please use the following checklist to ensure that you have included all necessary supporting documentation when lodging a Child visa application.

Please ensure that you:

- Provide copies of the following documents,
- Provide a photocopy of all original documents lodged with your application so we can return the original documents to you at finalisation,
- Attach English translations of any documents in Chinese,
- Authorise electronic communications and provide an email address on Form 47CH, • **Attach the completed checklist to the top of your application with documents in the same order as per the checklist.**

FORMS AND FEE	CHECK BOX
Completed Form 47CH – <i>Application for Migration to Australia by a child</i> – signed by the applicant or a parent, relative or guardian if the applicant is under 16 years of age http://www.immi.gov.au/allforms/pdf/47ch.pdf completed in English	☐
Completed Form 40CH – <i>Sponsorship for a child to migrate to Australia</i> – signed by the sponsor http://www.immi.gov.au/allforms/pdf/40ch.pdf completed in English	☐
Evidence of payment of the Visa application charge See: Visa Application Charges http://www.china.embassy.gov.au/bjng/DIACtemp.html	☐
PERSONAL DOCUMENTS - SPONSOR	CHECK BOX
Evidence that the sponsor is an Australian citizen, permanent resident, or eligible New Zealand citizen	☐
Evidence of the sponsor's income – e.g. The sponsor's last two (2) years Income Tax Assessment Certificates/ Tax Returns	☐
If the sponsored child is under 18 years of age, the sponsor must provide the following: • an AFP National Police Check, if the sponsor has spent a total of 12 months or more in Australia since turning 16 years of age • police certificates from each country in which the sponsor has spent a total of 12 months or more in the last 10 years since turning 16 years of age.	☐ N/A ☐
If the sponsored child is under 18 years of age, and the sponsor has a spouse or de facto partner, that partner must provide the following: • an AFP National Police Check, if the partner has spent a total of 12 months or more in Australia since turning 16 years of age • police certificates from each country in which the partner has spent a total of 12 months or more in the last 10 years since turning 16 years of age.	☐ N/A ☐
ELIGIBLE NEW ZEALAND CITIZEN SPONSORS	CHECK BOX
Penal (Police) clearances from all countries where the sponsor has resided for more than 12 months in the last 10 years since turning 16 years of age regardless of the age of the applicant	☐ N/A ☐
Receipt for the sponsor's health examination from an approved Panel Doctor	☐ N/A ☐

PERSONAL DOCUMENTS - APPLICANT	CHECK BOX
The applicant's passport and copy of details page	☐
Two recent passport size photographs of the applicant with the applicant's name written on the back of each photo	☐
A notarised copy of the child's original birth certificate with English translation	☐
A certified copy of the child's household registration booklet (hukou)	☐
Document's to show the child's relationship to the sponsor (e.g. Birth certificate of the child's parents and birth certificate of sponsor)	☐
If one or both parents are dead, a death certificate or other official documentation to verify this.	☐ N/A ☐
If one or both parents' whereabouts are unknown, evidence of how long they have been missing and what efforts have been made to contact or find them	☐ N/A ☐
If one or both parents are permanently incapacitated, evidence showing why they are unable to care for the child. (For example, if a parent has a physical or mental illness which stops them from being able to care for the child, provide a medical report to verify this)	☐ N/A ☐
One of the following: - evidence that the sponsor has the sole legal right to determine where the child shall live (e.g. Court order); or - a statutory declaration or notarised statement from each person with a legal responsibility to the child stating that they have no objection to the child's migration <i>Note: Statutory declarations or notarised statements must be accompanied by a copy of the signatory's ID card and contact phone number.</i>	☐

CHARACTER	CHECK BOX
If the applicant is 16 years or older, Penal (Police) clearances from all countries where the visa applicant has resided for more than 12 months in the last 10 years since turning 16 years of age.	☐ N/A ☐
If the child has served in the armed forces of any country, certified copies of military service records, or discharge papers	☐ N/A ☐

OTHER DOCUMENTS	CHECK BOX
If lodging to Guangzhou - An EMS form completed in Chinese, indicating the address in China for the return of your passport and visa decision	☐
If lodging to Shanghai – 2 address labels in Chinese with your name, address and telephone numbers for the return of your passport and visa decision	☐