



Australian Embassy Myanmar
Visa and Immigration Office

APPLYING FOR AUSTRALIAN CITIZENSHIP BY DESCENT
FORM 118

Am I eligible to apply for Australian Citizenship by Descent?

You may be eligible to apply to become an Australian citizen by descent if:

- You were born outside Australia, **and**
- One of your parents was an Australian citizen at the time of your birth.

If your Australian citizen parent was a citizen by descent then that parent must have spent at least two years in Australia.

If you were born outside Australia or New Guinea before 26 January 1949 you may be eligible if:

- at least one or your parents became an Australian citizen on 26 January 1949, **and**
- that parent was born in Australia or New Guinea, or was naturalised in Australia before your birth.

As the Australian parent, do I still need to submit my full birth certificate when I have already submitted my Australian passport?

Yes, a full birth certificate **must be submitted** with this application along with a copy of your passport.

My child is under 16 and born overseas, how do I apply for citizenship by descent?

Applications for children under 16 years of age must be made by a responsible parent.

The *Australian Citizenship Act 2007* defines **responsible parent** as:

- a parent of the child, unless that parent does not have parental responsibility because of orders made by the family Court of Australia, or
- any person having responsibility over the child because of an order made by the Family Court, or
- any person who has guardianship or custody of the child under an Australian law or foreign law, whether because of adoption, operation of law, an order of a court or otherwise

For more information please visit: <http://www.border.gov.au/Trav/Citi/App/How-to-apply/Application-process-for-citizenship-by-descent>

Where do I lodge my application?

All visa applications should be lodged at the Australian Visa Application Centre (AVAC) in Myanmar operated by VFS Global.

Address: #305, Prime Hill Business Square,
No. 60, Shwe Dagon Pagoda Road,
Dagon Township, Yangon, Myanmar

Telephone: 02-118-7100

Email: info.aurng@vfshelpline.com

Contact Centre hours: 08.30 hrs to 16.30 hrs
Business hours: 08.30 hrs. – 16.30 hrs. (Monday to Friday*)
Application lodgement hours: 08:00 hrs. – 15:30 hrs. (Monday to Friday*)
Passport Collection hours: 08:30 hrs. – 16:30 hrs. (Monday to Friday*)
*Except on Public Holiday (<http://www.myanmar.embassy.gov.au/rang/aboutus.html>)

A fee will be charged for this service in addition to the scheduled fee charged by the Australian Government for all visa applications. For more information about lodgement procedures, fees charged, contact details, office locations and office hours, please visit <http://www.vfsglobal.com/australia/myanmar>

How much is the application fee?

There is an application charge for citizenship by descent. This will not be refunded if your application is unsuccessful, or if you decide to withdraw your application after you have lodged it. Please ensure that you pay the correct amount applicable to you. **See:** <http://www.border.gov.au/Trav/Citi/Appl/Application-fees-forms-and-appeals>

Who will assess my application and how long will it take?

Once we receive your application it will be transferred and processed in Australian Embassy in Bangkok, Thailand. The time taken for applications to be assessed fluctuates based on the number of applications received at any one time by the department. All citizenship by descent applications are assessed in the order they are received by this office. The processing time service standard (i.e. from the time we receive your application until a decision is made) for citizenship by descent applications can be found at <http://www.border.gov.au/about/access-accountability/service-standards>

What will help me get my application processed faster?

You should ensure you lodge a complete application. A complete application is one that provides all the information necessary for a decision to be made.

While the department may ask you to provide more information in order to determine whether you meet the criteria for grant of citizenship, a decision on applications may be made solely on the information provided at the time of application. Please use the checklist below to ensure you have submitted all the required documents for your citizenship by descent application.

Who can certify Part D - Identity declaration in Question 17 of Form 118?

They must:

- be on the list of the designated professions and occupations
<http://www.border.gov.au/about/access-accountability/service-standards/citizenship-processing>
- be an Australian citizen, or **if applying overseas**, a citizen of your country of residence if no Australian citizen is known to you

AND

- has known you for at least one year or since birth (for applicants under 1 year old)
- not be related to you by birth, marriage or de facto relationship
- be available to contact by telephone during normal working hours.

Note: The treating medical practitioner (obstetrician) or nurse (midwife) is recommended for applicants under 1 year old.

Who can certify copies of documents in Myanmar?

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.

Now I have my citizenship by descent certificate, how do I get an Australian Passport?

If you are an Australian Citizen and require a passport, please note that the processing of Australian passports is managed by the Consular Section at the Australian Embassy Yangon. Enquiries relating to procedures for obtaining an Australian passport, processing times and documentary evidence required should be directed to the Consular Section.

Application online

If you lodge your application online through [ImmiAccount](#) you **should** upload all supporting documents into the system at the time of lodgement. Failure to do so may lead to delays in the processing of your Citizenship application. **The maximum size for each file you attach is 5MB.**

If you are requested to provide more supporting documentation for your application, you should submit (upload) supporting documents online via your ImmiAccount. To attach documents to your Citizenship application, please login to your ImmiAccount, find the application details page and click on the Attach Document button on the right hand side of the screen. **The maximum size for each file you attach is 5MB.**

For more information on ImmiAccount, please visit

<http://www.border.gov.au/Trav/Visa/Immi>

Additional information regarding the attachment process can be found here:

<http://www.border.gov.au/Trav/Visa/Atta>

Application Document Checklist

This application document checklist details the information and supporting documents required to assist with the lodgement of a complete application with the department. You may also need to provide additional information and documentation after you have made your application if the department requires it. **After** completing this checklist, please attach it to the front of your application.

All applicants must submit

- [Form 118](#) Application for Australian Citizenship By Descent. Please ensure that the application form is completed in English and signed by you, the applicant or responsible parent (if the child in this application is 16 years or under)
- Application charge. See: <http://www.border.gov.au/Trav/Citi/App/Application-fees-forms-and-appeals>
- Certified copy of the official Burmese birth certificate issued by the Burmese District Office
- English translation of the official Burmese birth certificate issued by the Burmese District Office
- Two recent passport sized photographs (45mmx35mm), no more than six months old, of the applicant, this should be of the applicants head and shoulders only against a plain background. Please ensure the photograph is endorsed by the person making the identity declaration in Part D, Question 21
- Form 54- Family Composition - complete the form in English and signed
<http://www.border.gov.au/Forms/Documents/54.pdf>

Australian Citizen Parent

- Certified copy of Full Birth Certificate of the Australian parent
- Certified copy of your passport, including the bio data page and all movement stamps for 12 months before the birth of the child in this application
- An additional identification document containing your current address (e.g. driver licence, utilities bill, credit card bill, tenancy agreement)
- If you as the parent obtained your Australian Citizenship by descent, you must also provide a certified copy of your Australian Citizenship Certificate and evidence you have been resident in Australia for a minimum of two years from the date of your citizenship grant, such as:
 - school records
 - employment records
 - any documents issued by an Australian government agency

Other Parent

- Certified copy of other parent's passport, including the bio data page and all movement stamps for 12 months before the birth of the child in this application

If applicable, the following should also be provided:

- Marriage certificate of the parents **and/or** evidences of familial relationship between parents and child (e.g. a statement of your relationship, photographs, evidences of co-habitation and financial support if relevant)
- Court Orders stating the change of parental power over the applicant

- Any orders relating to the custody, guardianship or parental responsibility for this child
- Evidence of any change of name and linkages between names used

Additional documents for applicants 16 years or older

- Applicants need to provide at least 3 document which collectively contain your
 - Photograph
 - Signature
 - Current address
 - Date of birth, birth name and gender
- Proof of any changes of name (if applicable)

Additional documents for applicants 18 years or older

- [Form 80](#) Personal particulars for assessment including character assessment (Form 80) prior to their application being processed.
- Original penal clearance certificates may be required, please see Part E, Question 22.

Document translation

If your information or documents are not originally in English, the information or documents must be accompanied by an official English translation. Official English translation means; in Australia, translations by National Accreditation Authority of Translators and Interpreters (NAATI) accredited translators; and overseas, official certified translations from non-NAATI accredited translators endorsed by the translator with their full name, contact, qualification and experience in the language.

Please note that the Department is not able to provide any recommendation for professional translators in Thailand.

For further detailed information, please visit www.border.gov.au or www.burma.embassy.gov.au

Last updated 10 July 2015