

Identity and Civil Documents Checklist

A general checklist for identity and civil-status records.

Identity checklist | Prepared by Okapi Migration Services

How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

Preparation checklist

☐	1. Current passport	Status / notes
☐	2. Previous passports	Status / notes
☐	3. Birth certificate	Status / notes
☐	4. National identity card	Status / notes
☐	5. Marriage certificate	Status / notes
☐	6. Divorce or death certificate	Status / notes
☐	7. Name-change evidence	Status / notes
☐	8. Family or household register	Status / notes
☐	9. Adoption, guardianship or custody records	Status / notes
☐	10. Certified translations and explanations for discrepancies	Status / notes

Questions and issues to discuss

1.	
2.	
3.	

4.	
5.	

Important

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.