



Australian Government

Department of Immigration and Citizenship

Visa Office – Australian Embassy – Tokyo, Japan

Registration of Australian Citizenship by Descent

Document Checklist

1. Application Form 118. Download from <http://www.immi.gov.au/allforms/pdf/118.pdf>.
2. Application fee. Fees are subject to regular changes. Please check the current fee before you lodge your application and use the currency converter on the website below. Payment of the application fee at our office can only be made in **Japanese Yen**. Alternatively, you may ask a friend or family member to pay the application fee in Australian Dollars at a DIAC office in Australia, and provide the original receipt to this office with your application.
See: <http://www.immi.gov.au/allforms/990i.htm>
3. Passport held by the applicant, if any.
4. Evidence of at least one parent's Australian citizenship status **at the time the child was born**. This can be in the form of an unrestricted Australian passport which was valid at the time the child was born, an Australian Birth Certificate or an Australian Citizenship Certificate. If the Australian citizen parent has changed their name at any time, Australian evidence of change of name is required, eg. Change of Name Certificate or Marriage Certificate from the state Registry of Births, Deaths and Marriages.
5. The full birth certificate of the child to be registered, along with an English translation by a professional translator if the document is not in English. Please note that an English 'birth certificate' issued by the hospital where the child is born is not acceptable.
 - ❖ Where one parent is a Japanese national the certificate is the extract of the Japanese Family Register (*Koseki Tohon* – 戸籍謄本). Please note that an extract (*Koseki Shohon*) is not acceptable.
 - ❖ Where neither parent is a Japanese national the certificate required is called the *Shussei Todoke Kisai Jiko Shomeisho* 出生届記載事項証明書, which can be obtained from the city / ward / town office where you are registered as a resident. *Shussei Todoke Juri Shomeisho* (出生届受理証明書) is not acceptable as evidence, as it is the receipt for lodgement of the birth details, not the actual birth certificate.

Translation: Please arrange through a translator of your choice. The translation must be on their company letterhead or must have their official stamp/seal/signature, and include their contact details. Please note that translations by family members will not be accepted. If you intend to use these documents in Australia **at any time in the future**, we recommend that you use a NAATI-qualified translator. Please see www.naati.com.au for more information.

6. An endorsed passport-sized photograph of the applicant (please see the cover pages of the application Form 118 for details on requirements for endorsement). **Please note that this and Part E – Proof of Identity is necessary for all applicants, regardless of the applicant's age.** The endorser must be an Australian or Japanese citizen, in one of the occupation groups listed in Form 118, who knows the child and is not related to them by birth or marriage.
7. A self-addressed envelope (A4 size) and 630 yen in postage for the return of the certificate.
8. Original evidence to verify the signature of the parent signing the application form (eg. passport).
9. Photocopies of all original documents that you would like returned.

IMPORTANT

- ❖ The name that appears on the Citizenship Certificate will be the name that appears on the birth certificate. If you have a Japanese citizen child who is registered in Japan with the Japanese parent's surname, and you would like to change it to the Australian parent's surname, please see the following link: http://www.courts.go.jp/saiban/syurui/kazi/kazi_06_19.html
- ❖ All documents must be either originals or copies certified by your nearest Australian Mission. Other certified copies will not be accepted. If you submit original documents, please submit photocopies of all documents that you would like returned. We will keep the copies on file and return the original documents to you.
- ❖ *A child who is registered as an Australian citizen **must** travel to Australia on an Australian passport.* For enquiries regarding passport applications, please contact the Consular Section of the Australian Embassy, or your nearest Australian Consulate (see below).
- ❖ We may require documents other than those listed above. In such cases we will generally contact you within one week of application lodgement.

AUSTRALIAN CONSULATE-GENERAL – FUKUOKA

7th Floor, Tenjin Twin Bldg, 1-6-8 Tenjin, Chuo-Ku, Fukuoka 810-0001
Tel (092) 734 5055

AUSTRALIAN CONSULATE-GENERAL – OSAKA

16th Floor, Twin 21 MID Tower, 2-1-61 Shiromi, Chuo-Ku, Osaka 540-6116
Tel (06) 6941 9271

AUSTRALIAN CONSULATE – SAPPORO

17th Floor, Sapporo Centre Building, North 5, West 6-2, Chuo-ku, Sapporo 060-0005
Tel (011) 242 4381

Making an Application

The documents listed above (checklist items 1 – 9) should be mailed to the Department of Immigration and Citizenship (DIAC) at:

Attn: Citizenship Section, DIAC
Australian Embassy
2-1-14 Mita, Minato-ku, Tokyo 108-8361

Alternatively, you can lodge your application in person during our counter hours: 9:00am – 12:00pm weekdays.

Should you wish to make an enquiry, please email us at immigration.tokyo@dfat.gov.au or phone (03) 5232 4111 between 9:00am and 12:00pm on weekdays.

Once processed, a certificate of Citizenship by Descent will be issued as evidence of Australian citizenship and will be returned to you by registered mail. The standard processing time is 4 weeks.