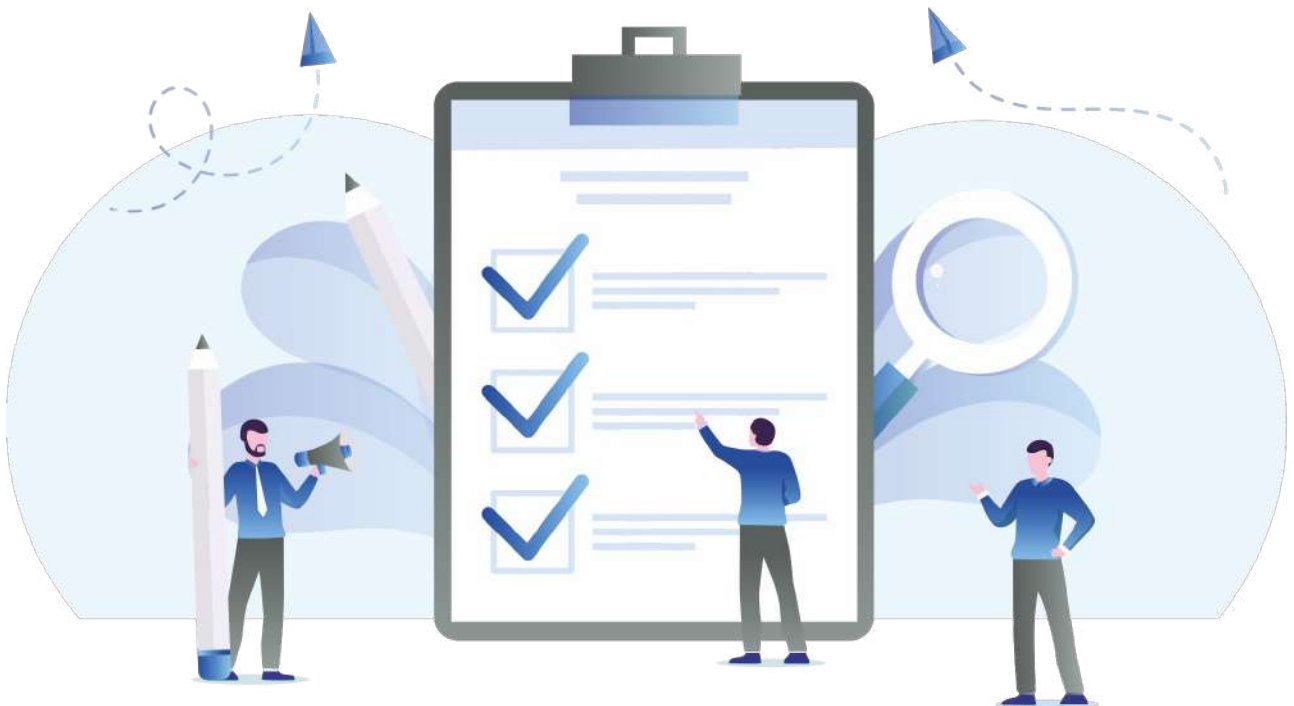



# Visa Documents Checklist

Working Holiday visa (subclass 417)



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## Applicant's Personal Details

### > Passport

 Required  Original

Provide the pages of your current passport showing your photo, personal details, and passport issue and expiry dates.

### > Birth Certificate or Adoption Letter (if applicable)

 Required  Original

Provide a copy of your birth certificate showing both your parents' names. If you don't have a birth certificate and you can't get one, provide a copy of the identification pages of one of these: • a family book showing both your parents' names • government-issued identification • a court-issued document that verifies your identity

### > Change of Name documents

 Recommend  Original

If you have changed your name, provide proof such as: • 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

## Character Documents

### > Overseas Police Clearance Certificate

 Recommend  Original

You may be required to provide a police certificate (also called a penal clearance certificate) from every country you lived in. It will usually be if you are over 17 and lived in any of the listed countries, including Australia, for at least 12 months in the past 10 years. Police certificates are valid for 12 months from the issue date. They must cover: • the time you turned 16 up to the issue date OR • the whole time you were in the country

### > Australian Federal Police Check

 Required  Original

Provide a copy of your Australian Federal Police check. This is generally required when you have spent a total of 12 months in Australia after turning 16 years of age.

### > Military Certificate

 Recommend  Original

You may need to provide a military certificate with your visa application. If required, it will usually be when you served for more than 12 months in any country's military force. A military certificate can be a letter from your commanding officer. It should say you have not been convicted of any criminal offence while in the military. You may also need to provide a police certificate for every country you served in for over 12 months. This includes where you were stationed at a military base.

## Financial Documents

## > Financial Documents

 Required  Original

Provide evidence you have enough money for your stay in Australia. This is usually AUD5,000. This can include bank statements, credit card limits, personal savings, etc. You must also show that you have enough money to buy a ticket to leave Australia at the end of your stay, or that you already have the ticket.

## ⊙ Other Documents

### > Proof of specified work

 Required  Original

Provide proof that on your first or second Working Holiday visa (subclass 417) you did 3 months of specified work. The proof must cover all periods you worked. You can include any of the following:

- pay slips
- Australian bank statements covering the period of declared specified work
- piece rate agreement with your employer, if you were paid piece rates. The agreement must show the pay rate per piece and how it is measured
- group certificates
- payment summaries
- tax returns
- employer references
- a written and signed agreement setting out any lawful deductions in pay

Department of Home Affairs might contact your employer(s) to check your work claims. If you have completed volunteer bushfire recovery work, provide:

- a signed letter from your volunteer coordinator or host including:
  - o your personal details including passport number
  - o description of volunteer duties undertaken
  - o location of volunteer work including postcode(s)
  - o number of days you provided volunteer assistance

**Disclaimer:** The information contained in this document is provided for informational purposes only, and should not be construed as legal advice on any subject matter.