



Checklist and frequently asked questions

Child (subclass 101)

Dependent Child (subclass 445)

Adoption (subclass 101)

Orphan Relative (subclass 117)

Use this checklist to ensure that your application is complete and all of the relevant documentation has been included.

You must provide documents and evidence to support your application for this visa. We can make a decision using the information you provide when you lodge your application. It is in your interest to provide as much information as possible with your application at the time of lodgement. Applications with missing information can be decided on the information provided at lodgement and might take longer to finalise.

- **All non-English documents must be translated into English and accompany the certified copy of the document.**
 - In Australia contact the [National Accreditation Authority for Translators and Interpreters](#) for a translator.
 - Translators outside Australia do not need to be accredited, but they must endorse the translation with their full name, address, telephone number, and details of their qualifications and experience in the language being translated.
- **All foreign issued documents must be certified by the issuing authority**
- With the exception of police certificates, **do not supply original documents** with your application unless asked to do so. If submitting a paper application - You should **provide 'certified copies' of original documents.**
- **Original police certificates** must be included in your paper application or if lodged online sent to our Postal Address: Australian Embassy, Visa Office PO 11-1860 Raid El Solh, Beirut 11072090 Lebanon.
- Only send your document once.

Issuing authority certification of documents

In Lebanon, all official documents (Individual Census, Family Census, Marriage Certificates, Divorce Certificates, Death Certificates) must be certified by the Ministry of Interior and Municipalities. The original copy of these should be provided (multiple copies can be issued by the Ministry upon request and therefore they will not be returned to you).

Republic of Cyprus, birth certificates, passports, ID cards and marriage certificates must be certified by the Republic of Cyprus District Administration office.

Certified copies

For paper applications, you should provide 'certified copies' of original documents where the original cannot be provided and retained by the department. 'Certified copies' are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside (usually a Notary Public). Online applications only need to be certified by the issuing authority.

In Lebanon, the only document that would need to be a 'certified copy' is land ownership documents

Lodging your application

[The Australian Visa Application Centre \(AVAC\)](#) managed in partnership with *TLS Contact a Teleperformance company*.

The AVAC accepts paper applications and collects Biometrics (fingerprints and photo) from all clients applying for Australian visas in Lebanon.

The AVAC will charge a fee for these services which is payable in Cash Only (in LBP).

Visa applicants and persons required to submit their biometrics should make an appointment prior to attending the AVAC.

Appointments for clients to lodge their visa applications and submit their biometrics can be made online: https://au.tlscontact.com/lb/BEY/page.php?pid=appointment_booking

Only applicants residing in Cyprus can mail or courier their application to the Embassy for further details see [How to Lodge an application in Lebanon](#)

Fraud and misrepresentation

If we find that you provided a bogus document or false or misleading information with your visa application:

- we might refuse your visa application
- we might prevent you from being granted another visa for three years and, if your visa has already been granted, we might cancel it.

Remember that you are responsible for the information included in your application, even if someone else completes it for you.

About these visas

For full details about these visas you should refer to our website: www.border.gov.au and also view the [Child Migration Booklet](#)

Child visa (subclass 101)

The child must be:

- the biological child or adopted child of the sponsoring parent or a step child who has not turned 18 of a step-parent who is no longer the partner of the child's parent but has a legal responsibility to care for the child.
- An adopted child must have been adopted before their parent became an Australian citizen or the holder of an Australian permanent resident visa or an eligible New Zealand citizen.
- sponsored by their parent or their parent's partner
- single (the child cannot be married, engaged to be married, or in a de facto relationship)
- [younger than 18 years of age](#), or:
 - a full-time student between [18 and 25 years of age](#), or

- [18 or older and unable to work due to a disability](#) and dependent on the sponsoring parent.

The child can include their own dependent children in this application

Dependent Child visa (subclass 445)

The child must be:

- the dependent child of a parent who holds a temporary Partner (subclass 309 or 820) visa or a Dependent Child (subclass 445) visa. A parent usually lodges the application on behalf of the child.
- a biological child, stepchild or adopted child of the parent
- sponsored by the same person sponsoring their parent with limited exceptions
- able to meet health and character requirements
- single (the child cannot be married, engaged to be married, or in a de facto relationship)
- younger than 18, or else be one of the following:
 - financially dependent on the parent holding the temporary Partner visa
 - incapacitated for work due to the total or partial loss of bodily or mental functions.

Adoption Visa (subclass 102)

The child must:

- be younger than 18 years of age
- be living outside Australia
- be either already adopted or in the process of being adopted by their sponsor
- meet health and character requirements

If the child is under 18 years of age at the time of application, but will turn 18 before the application is decided, they will not be eligible for this visa.

The child must also be sponsored by an [adoptive parent](#) who is an Australian Citizen, the holder of an Australian permanent resident visa, or an eligible New Zealand citizen.

Orphan Relative visa (subclass 117)

The child must:

- lodge their application outside Australia
- be younger than 18 years old
- be sponsored by their relative who is:
 - the brother, sister, grandparent, aunt, uncle or step-equivalent of the child
 - older than 18 years of age
 - an Australian citizen, an Australian permanent resident or an eligible New Zealand citizen
- not be married or in a de facto relationship
- be in the situation where their parents are unable to care for them
- meet health and character requirements.

A child can apply for this visa if their parents are not able to care for them. This could be because the parents:

- are dead
- are incapable of caring for the child
- cannot be found

Checklist Subclass 101 Child, 445 Dependent Child, 102 Adoption, 114 Orphan Relative

Required documents – all applications	
Forms and Fees	
For subclass 101, 102 and 117 visa applicants only:	
<ul style="list-style-type: none"> A completed and signed Form 47CH - <i>Application for migration to Australia by a child</i>. Signed by the applicant or parent, relative or guardian if the applicant is under 16 years of age and 	<input type="checkbox"/>
<ul style="list-style-type: none"> A completed and signed Form 40CH - <i>Sponsorship for a child to migrate to Australia</i>. To be completed and signed by the child's sponsor. 	<input type="checkbox"/>
For subclass 445 visa applicants only:	
A completed and signed Form 918 - <i>Application for a subclass 445 (temporary) visa by a dependent child</i> . To be completed by the Sponsor of the child's parent who is residing in Australia.	<input type="checkbox"/>
A completed and signed Form 80 – <i>Personal particulars for character assessment</i> for each visa applicant aged 16 years or older. Applicants must list full details of all addresses they have lived at for 12 months or more during the last 10 years and provide full details of all employment and / or education since leaving school. If you believe a question is not relevant write “not applicable” and explain why.	<input type="checkbox"/>
Payment of the Australian Government Visa Application Charge OR if the Visa Application Charge has been paid at a DIBP office in Australia, a copy of the receipt must be submitted. See: Fees and charges for visas	<input type="checkbox"/>
Personal documents – all applicant/s	
Certified copy of a valid passport for you and accompanying family members plus any recent expired passports, showing any previous travel or visas. Note: your passport must have at least six months left before the expiry date.	<input type="checkbox"/>
Two recent passport-sized photographs , no more than 6 months old, of you and any migrating dependents travelling with you.	<input type="checkbox"/>
Certified copy of the Family Census showing family composition.	<input type="checkbox"/>
Certified copy of the Individual Census or birth certificate showing your parent's names	<input type="checkbox"/>
Certified copy of death certificates of any deceased parent if applicable	<input type="checkbox"/>
Certified copies of documents to show the child's relationship to the sponsor , such as a birth certificate of the child's natural or adoptive parents and the sponsor's birth certificate that indicates sibling relationship(s).	<input type="checkbox"/>
<p>If the child is under 18 years of age at the time of application lodgement, the interests of the child with regards to access to the non-migrating parent must be considered. Therefore, the following documentation is required:</p> <ul style="list-style-type: none"> A court order with custodial arrangements/circumstances of the applicant A statutory declaration or letter of consent from the non-migrating parent stating that they allow the child to live in Australia permanently. Form 1229 <i>Consent to grant an Australian visa to a child under the age of 18 years</i> – Completed by the non-travelling parent/s. If the parents are divorced, their divorce certificate <p>Please note that any of the above documents should be signed before a Notary Public. You will have to attach a certified copy of the parent's government issued identification document (such as passport or driver's license) with their photograph and signature, or if the parent is deceased, certified copy of their death certificate.</p> <p>Please note that custody and consent to migrate are different and will be considered separately. Therefore, you must provide both documents to demonstrate that you meet both requirements.</p> <p>If despite all efforts the non-migrating parent cannot be located or contacted, evidence should be provided in the form of a Statutory Declaration outlining the details of steps taken to contact the non-migrating parent, including the biological parents last known address and phone number and their parents last known contact</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

details, phone and address.	
<p>If the child is over 17 years at the time of application an original Police certificate(s) from countries where the applicant/s has resided, including Australia, for 12 months or more during the last 10 years (applicable to applicants 17 years old or over).</p> <ul style="list-style-type: none"> • Information on how to apply for a Police check in Lebanon • Information on how to apply for a Police check in Cyprus • Australian Federal Police (AFP) Australian National Police Check is available from the AFP website: AFP National Police Check <ul style="list-style-type: none"> ○ (You should use Code 33 at Question 1 on the form and include details of any, and all names you have been known by. We only accept Complete Disclosure National Police Certificates issued by the Australian Federal Police. We do not accept standard disclosure certificates or national police certificates issued by your state's Police) <p>More information is available about our character requirement.</p>	<input type="checkbox"/>
If the child has served in the armed forces of any country, certified copies of military service record or discharge papers	<input type="checkbox"/>
If the child's name has changed, certified copy of the evidence of the name change	<input type="checkbox"/>
<p>Evidence of polio vaccination: If you have spent 28 days or longer since 5 May 2014, in any of the countries listed below, or in any combination of those countries, you should provide your current certificate of vaccination against Polio.</p> <p>Countries: Afghanistan, Cameroon, Equatorial Guinea, Ethiopia, Iraq, Israel, Nigeria, Pakistan, Somalia, Syria</p>	<input type="checkbox"/>
Additional documents specific to Child visa (subclass 101) and Dependent Child (subclass 445)	
If the applicant is employed, evidence of the applicant's current employment	<input type="checkbox"/>
<p>If the Child is over 18 years of age or older for a 101 Visa:</p> <ul style="list-style-type: none"> • If the child is enrolled as a full-time student: evidence of their enrolment and active participation in a post-secondary course of study • An explanation of any gap of more than six months in study between finishing the final year of secondary school and starting further studies. • Evidence that the child is financially dependent on their sponsor for their basic needs of food, shelter and clothing, and how long this support has been provided. Evidence could include: <ul style="list-style-type: none"> ○ bank statements ○ money transfers ○ rent receipts. • If the child is claiming to have a disability: evidence from a qualified medical practitioner that the child has total or partial loss of bodily or mental functions and this stops them from working. <p>Note: applicants over 18 years must be studying full-time in a post-secondary course of study leading to a professional, trade or vocational qualification unless disabled);</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>If the child is a step child of the sponsor, documents to show all of the following:</p> <ul style="list-style-type: none"> • the child's parent is the former partner of the sponsoring step-parent • the child's biological or adoptive parentage • the step parent (sponsor) has legal parental responsibility for the child • the child is younger than 18 years of age. 	<input type="checkbox"/>
<p>If the sponsor has paid child support or given an assurance of support for anyone else, the sponsor must provide a statement that shows:</p> <ul style="list-style-type: none"> • the sponsor's relationship with that other person or those people • the dates of lodgement of any sponsorship or nominations (including any current sponsorship) or assurances of support • the amount and frequency of child support payments. 	<input type="checkbox"/>
Additional document specific to Adoption Visa (subclass 102)	
If the child has been adopted by expatriate adoptive parents without the support of an Australian state or	<input type="checkbox"/>

territory central adoption authority: <ul style="list-style-type: none"> • a written statement outlining the length of time and reasons for the adoptive parent's residence overseas and evidence to support this and • evidence of the adoptive parent(s)' residence outside Australia for more than 12 months at the time of application. 	
The adoption papers or compliance certificate (for signatories to the Hague Convention on Inter-country Adoptions) including evidence that the competent authority permits the child to migrate to Australia.	<input type="checkbox"/>
A letter from the Australia State/Territory adoption authority supporting the adoption (if applicable).	<input type="checkbox"/>
Photocopies of one of the following documents to show the sponsor's employment during the past two years: <ul style="list-style-type: none"> • an Australian income or overseas tax assessment notice • a letter from the sponsor's employer confirming length of employment and annual salary payslips • if the sponsor is self-employed or self-funded from other sources, business documents or a letter from the sponsor's accountant 	<input type="checkbox"/>
If the sponsor has paid child support or given an assurance of support for anyone else, the sponsor must provide a statement that shows: <ul style="list-style-type: none"> • the sponsor's relationship with that other person or those people • the dates of lodgement of any sponsorship or nominations (including any current sponsorship) or assurances of support • the amount and frequency of child support payments. 	<input type="checkbox"/>
Additional documents specific to Orphan Relative visa (subclass 117)	
If one or both parents are deceased, a death certificate or other official documentation to verify this.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Documents to show the applicant's relationship to the sponsor. <i>Note: The Sponsor must:</i> <ul style="list-style-type: none"> • be the child's brother or sister, grandparent, aunt or uncle, or niece or nephew, (or step equivalents); • have been lawfully resident in Australia for a reasonable period (usually two years); and • have turned 18 years of age 	<input type="checkbox"/>
Evidence that the Australian relative has the legal right to determine where the child shall live: <ul style="list-style-type: none"> • either a completed Form 1229 Consent to grant an Australian visa to a child under the age of 18 years OR • a statutory declaration from any other person with a legal responsibility to the child stating that they have no objection to the child's permanent migration; or • a valid court order issued to the Australian relative which permits them to permanently remove the child from the child's home country; or • a valid Australian child order issued by the Family Court in Australia to the Australian relative, and the grant of the visa would be consistent with that order. Note: Form 1229 or the statutory declaration must be accompanied by a certified copy of the other parent/person's identification (eg. passport or driver's licence).	<input type="checkbox"/>
Evidence that the Australian relative has the capacity to provide financial support and accommodation to the child until they turn 18 years of age – eg. telephone records and correspondence between the child and their Australian relative, documents relating the sponsor's employment, income and housing.	<input type="checkbox"/>
If the sponsor has paid child support or given an assurance of support for anyone else, the sponsor must provide a statement that shows: <ul style="list-style-type: none"> • the sponsor's relationship with that other person or those people • the dates of lodgement of any sponsorship or nominations (including any current sponsorship) or assurances of support 	<input type="checkbox"/>

<ul style="list-style-type: none"> the amount and frequency of child support payments. 	
Documents specific to Dependent Child visa (Subclass 445)	
<p>Evidence to show that applicant's parent has been granted either of the following visas:</p> <ul style="list-style-type: none"> a temporary Partner (subclass 820) visa; or a provisional Partner (subclass 309) visa. 	<input type="checkbox"/>
<p>Photocopies of one of the following documents to show the sponsor's employment during the past two years:</p> <ul style="list-style-type: none"> an Australian income or overseas tax assessment notice a letter from the sponsor's employer confirming length of employment and annual salary payslips if the sponsor is self-employed or self-funded from other sources, business documents or a letter from the sponsor's accountant. 	<input type="checkbox"/>
Personal Documents – all sponsors	
Two recent passport-size photographs of the sponsor.	<input type="checkbox"/>
Evidence that the sponsor is an Australian citizen, Australian permanent resident or eligible New Zealand citizen (certified copy of the birth certificate, Australian passport or foreign passport containing evidence of permanent residence); for New Zealand citizens – evidence of length of residence in Australia and of continuing links with Australia.	<input type="checkbox"/>
<p>Certified copies of the following documents demonstrating your sponsor's employment: and income that may establish the sponsor's financial ability to provide settlement support to the applicant(s):</p> <ul style="list-style-type: none"> Australian income and/or overseas tax assessment notice and a letter from their employer confirming length of employment and annual salary <p>If your sponsor is self-employed or self-funded from other sources, business documents or a letter from your sponsor's accountant.</p>	<input type="checkbox"/>
<p>If the applicant is under 18 years of age, their sponsor and his/her partner must provide the following:</p> <ul style="list-style-type: none"> an original AFP (Australian Federal Police) National Police Check, if the sponsor has lived in for more than 12 months or more (cumulatively and continuously) in Australia since turning 16 years of age. <ul style="list-style-type: none"> Australian Federal Police (AFP) Australian National Police Check is available from the AFP website: AFP National Police Check (You should use Code 33 at Question 1 on the form and include details of any, and all names you have been known by. We only accept Complete Disclosure National Police Certificates issued by the Australian Federal Police. We do not accept standard disclosure certificates or national police certificates issued by your state's Police) Original Police certificates from each country in which the sponsor has lived for more than 12 months or more (cumulatively and continuously) in the last 10 years since turning 16 years of age. <ul style="list-style-type: none"> Information on how to apply for a Police check in Lebanon Information on how to apply for a Police check in Cyprus 	<input type="checkbox"/>

The Health Requirement

You and your children who are applying for the visa with you must meet our health requirement. In some cases, members of your family unit who are not applying with you might, if requested, also need to meet the requirement.

So that we can decide if you meet this requirement, you need to undertake health checks at one of our Panel Doctors.

We recommend that you wait for us to contact you about health checks.

More information is available about our [health requirement](#).

Important notes and answers to Frequently Asked Questions:

The Australian Visa Application Centre in Lebanon

[The Australian Visa Application Centre \(AVAC\)](#) managed in partnership with *TLS Contact a Teleperformance company*.

The AVAC collects Biometrics (fingerprints and photo) from all clients applying for Australian visas in Lebanon. All paper visa applications for Australian visas must also be lodged at the AVAC.

The AVAC will charge a fee for these services which is payable in Cash Only (in LBP).

Visa applicants and persons required to submit their biometrics should make an appointment prior to attending the AVAC.

Appointments for clients to lodge their visa applications and submit their biometrics can be made online: https://au.tlscontact.com/lb/BEY/page.php?pid=appointment_booking

Appointments can also be made by contacting the call centre in Cairo Egypt:

- Telephone +20 233 313 301 (9.30 am to 5.30 pm Sunday to Thursday)
- Telephone +961 1 994 666 (8.30 am to 3.00 pm Friday- for urgent calls only)

For more information on the Australian Visa Application Centre, please follow this link:

<https://au.tlscontact.com/lb/BEY/index.php>

How long will it take to process my application?

We publish our current global processing times online. The new processing time information will give you an indication of the time it will likely take to finalise a complete application. Global visa and citizenship processing times are updated monthly, providing you with an indicative timeframe for processing applications. Two processing times are displayed, indicating how long it is taking to finalise 75 and 90 per cent of applications submitted globally.

You can view processing times on our website at www.border.gov.au/about/access-accountability/service-standards/global-visa-citizenship-processing-times.

We do not respond to status-related enquiries that fall within the published processing times. You should wait until after the processing time has elapsed before contacting us. If you lodged your application online, you can monitor the status of your application through [ImmiAccount](#).

Once you have lodged your application you can expect us to:

- undertake checks, as required, to confirm that the information and documents provided are truthful and accurate
- finalise the application as quickly as possible and in accordance with Australian law.

To ensure your application is completed within the expected timeframe, make sure that you:

- submit a complete application, including all necessary supporting documents
- provide any additional documents or information we request within the specified time, or tell us immediately if this is not possible. (Remember to check your junk folder, as our correspondence may auto-filter into spam).
- keep contact with the case officer or processing office to a minimum, to allow processing of applications to proceed as quickly as possible.

Note: Applications are assessed on a case-by-case basis. Some individual circumstances may cause applications to fall outside the published processing times.

All applicants are in similar circumstances, we are unable to expedite one application above others. All non-citizens applying for visas to Australia are considered on their individual merits against the legal requirements set out in Australia's migration legislation. These requirements include mandatory health, character, and national security checks that are undertaken by other agencies. Some of these checks can take some time to complete.

However, if you have any significant information to add to the application or if there has been a material change in the applicant's circumstances that might have an impact on the visa application, please notify the case officer as soon as possible sending an email to immigratin.beirut@dfat.gov.au

How to send additional information or documents

If you did not include all documents when you applied, send them as soon as you can:

- via your ImmiAccount if you applied online.
- **by post to:** The Australian Embassy Beirut, Visa Office, PO 11-1860 Raid El Solh, Beirut 11072090 Lebanon
- **by hand:** to Visa Application Centre, you will need to make an appointment first and a fee will be charged for this service

Tell us of changes

You need to update us if:

- there are any changes to your circumstances, for example, change of address or telephone number
- you made a mistake on your application
- you need to provide more information
- you want to withdraw your application.

Update your contact details and passport number via your ImmiAccount or complete [Form 1022](#) – *Notification of changes in circumstances*

If you applied online, send them via your ImmiAccount

If you applied on a paper form, send your changes by emailing immigration.beirut@dfat.gov.au

Mistakes on your visa application

Tell us if there are any mistakes in your application.

Complete [Form 1023](#) - *Notification of incorrect answer(s)*

Appoint or withdraw someone from acting on your behalf

Provide [Form 956](#) - Advice by a migration agent/exempt person of providing Immigration assistance (133 KB PDF). The form must be:

- completed by the person who you are appointing or withdrawing and
- signed by you.

Appoint or withdraw someone from receiving correspondence on your behalf

Provide [Form 956a](#) - Appointment or withdrawal of an authorised recipient (116 KB PDF).

The form must be:

- completed by the person who will receive (or will no longer receive) the correspondence and
- signed by you.

Note: The person named on this form will not be authorised to act on your behalf.

Withdrawing your application

Withdrawals must be signed by every applicant who is 18 years or older and is included in the visa application. In most cases, any fees you paid cannot be refunded.

You can either:

- Complete [Form 1446](#) - *Withdrawal of a visa application* and upload it to your immiAccount.
Note: Removing your application from ImmiAccount does not withdraw it.
- Send us a letter by post or email that includes:
 - your full name
 - date of birth
 - transaction reference number (TRN) or file reference number (FRN)
 - a statement advising you are withdrawing your Partner or Prospective marriage application

Withdrawing your sponsorship

Send us a letter by post or email that includes:

- your full name
- date of birth
- transaction reference number (TRN) or file reference number (FRN)
- a statement advising you are withdrawing your sponsorship from the Partner or Prospective Marriage application.

Note: Removing your application from ImmiAccount does not withdraw it.