



INTERNATIONAL RECRUITING

Visa Document Check List for International Police Applicants

This fact sheet has been prepared in conjunction with a Migration Specialist to assist you in your preparation in submitting your ENS-186 visa application. It is your responsibility to ensure that your application and supporting documents meet the requirements for each individual circumstance, as stipulated by the Department of Home Affairs [Immigration and citizenship \(homeaffairs.gov.au\)](http://immigrationandcitizenship.homeaffairs.gov.au). The submission of an incomplete application will delay the processing of your application by the DHA.

- High quality colour Scan all documents (English and non-English) in colour.
- Any documents not in English must be translated, and a copy of the original and translated document must be provided.
- The scans and photos must be clear.
- If a document is more than one page, save it all as one file.
- Limit each individual file to under 5MB to comply with the Immiaccount upload limitations.

DOCUMENT REQUIRED	PREPARED	SUBMITTED
<p>Identity documents</p> <ul style="list-style-type: none"> • a national identity card, if you have one, • birth certificate, • proof of change of name. <p>Documents that prove a change of name include:</p> <ul style="list-style-type: none"> • a marriage or divorce certificate, • change of name documents from an Australian Registry of Births, Deaths and Marriages, or the relevant overseas authority, • documents that show other names you have been known by. <p>(if your child is under 5 years old you can include them in the application without a passport)</p>		
<p>Evidence of location of candidate (full residential address).</p>		





<p>Current Passport (valid for 6 months from visa Grant) + children/spouse/partner.</p>		
<p>Evidence of your relationship (if applicable) You need to provide evidence you are still in a relationship with your partner.</p> <p>Provide either:</p> <ul style="list-style-type: none"> • your current marriage certificate or • enough documents to prove your partner has been in a de facto relationship with you for at least 12 months before you apply. <p>Documents that prove a de facto relationship include:</p> <ul style="list-style-type: none"> • joint bank account statements, • billing accounts in joint names, • joint leases or mortgages, • documents that show you have both lived at the same address. <p>Refer to relationship evidence fact sheet for further examples of evidence or a de facto relationship.</p>		
<p>Parental responsibility documents (if applicable)</p> <p>You must get consent for the child to come to Australia from anyone who:</p> <ul style="list-style-type: none"> • has a legal right to decide where the child lives and • is not coming to Australia with the child. <p>They must complete either:</p> <ul style="list-style-type: none"> • Form 1229 Consent form to grant an Australian visa to a child under the age of 18 years (276KB PDF) • a statutory declaration giving their consent for the child to visit Australia on this visa (Form 1229 preferred) <p>Include a document with the signature and photo of the person who completed the form or declaration, such as a:</p> <ul style="list-style-type: none"> • passport • driver's licence. 		





<p>Proof of dependence for dependants over 18 years (if applicable)</p> <p>You need to prove that this person is a family member and/or dependent on you. Provide:</p> <ul style="list-style-type: none"> • a completed Form 47a Details of a child or other dependent family member aged 18 years or over (307KB PDF) • proof of your relationship with the dependent such as a birth certificate or adoption papers <p>You must also prove this person has been financially dependent on you for at least 12 months before you apply. You could provide:</p> <ul style="list-style-type: none"> • proof they live with you • their tax records • proof they are currently studying <p>You must evidence that the person relies on you for their basic needs for accommodation, food, and clothing.</p>		
<p>Up-to-date resume/CV, covering at least the last 10 years clearly identifying start and end dates of employment, and sufficient detail of the positions held, the employer and whether full time, part time or casual.</p>		
<p>Reference letters (evidence of 3 years full time employment as a police officer is required to meet the visa criteria).</p> <p>The reference letter must:</p> <ul style="list-style-type: none"> - be on letterhead - signed by an authorised person - include the contact details of the person - specify the position / s held (if multiple positions break down the employment history separately) - specify if full time, part time or casual (if not full time specify weekly hours worked on average) 		





<p>Evidence of paid employment covering at least 3 years full time employment:</p> <ul style="list-style-type: none"> • Payslips • Tax records • Bank statements showing wages credited 		
<p>English test results (only required if not UK/ Republic of Ireland, Canada, US, or NZ citizen)</p>		
<p>If applicable, provide a copy of the formal payment plan entered into by the applicant (or their children/spouse/partner) where the applicant (or their children/spouse/partner) owe any debts to the Commonwealth of Australia (for example unpaid taxes, public health, fines etc)</p>		
<p>If applicable, provide copy of decision record neither if the applicant (or their children/spouse/partner) has been sanctioned by the Australian government in relation to immigration nor had a visa cancelled or been refused a visa to Australia.</p>		
<p>Police clearance for the applicant (or their children/spouse/partner) for any country resided in for at least 12 months in the last 10 years, stipulating any criminal convictions or criminal legal matters awaiting finalisation.</p> <ul style="list-style-type: none"> • police certificates, if applicable, for dependents 18 years old or older. 		
<p>If served in the armed forces of any country: Military service records or discharge papers.</p>		

