



**Australian Government**

**Department of Immigration  
and Border Protection**

# ImmiAccount – How to attach documents to a citizenship application

Version: 2 (10-7-2015)

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Before you can submit an online citizenship application, you are required to attach **evidence of identity** documents and **supporting** documents. You will be prompted to attach documents to your application before paying and submitting your application.

The documents required to support a citizenship application will be listed under the **Providing Supporting evidence** heading during the application process. You are required to attach documents that collectively show your photograph, signature, current residential address, date of birth, gender and any change of name (if applicable). A Form [1195 – Identity declaration](#) must also be completed and attached to the application for all applicants including children.

## Document requirements

Documents submitted with your application must be scanned documents no larger than five megabytes (5MB) and in the following file formats only.

- .jpg
- .jpeg
- .jpe
- .bmp
- .gif
- .pdf\*
- .png

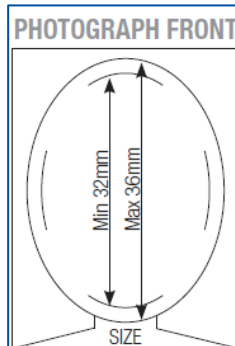


Encrypted .pdf files cannot be accepted. You must save your scanned file in a different file format before attaching.

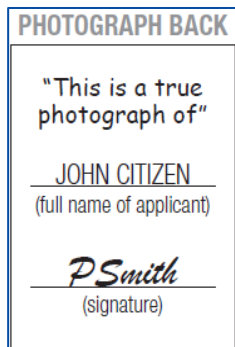
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Ensure that when attaching photographs to your application, you:

- scan the front and back of the photograph separately. Do not place the photo on paper before scanning
- attach the front and back of the photograph of each applicant separately
- use the **Photograph Passport** for a front view of the photo



- use the **endorsed Photograph Rear** for a back view of the endorsed photo showing the authorised person's declaration and signature.



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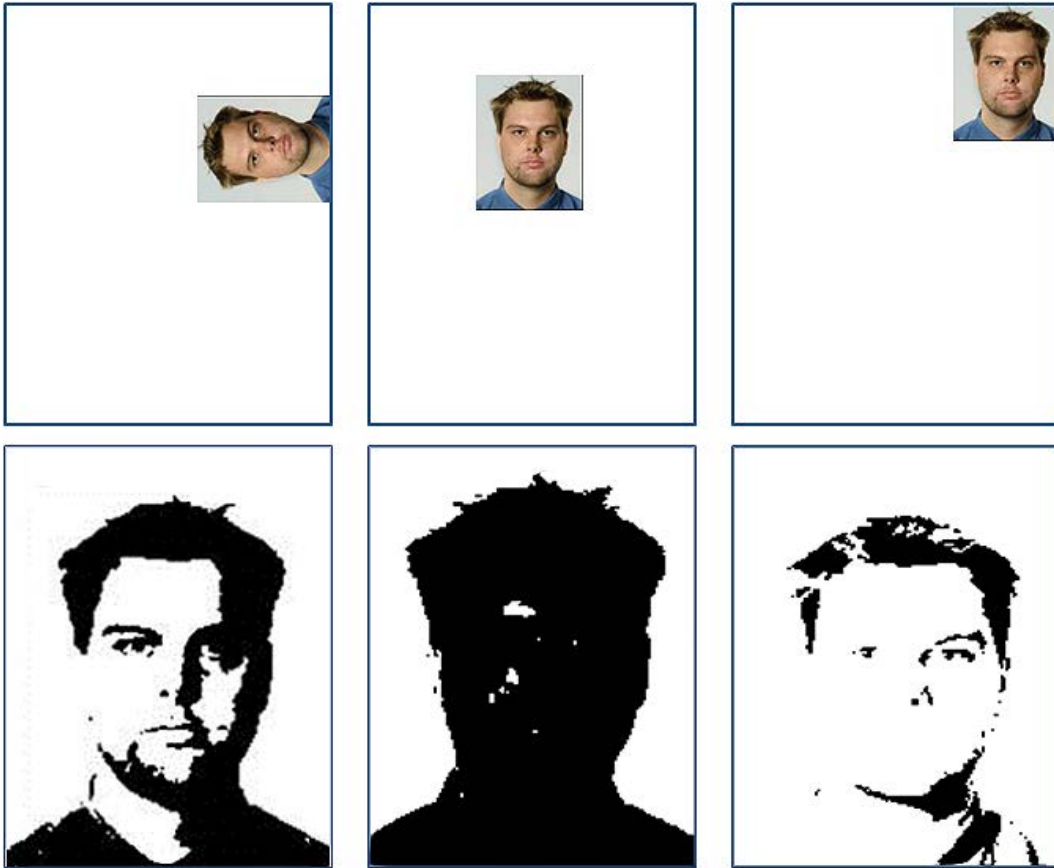
When attaching passport scans, please ensure you only attach passport detail pages.  
**Do not** attach blank pages of your passport.

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### Example of an acceptable photograph




## Examples of unacceptable photographs



## Photograph incorrectly attached to Form 1195

 **Australian Government**  
Department of Immigration and Border Protection

**Identity declaration**



Form 1195 *Identity declaration* is to be completed and provided to the Department of Immigration and Border Protection (the Department):

- for each additional child if you have more children than the space on your citizenship application form allows, or
- if you have applied for citizenship online. A separate form 1195 must be provided for each person included in the online application.

**Important** – Please read this information carefully before you complete this form. Once you have completed this form we strongly advise that you keep a copy for your records.

**Integrity of application**

The department is committed to maintaining the integrity of the visa and citizenship programmes. If you or a third party acting on your behalf provide, or have provided in a previous application, false or misleading information or documents (either knowingly or otherwise), this application may be refused. In addition, you may be prosecuted under the *Misleading Act 1958* and/or the *Australian Citizenship Act 2007*. If information or documents are found to be fraudulent or misleading after you become an Australian citizen, you may be prosecuted and may be subject to revocation of your Australian citizenship.

**Identity declaration**

An application for Australian citizenship cannot be approved where a person's identity is not able to be verified. The completed identity declaration and endorsed photograph must be signed by a person who:

- is an Australian citizen, **and**
- has known you for at least one year, **and**
- is currently working in a profession or occupation listed on pages 1 and 2, **and**
- is not related to you by birth, marriage or de facto relationship, **and**
- is easy to contact by telephone during normal working hours.

**Note:** If you are applying from outside Australia, the identity declaration can be completed by a citizen of your country of residence who has known you for at least one year, is currently working in a profession or occupation listed on pages 1 and 2, and is not related to you by birth, marriage or de facto relationship.

For children under 6 years of age, the identity declaration can be completed by an Australian citizen (or citizen of the child's country of residence if applying from outside Australia) who has known the child for less than 12 months, is currently working in a profession or occupation listed on pages 1 and 2, and is not related by birth, marriage or de facto relationship.

**Photograph requirements**

The person who signs the declaration must also write on the back of your photograph the words: *This is a true photograph of (your full name)* and sign the back of the photograph using the same signature as on the declaration.

The photograph should be carefully attached to the front of the application form **without obscuring the image**, or you can place the photograph in a plastic sleeve or envelope and staple it to the form.

If applying for citizenship online, pages 3 and 4 of this form must be scanned and attached to your online application. The front and back of your endorsed photograph must also be separately scanned and attached to your online application.

The photograph must be:

- no more than 6 months old
- a full-face view of your head and shoulders (unlimited prescription glasses can be worn – a photograph that shows facial features only is acceptable if you wear a head covering for religious reasons)
- of good quality, in colour, against a plain, light coloured background (darker copies are not acceptable).

**List of professions and occupations**

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Balliff
- Bank officer with 5 or more years of continuous service
- Building society officer with 5 or more years of continuous service
- Charitpractor (licensed or registered)
- Clerk of courts
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Dentist (licensed or registered)
- Fellow of the National Tax Accountant's Association
- Finance company officer with 5 or more years of continuous service
- Judge of a court
- Justice of the peace
- Legal practitioner (licensed or registered)
- Magistrate
- Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part 9 of the *Marriage Act 1961*
- Master of a court
- Medical practitioner (licensed or registered)
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force with 5 or more years of continuous service

people OUR BUSINESS © COMMONWEALTH OF AUSTRALIA 2014 1195 (step 001 1195) Page 1



Do **not** attach your photograph to the 1195 form. The form and photograph must be scanned and attached to your application separately.

Documents in languages other than English must be accompanied by an English translation.

If you are in Australia when applying, use translators accredited by the National Accreditation Authority of Translators and Interpreters ([NAATI](#)).

If you are outside Australia when applying, the English translation must be completed by a qualified translator and must be endorsed by the translator with their full name, address, telephone number, and details of their qualifications and experience in the language being translated.

Contact the [Australian mission](#) in the country that issued the documents for advice on acceptable translators.



You should scan and save all the documents you require to provide as evidence before you begin the process of attaching them in ImmiAccount.

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# Attaching documents

Login to your **ImmiAccount**.



For information on how to login to your **ImmiAccount**, refer to the **How to login to ImmiAccount** Quick Reference Guide.

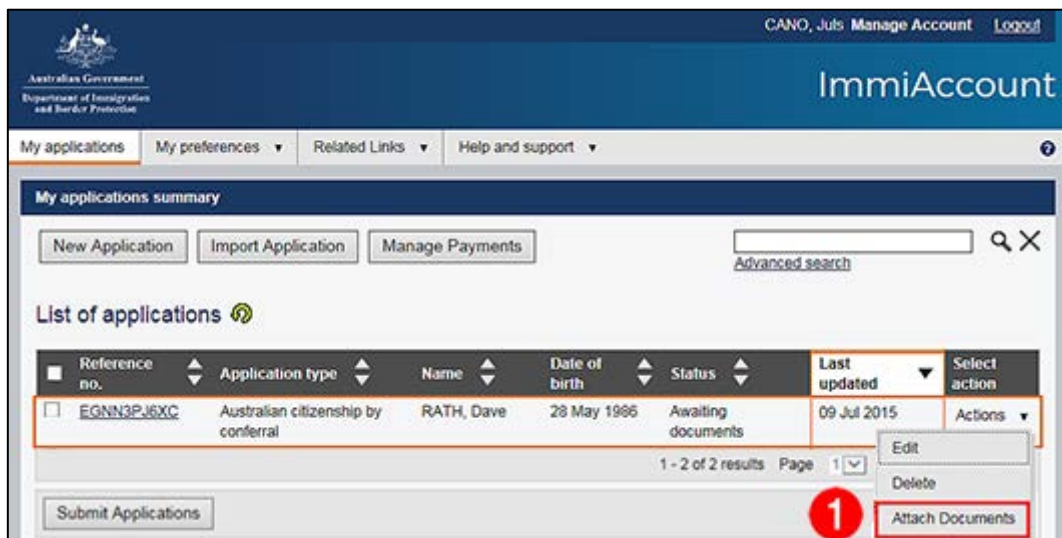
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If you are already in the process of creating and submitting your application, go to Step 2.

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The **My applications summary** page displays.



The screenshot shows the 'My applications summary' page in the ImmiAccount system. At the top, there are navigation tabs: 'My applications', 'My preferences', 'Related Links', and 'Help and support'. Below the tabs, there are buttons for 'New Application', 'Import Application', and 'Manage Payments', along with a search bar and an 'Advanced search' link. The main section is titled 'List of applications' and contains a table with the following data:

Reference no.	Application type	Name	Date of birth	Status	Last updated	Select action
EGNNGPJ6XC	Australian citizenship by conferral	RATH, Dave	28 May 1986	Awaiting documents	09 Jul 2015	Actions

Below the table, there is a 'Submit Applications' button and a red circle with the number '1' pointing to the 'Attach Documents' button in the 'Select action' column.

The citizenship application will have a status of **'Awaiting documents'** or **'Incomplete'**.

1. Under the **Select action** field click on **Actions** then **Attach documents**.

The **Providing supporting evidence** page displays.



If your application has a status of **Incomplete**, under the **Select action** field click **Edit**. Click the **Next** button on each page until the **Providing supporting evidence** page displays.

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CANO, Juls [Manage Account](#) [Logout](#)

**Online Lodgement**

Australian Government  
Department of Immigration and Border Protection

**Application for Australian citizenship by conferral**

**Providing supporting evidence**

Transaction Reference Number (TRN): EGNN3PJ6XC

By providing evidence prior to submitting, the department will be able to process the application in a timely manner.

Person 1 - Dave Rath (28 May 1986)

**Supporting evidence**

Evidence type	Document type	Progress	Action
Document including photograph and signature	Passport	Required	<a href="#">Attach document</a>
Address - Residential, Evidence of	Drivers Licence	Required	<a href="#">Attach document</a>
Date of birth and birth name, evidence of	Birth Certificate	Required	<a href="#">Attach document</a>
Form 1195 Identity declaration	Form 1195 Identity declaration	Required	<a href="#">Attach document</a>
Form 1195 Identity declaration	Photograph - Passport	Required	<a href="#">Attach document</a>
Form 1195 Identity declaration	Photograph - Rear, endorsed	Required	<a href="#">Attach document</a>

**Help and Support**

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- [Client service charter](#)
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- [ImmiAccount support](#)
- [Frequently asked questions](#)
- [Translation services](#)

**!** This page lists the documents required to be attached to the application for the main applicant, any children included in the application, and responsible parents, if applicable. You must attach a scanned copy of the original of all documents selected.

- Click on the **Attach document** link for each document to be attached. The **Security Check** window displays.

**Security check**

CAPTCHA

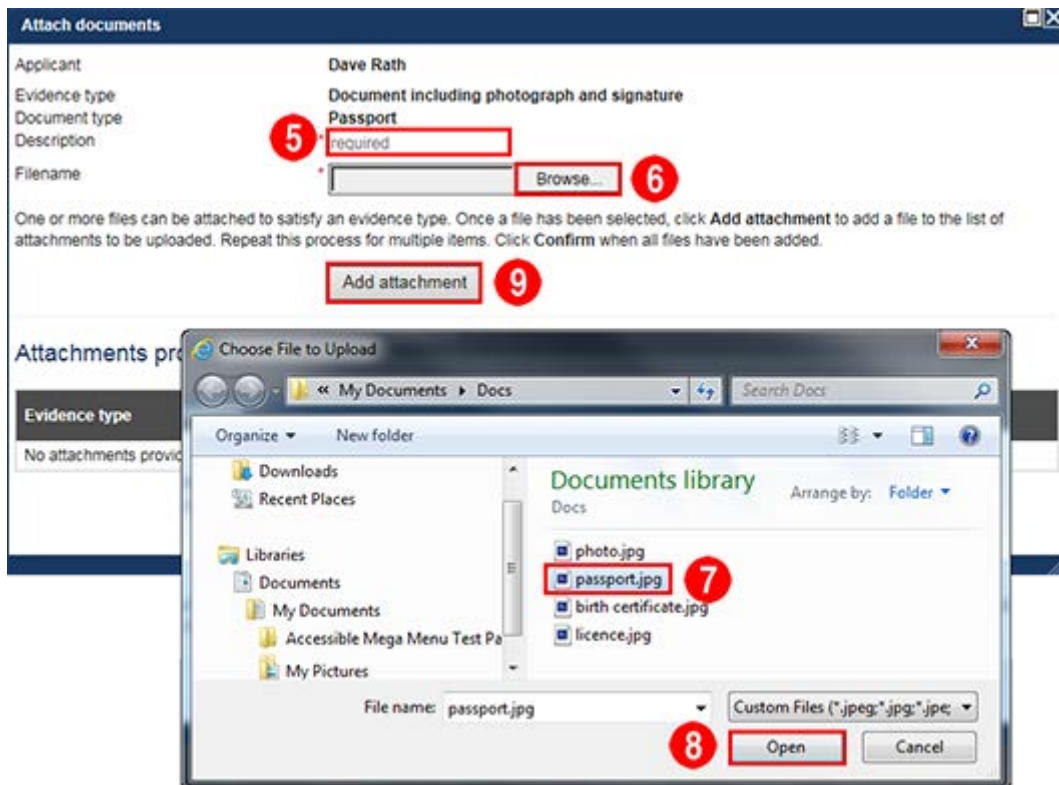
Ch hi m y Ch

If you are unable to view the image, you can [download the audio file](#)

Type in the characters you see or hear

- Enter the corresponding characters.
- Click **Confirm**. The **Attach documents** box displays.

**i** The **Evidence type** and **Document type** fields will be pre-populated with information already provided by you regarding the documents to be attached.



5. Enter a brief description of the document in the **Description** field.
6. Click the **Browse** button to locate and select the document to be attached.  
The **Choose File to Upload** window displays.
7. Find and click the file to be attached.
8. Click **Open**.  
The **Choose File to Upload** window closes and the **Filename** displays in the **Attach documents** window.
9. Click **Add attachment**.  
The attachment appears in the **Attachments provided** section.

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**i** If attaching more than one file (for example, two or more passport pages), click **Add Attachment** for each file (page).

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**Attach documents**

Applicant: Dave Rath  
 Evidence type: Document including photograph and signature  
 Document type: Passport  
 Description: required  
 Filename:  Browse...

One or more files can be attached to satisfy an evidence type. Once a file has been selected, click **Add attachment** to add a file to the list of attachments to be uploaded. Repeat this process for multiple items. Click **Confirm** when all files have been added.

**Add attachment**

**Attachments provided**

Evidence type	Document type	Description	Date received	Filename	Actions
Document including photograph and signature	Passport	Passport 1	13/07/2015	passport.jpg	<a href="#">Delete</a>


**Cancel** **Confirm** **10**

10. Click **Confirm** to complete the document attachment.

The **Progress** field will be updated from **Required** to **Received**.

Repeat **steps 5 to 10** until all the required documents are attached.

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 Ensure all documents with a **Progress** status of **Required** are attached to the application before continuing to pay and submit the online application.

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## Application for Australian citizenship by conferral







### Providing supporting evidence

Transaction Reference Number (TRN): EGNN3PJ6XC

By providing evidence prior to submitting, the department will be able to process the application in a timely manner.


 Person 1 - Dave Rath (28 May 1986)

#### Supporting evidence

Evidence type	Document type	Progress	Action
Document including photograph and signature	Passport	Received	<a href="#">Attach document</a> 
Address - Residential, Evidence of	Drivers Licence	Received	<a href="#">Attach document</a> 
Date of birth and birth name, evidence of	Birth Certificate	Received	<a href="#">Attach document</a> 
Form 1195 Identity declaration	Form 1195 Identity declaration	Received	<a href="#">Attach document</a> 
Form 1195 Identity declaration	Photograph - Passport	Received	<a href="#">Attach document</a> 
Form 1195 Identity declaration	Photograph - Rear, endorsed	Received	<a href="#">Attach document</a> 

#### Attachments provided

Evidence type	Document type	Description	Date received	Filename	Action
Document including photograph and signature	Passport	Passport	13/07/2015	passport.jpg	<a href="#">Delete</a>
Address - Residential, Evidence of	Drivers Licence	Licence	13/07/2015	licence.jpg	<a href="#">Delete</a>
Date of birth and birth name, evidence of	Birth Certificate	Birth certificate	13/07/2015	birth-cert.jpg	<a href="#">Delete</a>
Form 1195 Identity declaration	Form 1195 Identity declaration	Form 1195	13/07/2015	1195.pdf	<a href="#">Delete</a>
Form 1195 Identity declaration	Photograph - Passport	Photo front	13/07/2015	photo-1.jpg	<a href="#">Delete</a>
Form 1195 Identity declaration	Photograph - Rear, endorsed	Photo back	13/07/2015	photo-2.jpg	<a href="#">Delete</a>

 Print [Go to my account](#)

**11** [Next](#)

#### Help and Support

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- [ImmiAccount support](#)
- [Frequently asked questions](#)
- [Translation services](#)

11. When you have attached all the required documents, click **Next**.

# Attaching documents to a submitted application

If you are required to attach further documents to your application after submission, you can attach documents no larger than 500Kb in the following file formats only:

- .jpg
- .jpeg
- .jpe

Login to your **ImmiAccount**.

The **Information** page displays showing that your application has been submitted.

The screenshot shows the 'Application for Australian citizenship by conferral' page. At the top, it displays the Australian Government logo and the Department of Immigration and Border Protection. The page title is 'Online Lodgement'. The main content area is titled 'Application for Australian citizenship by conferral' and shows a Transaction Reference Number (TRN): EGN3PJ6XC. Under the 'Information' section, it states that the application has been successfully submitted. Below this, there is a table for 'Application documents' with columns for Type, Date, and Action. The table shows two entries: 'Application submitted' on 22 Jul 2015 with a 'View application' link, and 'Application fee paid' on 22 Jul 2015 with a 'View receipt' link. The 'Supporting documents' section contains an 'Attach document' button, which is highlighted with a red box and a red circle containing the number 1. Below this, there is a section for 'Proof of Identity documents provided' with a table showing two documents: 'Drivers Licence' and 'Passport'. The 'Next steps' section at the bottom shows a 'Go to my account' button, which is also highlighted with a red box and a red circle containing the number 2. On the right side of the page, there are sections for 'Related Links' and 'Help and Support'.

Transaction Reference Number (TRN): EGN3PJ6XC

**Information**

The Application for Australian citizenship by conferral has been successfully submitted to the department.

For guidance on what documents to attach to this application (if applicable) please click on the "Document checklist" link under Related Links to the right of this page. Note: A document checklist link may not be available for all application types.

For information regarding application processing times, please click on the "Processing Times" link under Related Links to the right of this page. Note: A Processing times link may not be available for all application types.

**Application documents**

Type	Date	Action
Application submitted	22 Jul 2015	<a href="#">View application</a>
Application fee paid	22 Jul 2015	<a href="#">View receipt</a>

**Supporting documents**

The department may require additional documents to support the processing of this application. Documents may be attached using the links available under the Next steps for each person on this application or by using the Attach document button below. ?

[Attach document](#) 1

Person 1 - Dave Rath (28 May 1986)

**Proof of Identity documents provided**

Evidence Type	Document Type	Description	Date received	Filename
Address - Residential, Evidence of	Drivers Licence	Licence	13/07/2015	licence.jpg
Document including photograph and signature	Passport	Passport	23/04/2015	Australian Passport - 2.jpg

**Next steps**

No attachments available.

[Go to my account](#) 2

**Related Links**

- [View Correspondence](#)
- [Good character and offences](#)
- [Citizenship and travel](#)
- [Lodging outside of Australia](#)
- [Conferral application process](#)
- [Citizenship ceremonies](#)
- [Change of address details](#)
- [Change of email address details](#)
- [Change of passport details](#)
- [Add/withdraw authorised recipient](#)
- [Document checklist](#)
- [Attachment guidelines](#)
- [Application fees, forms and appeals](#)
- [Processing times](#)
- [DIBP homepage](#)

**Help and Support**

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- [Client service charter](#)
- [Client feedback](#)
- [ImmiAccount](#)

1. In the **Supporting documents** section, click **Attach document**.

Repeat **steps 5 to 10** (above) until all of the required documents are attached.

2. Click **Go to my account** when you have finished attaching documents.

You have now successfully attached documents to your citizenship application.