



Australian Government
Department of Immigration and Citizenship
Visa Office – Australian Embassy – Tokyo, Japan

Partner Migration **EXPLANATORY NOTES** *for lodgement in Tokyo*

The information below should be read in conjunction with the information provided in the Partner Migration booklet, which can be downloaded free of charge from the forms and booklets section of the Department of Immigration and Citizenship (DIAC) website at <http://www.immi.gov.au>.

Lodging an Application

BY POST: Please send your application to the following address by registered mail (kaki-tome):
Migration Section
Australian Embassy, 2-1-14 Mita, Minato-ku, Tokyo, 108-8361, JAPAN

IN PERSON: Between 9:00am and 12:00pm, Monday to Friday.

Please ensure that your application is accompanied by the correct Visa Application Charge (VAC) and supporting documentation listed in the Partner Migration Booklet and Document Checklist below.

Visa Application Charge (VAC) & Payment

Fees are subject to regular changes, particularly on 1 January and 1 July each year. Please check the current charge before you lodge your application and use the currency converter on the following website.

See: <http://www.immi.gov.au/allforms/990i.htm>

Payment of the VAC at our office can only be made in **Japanese Yen**. Alternatively, you may ask a friend or family member to pay the VAC in Australian Dollars at a DIAC office in Australia, and provide the original receipt to this office with your application.

If applying in person, please pay the VAC in cash.

If you are posting your application, please purchase a **postal money order (Yubin Kawase)** at a post office to the value of applicable amount, and send it together with your application forms and supporting documents in the same envelope. Please do not send cash through the mail, and please do not write anything on the postal money order. Please note that this office is unable to receive or process payment in other currencies, including Australian Dollars, or payments by credit card. An application for migration to Australia is not a valid application unless accompanied by the correct VAC. Payment of the VAC does not guarantee approval of your application and whatever the outcome of your application, this charge is non-refundable.

Supporting Documentation Checklist

A checklist of documentation required to support your application can be found on page 3 of this document, and in the Partner Migration booklet. It is extremely important that you lodge a complete application, including all of these documents. Please note that the checklist is not comprehensive, and this office may request other documents after your application has been lodged.

Original Documents & Certified Copies

All documents submitted with your application must be either the original or a copy that has been certified as a true copy of the original. In Australia, copies can be certified by a Justice of the Peace, Notary Public or Commissioner of Declarations. In Japan copies can only be certified at an Australian Embassy or Consulate. If you cannot arrange certified copies, please send original document(s) together with a copy to this office by registered mail when submitting your application. We will sight the original and keep the copies on file as true copies, and return the original document(s) to you. Please do not place your application and supporting documents in a folder or file. Please provide a prepaid registered post envelope for the return of your original documents.

people our business

Australian Embassy, Tokyo
Immigration section
2-1-14 Mita, Minato-ku, Tokyo 108-8361, Japan
Telephone: 81 3 5232 4111 (9am to 12 noon) • Facsimile: 81 3 5232 4173 • Website: www.australia.or.jp

Our Client Service Counter is open between 9am and 12 noon Monday to Friday

Translations of Documents

Any document that is not in English must be accompanied by an English translation done by a professional translator. The translation must be either on company letterhead or must have their official company stamp/seal and must include their contact details. Please refer to your local telephone directory and arrange through a company of your choice. Please note that we are unable to recommend particular translators, however you may wish to use the services of a translator who is accredited with the National Accreditation Authority for Translators and Interpreters.

See: <http://www.naati.com.au>

Japanese Documents

Evidence of birth, death, divorce, marriage, adoption and custody for Japanese nationals should take the form of the Japanese Family Register. Please ensure that you obtain the **full register** and not just an extract (i.e. you must provide a **Koseki Tohon**, not a Koseki Shohon), and that it shows all the relevant details. In some cases, you may need to obtain your parents' register as evidence of your previous marriage/divorce. The original Japanese Family Register obtained from the Japanese authorities will be required and an English translation as specified above must be attached.

Health Requirement

For processing of your application, you will be asked to complete medical examinations for migration purposes using **Form 160** and **Form 26** at one of the panel doctors on the **List of Panel Doctors**.

See: <http://www.immi.gov.au/contacts/panel-doctors/index.htm>.

Form 160 and Form 26 can be downloaded from our website. Once examinations are completed, medical reports will be forwarded to this office directly from the panel doctor. If received prior to lodgement of your application, the reports will be kept aside and added to your file once lodged.

Please note that you are not required to undergo medical examinations before lodging your application, we advise applicants to undertake medicals within two months of lodging their application.

NOTE: If you are pregnant and do not wish to undergo a chest x-ray examination, this may affect processing of your application. You may wish to consider waiting until you have given birth before lodging your application.

Character Requirement

You will need to arrange police clearance certificates from each country in which you have spent 12 months or more (cumulatively) in the past 10 years. You will need to submit a letter from this office to the Japanese police authorities to obtain a police clearance certificate (Muhanzai Shomeisho). The Japanese police have requested that we not issue you with this letter until you have lodged the visa application. Please refer to the following link for instructions on obtaining police clearance certificates from other countries (including Australia).

See: <http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf>

Please also complete **Form 80** and submit it with your application. All forms can be downloaded from the DIAC website.

See: <http://www.immi.gov.au/allforms/index.htm>

Correspondence with the Department

On receipt of your application, we will send you an Acknowledgment Advice letter, which will state your file reference number. Please quote this file number on all correspondence with this office.

Progress Enquiries

To assist us in providing you with an efficient service, we kindly ask that you refrain from making written or telephone progress inquiries. If we require further information from you, we will advise you in writing. Should you need to contact this office however, you may do so by emailing us at immigration.tokyo@dfat.gov.au, or by telephoning us on (03) 5232 4111 between 9:00am and 12:00pm, Monday to Friday. If you have any additional information that you wish us to take into consideration or there is any change in your personal circumstances that may affect a decision on your application, please notify us in writing.

Important

Once your visa is granted you must enter Australia by the date specified on your visa. This date will usually be 12 months from the date on which medicals were conducted or your police clearance obtained (for Prospective Marriage visa applicants, if your intended wedding date falls earlier than the above dates, this will be the date by which you must enter Australia). In some cases, however, it will be sooner than 12 months. Failure to enter by this date may lead to cancellation of your visa.

DOCUMENT CHECKLIST

For Lodgement in Tokyo

Please enclose this checklist in your application package.

This checklist will assist you in ensuring that you submit all the required documentation for Partner migration. It is in your interest to provide all the documents requested below at the time of lodgement of your application (excluding medical reports and police clearance certificates, which can be provided at a later date). Failure to do so may result in the processing of your application being delayed, or a decision being made to refuse to grant the visa.

ALL CATEGORIES

- ☐ Form 47SP and Form 40SP
- ☐ Visa Application Charge
- ☐ 2 passport sized photographs of you and any migrating dependants, and 2 of your sponsor. (Please note you will also need 2 photographs of you and each of your dependants to attach to the medical and x-ray forms)
- ☐ A certified copy of passport/s or travel document/s for each person migrating.
- ☐ Proof of identity for you and any migrating dependants:
 - For Japanese citizens: Family register (Koseki Tohon)
 - For non-Japanese citizens: Official birth certificate/registration showing both parents' names.If in a language other than English, an English translation must be attached.
- ☐ Evidence that your sponsor is an Australian citizen, Australian permanent resident or eligible New Zealand citizen. (Original and its photocopy, or a certified copy, of birth certificate, Australian passport or foreign passport containing evidence of permanent residence; for New Zealand citizens – evidence of length of residence in Australia, see the Partner Migration booklet)
- ☐ Signed and dated statements (one each from you and your sponsor in your own words) detailing the history of your relationship from your first meeting to date, including important events in the development of your relationship and a brief outline of plans for the future.
- ☐ At least two statutory declarations from individuals who have personal knowledge of your relationship supporting your claim that your relationship is genuine and continuing; accompanied by evidence of the individuals' identity.
- ☐ Evidence that your relationship is genuine and ongoing, eg. evidence of cohabitation (leases/utility bills/mail addressed to you both etc), contacts (letters/cards/telephone bills/emails etc). Please refer to Part 7 of the Partner Migration booklet for more information and suggested form of evidence.
- ☐ Evidence of your sponsor's employment/income for the last two years as detailed in Part D of the sponsorship Form 40SP. If your sponsor does not currently live in Australia, please attach a statement outlining how he/she will meet his/her sponsorship obligations (see Form 40SP).
- ☐ Form 80
- ☐ Police clearance certificate/s from all countries where you have resided for more than 12 months (cumulatively) in the last 10 years prior to application. Please refer to <http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf>. If you have applied for and are waiting for certificate/s to be issued, please provide details in the space below:
Country/ies: _____ applied in _____ (month).

MEDICAL AND X-RAY EXAMINATIONS

Please tick the applicable box and provide details.

- ☐ I have already booked medical (F26) and x-ray (F160) examinations on (Date)____/____/200__ at (Name of hospital) _____.
 - ☐ I have not yet booked medical and x-ray examinations.
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PARTNER CATEGORY

- ☐ Marriage Certificate
 - If you were married in Japan:
 - For Japanese citizens, the Family Register (Koseki Tohon)
 - For non-Japanese citizens, the 'Kon-in Todoke'. Please note that the *receipt for marriage documents* 'Kon-in Todoke Juri Shoumeisho' is **not** a marriage certificate, and therefore not sufficient.
 - If you were married in Australia, please provide the Marriage Certificate issued by the Registry of Births, Deaths and Marriages in the state or territory in which you were married. The decorative certificate issued by your marriage celebrant is not sufficient.
- ☐ For applications on de facto partner grounds, evidence that your de facto partner relationship has existed for 12 months or more, ie. evidence to show that you have lived together in a committed relationship for at least the 12 months immediately prior to lodgement of your application. Please refer to Part 7 of the Partner Migration Booklet for more information and suggested forms of evidence.

PROSPECTIVE MARRIAGE (FIANCÉ(E)) CATEGORY

- ☐ Evidence that you intend to marry your fiancé(e) within 9 months of being granted the visa, ie. a letter from an authorised marriage celebrant that includes details of the date and venue for the ceremony and confirmation that a Notice of Intended Marriage (NOIM) has been lodged with the celebrant.
- ☐ Evidence that you and your fiancé(e) have met and are personally known to each other e.g. photographs taken together.

ALL CATEGORIES ***If applicable***

- ☐ If you or your sponsor is or has been married, the original and a photocopy, or a certified copy, of the marriage certificate(s).
- ☐ If you or your sponsor has been divorced or widowed, original and a photocopy, or a certified copy, of the divorce certificate(s) concerning all previous marriage(s), or the death certificate of the deceased spouse (as appropriate).
- ☐ If anyone included in your application has changed his or her name (eg. by marriage or deed poll), original and a photocopy, or a certified copy, of evidence of the name change.
- ☐ Original and a photocopy, or a certified copy, of documents to verify custody and access arrangements for your children under 18 years of age unless it is the child of both you and your sponsor.
- ☐ If any child included in your application is adopted, original and a photocopy, or a certified copy, of the adoption papers.
- ☐ If you have served in the armed forces of any country, original and a photocopy, or a certified copy, of military service records or discharge papers.

****Important****

You should not take any irreversible action such as selling property, purchasing airline tickets or leaving your employment in anticipation of being granted a visa. This office cannot assume responsibilities for meeting deadlines imposed by any proposed travel or employment arrangements that you may have made.