



## Checklist and frequently asked questions

### Partner (Provisional) & Partner (Migrant) visa – (subclass 309/100) &

### Prospective Marriage visa – (subclass 300)

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**
- All documents that you provide in your online application via ImmiAccount must be scanned **certified original documents (DO NOT scan copies of originals)**.
- 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 quickest and easiest way to lodge and pay for your application is to lodge **online** using [ImmiAccount](#). You can also use your immiAccount to continue a saved application, attach documents, update your passport details, change email and address details and check the progress of your application.

Once you lodge your application you will be sent a letter asking you to complete your biometrics at our [Australian Visa Application Centre](#) in Lebanon.

You must [make an appointment](#) to attend the Visa Application Centre

For both online and paper applications, you must attach as much information as possible before you submit your application.

### 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.

### Partner and Prospective Marriage visas - About these visas

The **Prospective Marriage (subclass 300)** visa allows people to come to Australia to marry their fiancé. If you are granted this visa, you should marry your fiancé and apply for a Partner (subclasses 820 and 801) visa in Australia before your Prospective Marriage visa expires (usually within 9 months).

The **Partner (Provisional) visa (subclass 309) and Partner (Migrant) visa (subclass 100)** allows the partner or spouse of an Australian citizen, Australian permanent resident or [eligible New Zealand citizen](#) live in Australia.

See: DIBP website <http://www.border.gov.au/Trav/Visa-1/309-> or <http://www.border.gov.au/Trav/Visa-1/300-> for more information on these visas.

Further information is also available in the [Partner Migration Booklet](#) – Booklet 1 available on our website

## Checklist 300 309 100

Required Documents – forms and fees	
<p>Complete these forms online now by starting your application online via <a href="#">ImmiAccount</a> or</p> <ul style="list-style-type: none"> <li>• A completed and signed <b>Form 47SP</b> – <i>Application for migration to Australia by a partner</i></li> <li>• A completed and signed <b>Form 40SP</b> – <i>Sponsorship for a partner to migration to Australia</i></li> <li>• A completed and signed <b>Form 80</b> <i>Personal particulars for character assessment from each applicant aged 16 years or older.</i> <ul style="list-style-type: none"> <li>○ Applicants must list <b>full</b> details of all addresses that they have lived at for 12 months or more during the last 10 years, and</li> <li>○ Applicants must provide their <b>own details of their email addresses</b> (we will only contact you by email if you tick the box authorising this)</li> <li>○ provide <b>full</b> details of all employment and / or education since leaving school. If you believe a question is not relevant write “not applicable” and explain why.</li> </ul> </li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<p>Payment of the Australian Government Visa Application Charge <b>or</b> if the Visa Application Charge has been paid at a DIBP office in Australia, a copy of the receipt must be submitted. See: <a href="#">Fees and charges for visas</a></p>	<input type="checkbox"/>
Applicant documents	
<p>Copy of the <b>biodata page</b> of your passport for you and accompanying family members plus any recent expired passports, showing any previous travel or visas. These are the pages with the holder's photo and personal details and the issue/expiry dates. Note: your passport must have at least six months left before the expiry date.</p>	<input type="checkbox"/>
<p>Four (4) recent <b>passport-sized photographs</b> for you and accompanying family members. These photos should be of the head and shoulders only against a plain background</p>	<input type="checkbox"/>
<p>A certified copy of your <b>Individual Census</b> and/or <b>Birth Certificate for you and accompanying family members</b></p>	<input type="checkbox"/>
<p>A certified copy of your <b>Family Census</b> showing your family composition. A certified copy of your <b>Family Census</b> showing the main applicant and sponsor as a married couple (if married) (if available).</p>	<input type="checkbox"/>
<p>If you, your partner or any other migrating dependents included in your application has changed his or her name (for example by marriage or deed poll), <b>evidence of the name change.</b></p>	<input type="checkbox"/>
<p><b>Original Police certificate(s)</b> 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"> <li>• <a href="#">Information on how to apply for a Police check in Lebanon</a></li> <li>• <a href="#">Information on how to apply for a Police check in Cyprus</a></li> <li>• Australian Federal Police (AFP) Australian National Police Check is available from the AFP website: <a href="#">AFP National Police Check</a> <ul style="list-style-type: none"> <li>○ (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. <b>We do not accept</b> standard disclosure certificates or national police certificates issued by your state's Police)</li> </ul> </li> </ul> <p><a href="#">More information is available about our character requirement.</a></p>	<input type="checkbox"/>
<p>If you or any of the members of your family unit have served in the armed forces of any country in the last 10 years <b>certified copy of military service record or discharge papers</b> (certified by the issuing authority);</p>	<input type="checkbox"/>
<p>If you, your partner or any other migrating dependents included in your application has been permanently separated, divorced, widowed or previously married, <b>a statutory declaration/separation certificate, divorce decree absolute, or death certificate of the partner</b> (as appropriate).</p>	<input type="checkbox"/>
<p><b>Polio vaccination certificate:</b> If you or any dependent applicants have spent a period of 28 days or longer on after 5 May 2014 in Afghanistan, Cameroon, Equatorial Guinea, Ethiopia, Iraq, Israel, Nigeria, Pakistan, Somalia or Syria, or any combination of these countries. Applicants attending a medical appointment with a panel physician should bring their vaccination certificate to the medical appointment.</p>	<input type="checkbox"/>

<b>Dependent applicants</b>	
<p>Migrating dependent children <b>over 18 years</b> of age:</p> <ul style="list-style-type: none"> <li>• <a href="#">form 47A</a> Details of a child or other dependent family member aged 18 years or over completed and signed by you, your partner and the member of your family unit concerned;</li> <li>• <b>Evidence that they are financially dependent</b> on their sponsor for the basic needs of food, shelter and clothing, and how long this support has been provided. Such evidence may include: evidence of studies, bank statements, money transfers, rent receipts etc. You should also include proof that the dependent lives with you.</li> </ul>	<input type="checkbox"/>
<p>Migrating dependent children <b>under 18 years</b> of age provide one of the following:</p> <ul style="list-style-type: none"> <li>• a court order showing that you have the sole right to decide where the child lives,</li> <li>• Custody documents or a <a href="#">statutory declaration</a> from the child's other parent giving permission for him/her to migrate</li> <li>• <b>Form 1229</b> Consent to grant an Australian visa to a child under the age of 18 years – Completed by the non-travelling parent/s.</li> </ul> <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>	<input type="checkbox"/>
<b>Sponsor documents</b>	
<p><b>Evidence that your sponsor is an Australian citizen, Australian permanent resident, or eligible New Zealand citizen</b> including at least one of the following:</p> <ul style="list-style-type: none"> <li>• An Australian birth certificate showing the names of both parents:</li> <li>• The pages of the sponsor's current Australian passport showing their photo, personal details, and passport issue and expiry dates.</li> <li>• Australian citizenship certificate</li> </ul> <p>Provide proof of change of name, if applicable</p>	<input type="checkbox"/>
<p><b>Two recent passport-size photographs</b> of the sponsor</p>	<input type="checkbox"/>
<p>If your sponsor is a Australian permanent resident or eligible New Zealand citizen, proof they usually live in Australia</p>	<input type="checkbox"/>
<p>If your sponsor has previously sponsored a partner or been sponsored as a partner: <b>a statement from your sponsor regarding any previous sponsorship(s)</b>. The statement must specify the dates of lodgement of any sponsorship or nominations (including any current sponsorship or nominations).</p>	<input type="checkbox"/>
<p><b>Evidence of the sponsor character:</b></p> <p>The department may ask you to provide evidence of your sponsor's character. The sponsor will be required to provide an <b>Original Police check</b> from countries where the sponsor 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"> <li>○ <a href="#">Information on how to apply for a Police check in Lebanon</a></li> <li>○ <a href="#">Information on how to apply for a Police check in Cyprus</a></li> <li>○ Australian Federal Police (AFP) Australian National Police Check is available from the AFP website: <a href="#">AFP National Police Check</a> (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. <b>We do not accept</b> standard disclosure certificates or national police certificates issued by your state's police).</li> </ul> <p>For further information see: 'Reducing violence in the community' in the <a href="#">Partner Migration Booklet</a></p>	<input type="checkbox"/>
<b>Evidence of your relationship</b>	
<p><b>Signed, written statements from you and from your partner detailing the history of your relationship</b> (for example when and how you met, how the relationship developed, when you became engaged, joint activities, significant events in the relationship) and your future plans together.</p>	<input type="checkbox"/>

<p><b>Evidence that your relationship with your partner or is genuine and continuing or evidence that you and your fiancé genuinely intend to live in a married relationship.</b></p> <p>This may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Evidence that you and your partner share <b>financial commitments and responsibilities</b> (e.g. joint ownership of assets, sharing of finances/bills/expenses, joint loans, bank accounts, legal commitments that you and your partner have undertaken as a couple etc.).</li> <li>• Evidence that you and your partner share <b>responsibilities within your household</b> (e.g. joint utilities accounts, joint responsibilities for children, correspondence addressed to you both at the same address, evidence attesting to your living arrangements etc.).</li> <li>• Evidence demonstrating how your relationship is seen by your friends and family (e.g. evidence that you and your partner are generally <b>accepted as a couple socially</b>, joint invitations, outings/ travel together, photos, statutory declarations from friends and relatives who know you as a couple, evidence of joint participation in cultural/social/other activities etc.).</li> <li>• Evidence demonstrating the <b>mutual commitment between you and your partner</b> (e.g. correspondence/email communication and itemised phone accounts to show that contact was maintained during periods of separation etc).</li> </ul> <p>Please see further information below under our FAQs in 'Evidence of your relationship'.</p>	<input type="checkbox"/>
<p><b>Form 888</b> - <i>Statutory declaration by a supporting witness relating to a partner visa application</i></p> <p>At least <b>two statutory declarations</b>, preferably from individuals who are Australian citizens or permanent residents and who have personal knowledge of your partner relationship (such as relatives or friends) and support your claim that the relationship is genuine and continuing.</p>	<input type="checkbox"/>
<p><b>For Partner (subclass 309/100) applications</b></p>	
<p>If you and your partner or any other migrating dependents included in your application are married, a <b>certified copy official marriage certificate(s)</b>.</p> <p>Note: If either of the parties were under the age of 18 years at the time of the marriage, we recommend that you contact the Beirut office to discuss your case prior to lodgement.</p>	<input type="checkbox"/>
<p>If you are applying on de facto grounds (not legally married), you must both be aged 18 years or over at the time that you lodge this application. You must also provide: one of the following :</p> <ul style="list-style-type: none"> <li>• <b>Evidence that your de facto relationship has existed for the entire 12 months before lodging this application</b> (note periods of 'dating' do not count towards the 12 month relationship requirement), or</li> </ul> <p>There are only limited exemptions from the one year relationship requirement. For further details see: <a href="#">Fact Sheet – one-year relationship requirement for De Facto partners</a></p>	<input type="checkbox"/>
<p><b>For Prospective Marriage (subclass 300) applications</b></p>	
<p>Evidence that you intend to marry your fiancé within nine months of being granted the visa: <b>An original letter (on letterhead) from an authorised Marriage Celebrant in Australia</b> confirming the names, date and place of marriage to take place in Australia and that a <b>Notice of Intent to Marry (NOIM)</b> in respect of the parties has been lodged with the celebrant.</p>	<input type="checkbox"/>
<p>Evidence that you and your fiancé have met in person as adults and are personally known to each other.</p>	<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.

You can have health checks before you apply for the visa or you can wait until we tell you to have them. Health checks are only valid for one year. If your visa takes longer than a year to process you will need to have, and pay for, the checks again.

**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:

### Lodge your application online quickly and easily using ImmiAccount

Submitting your application online via [ImmiAccount](#) has many advantages:

- Allows you to apply and pay for a visa application 24 hours a day 7 days per week
- Save and continue an online application at any time
- Attach documents without the need of postage or visiting our Visa Application Centre
- Check the progress of your application
- Update your application details online
- Get a copy of your application at any time

For further information including tips for attaching documents, document size limits and troubleshooting see our website at <http://www.border.gov.au/Trav/Visa/Immi#>

### 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](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](http://www.border.gov.au/about/access-accountability/service-standards/global-visa-citizenship-processing-times).

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](mailto:immigratin.beirut@dfat.gov.au)

### Evidence of your relationship

Please see the 'Evidence that your relationship is genuine' section of the [Partner Migration Booklet 1](#) for more information.

Evidence should be uploaded to ImmiAccount. Please think about how to present this information in a way that our office can understand your relationship. For example: You may want to copy a select few photos to a document and describe when the photos were taken, who is in the photo and how this photo demonstrates that you are in a genuine relationship and the development of your relationship over a period of time (ie you do not need to provide every single photo of your time together, repeated photos of the same event are generally not considered unless they contain additional evidentiary value).

For paper applications, you can save your selected evidence to a CD and submit to our office. Evidence on USB drives **will not** be considered.

Please do not provide excessive amounts of paper to this office, we do not need to see every single chat you have had, but you may want to select relevant chats or messages that clearly demonstrate you are in a genuine relationship.

### How do I contact you

**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 or provide additional documents for consideration through [ImmiAccount](#).

We will contact by you at each stage of processing or when a decision is made via email.

## 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 hand:** to Visa Application Centre, you will need to make an appointment first and a fee will be charged for this service

## Prospective marriage applicants who marry before a decision is made on your subclass 300 application:

If you marry before we make a decision on your visa application, you will no longer be eligible for the 300 Prospective Marriage visa. You will need to send the following to the office processing your application:

- evidence that your marriage is valid (registered marriage certificate issued by the relevant legal authority) and translation
- a request in writing to be considered for a Partner visa (subclass 309) and Partner visa (subclass 100). Once this is received, we will process your application as a Partner (subclass 309) visa application.
- a statement in writing telling us you want to withdraw your Prospective Marriage visa application. If you do not withdraw your application, it will be refused as you no longer meet the eligibility requirements for the visa.

## Adding children to your application

You can add dependent children to your visa application before we make a decision on your visa. Add dependents via your ImmiAccount or complete [Form 1436 Adding an additional applicant after lodgement](#).

If your child is born after you lodge your application but before the Prospective Marriage or Partner visa application is decided, tell us as soon as possible so that we can include them in your application.

- Complete a form 1022 Notification of changes in circumstances
- Attach a certified copy of the birth certificate to the form
- Mail them to the office or upload the documents via ImmiAccount if you have applied online

If your child was born after your lodge your application but before a decision is made there is no fee for adding the child to the application.

If your child was born before your application but you would like to add them before a decision is made on your application you will be required to pay the relevant Additional Applicant Charge.

If your child is born outside Australia and either parent is an Australian citizen at the time of the child's birth, the child might be eligible [for Australian citizenship by descent](#).

If your child is born in Australia, they are automatically granted the same visa you and your partner hold at the time of the child's birth. If either parent is an Australian citizen or Australian permanent resident at the time of the child's birth, the child might be an Australian citizen by birth. You should still advise this office of the birth of a child in Australia by providing a copy of the birth certificate by mailing it in or uploading the document via ImmiAccount.

## 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](mailto: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 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 to receive 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.