



**REGISTRATION OF AUSTRALIAN CITIZENSHIP BY DESCENT CHECKLIST  
(August 2018)**

- Complete Application for Registration of Australian Citizenship by Descent (Form 118). Individual application forms should be completed for each applicant. The Design Date of the form must not be earlier than **03/14a** to be a valid form.
- A fee of AUD\$230 is payable. If you are registering more than one applicant, the fee is AU\$230 for the first applicant and AUD\$95 for additional applicant(s). These applications must be submitted at the same time.
- Payment ***must*** be made at the time of lodgement of the Application and can be made by cash (only in person) or HKD\$1,460 bank draft (in favour of the “Australian Consulate General Hong Kong”). Applicants from Taiwan should pay by credit card by completing and signing Part H on Form 118.
- Global visa and citizenship processing times will be updated monthly, providing you with an indicative timeframe for processing applications. Processing times are available for the majority of visa subclasses and citizenship products, but will exclude a few subclasses such as those closed to new entrants, capped and queued, or which have a low volume of applications. Two processing times are displayed in calendar days, indicating how long it is taking to finalise 75 and 90 per cent of applications submitted globally. Processing times are impacted each month by changes in application volumes, seasonal peaks, complex cases, and incomplete applications. Processing times include applications lodged online and by paper. Where available, you should lodge your application online as it helps streamline processing arrangements.

For current global visa and citizenship processing times please visit the following website  
<https://www.border.gov.au/about/access-accountability/service-standards/global-visa-citizenship-processing-times>

**IMPORTANT: PLEASE ENSURE THAT ALL REQUIRED DOCUMENTS ARE PROVIDED WITH THE APPLICATION**

**Applicants from Taiwan should provide the original of household registration. All applicants should provide copies of the original documents certified by one of the professionals listed on page 5 of form 118. Documents not in English must be accompanied by a professional translation.**

- An endorsed passport size photo of the applicant
- The full birth certificate for the applicant
- If the child you are registering for citizenship by descent was born in Taiwan, please ensure a household registration is provided in addition to the birth certificate
- The applicant’s (child’s) passport, if any

- Evidence that at least one parent was an Australian Citizen at the time of the birth of the applicant, which may be:  
If the parent was born in Australia:
  - An Australian Passport issued after 22 November 1984; **or**
  - The full birth certificate issued before 20 August 1986
 If the parent was born outside of Australia:
  - An Australian Passport issued after 22 November 1984; **or**
  - Australian Citizenship Certificate
- Marriage certificate (if applicable) and both passports of the applicant's (child's) parents
- Evidence of the current address for the responsible parent (e.g. credit card or utilities bill)
- Applicants aged 18 years or older will need to obtain a police clearance from all the countries they have lived in since the age of 18. A letter to obtain a Hong Kong police clearance will be issued after the application is lodged.

#### **IMPORTANT NOTES**

- The name appearing on the Australian Citizenship Certificate will be ***exactly*** as it appears on the child's birth certificate. For example: if a child's given names are Yuen Shan Michelle and the father's surname is Wong, the name appearing on the Australian Citizenship Certificate will be Yuen Shan Michelle Wong. If you want the child's name to appear as Michelle Yuen Shan Wong, it will be necessary to change the child's name on the birth certificate with the appropriate Registry of Births Deaths and Marriages ***before*** lodging the application.

Should you require further information please contact an [Australian Visa Application Centre](#) (AVAC) in Hong Kong by email: [info.auhk@vfshelpline.com](mailto:info.auhk@vfshelpline.com) or telephone +852 2185 6326 well in advance of your intended application.