Australian Government

Department of Immigration and Border Protection

ImmiAccount – How to attach documents to a citizenship application

Version: 2 (10-7-2015)

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.

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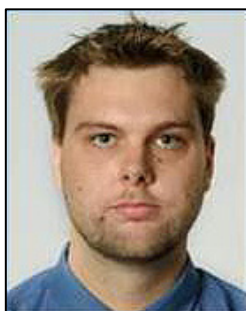- use the **Photograph Passport** for a front view of the photo
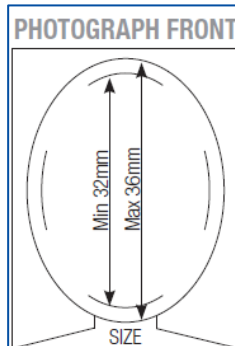
- use the **endorsed Photograph Rear** for a back view of the endorsed photo showing the authorised person's declaration and signature.
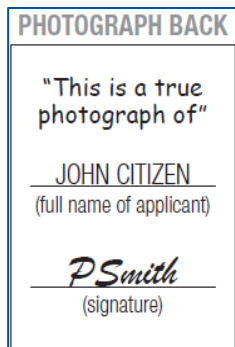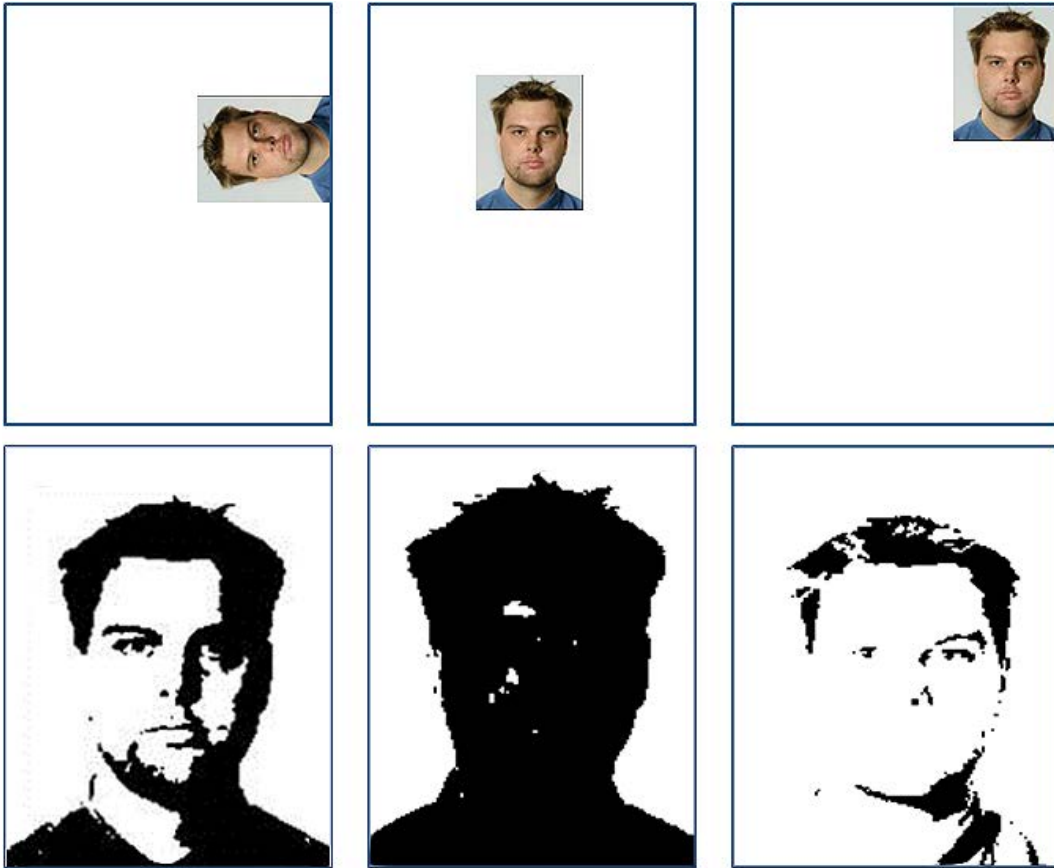

When attaching passport scans, please ensure you only attach passport detail pages. **Do not** attach blank pages of your passport.

Example of an acceptable photograph

Examples of unacceptable photographs

Photograph incorrectly attached to Form 1195

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.

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

Attaching documents
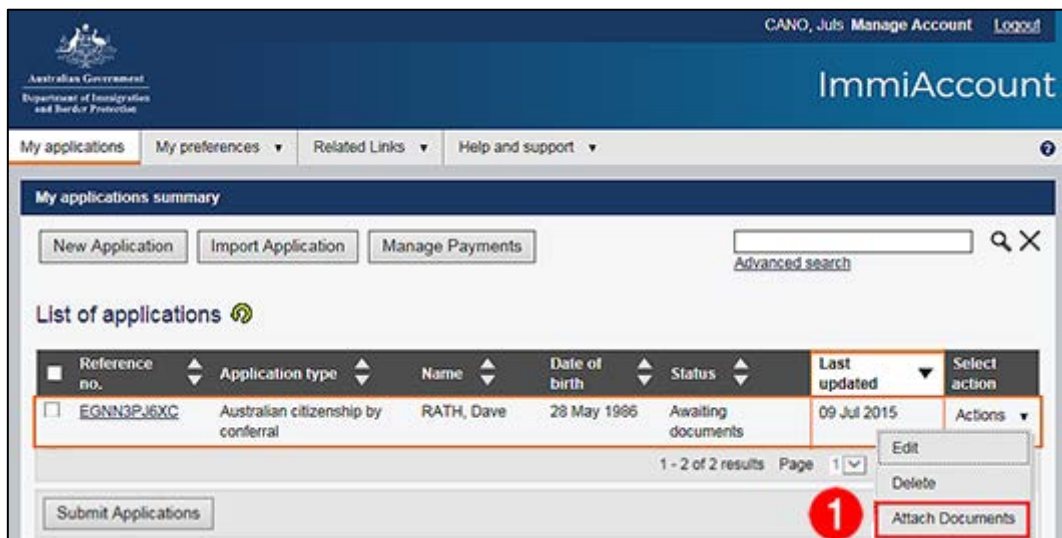
Login to your **ImmiAccount**.

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

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

The **My applications summary** page displays.

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.

ⓘ 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.

2. Click on the **Attach document** link for each document to be attached.

The **Security Check** window displays.

3. Enter the corresponding characters.
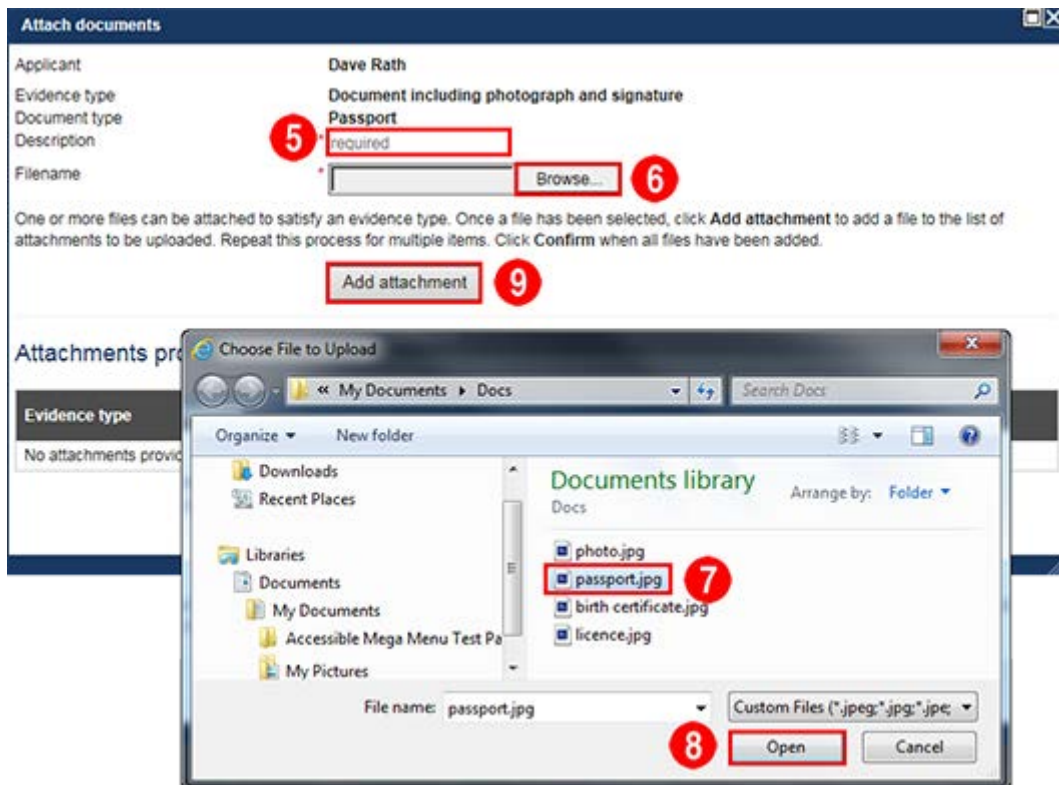
4. Click **Confirm**.

The **Attach documents** box displays.

ⓘ 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.

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

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.

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

Online Lodgement

Application for Australian citizenship by conferral

Providing supporting evidence ❷

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	Attach document ❷
Address - Residential, Evidence of	Drivers Licence	Received	Attach document ❷
Date of birth and birth name, evidence of	Birth Certificate	Received	Attach document ❷
Form 1195 Identity declaration	Form 1195 Identity declaration	Received	Attach document ❷
Form 1195 Identity declaration	Photograph - Passport	Received	Attach document ❷
Form 1195 Identity declaration	Photograph - Rear, endorsed	Received	Attach document ❷

Attachments provided

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

🖨 Print   ❯ Go to my account   ⑪ ⇨ Next

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.

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.