

PIC 4020 Document and Information Checklist

A preparation checklist for identity, information or document-integrity concerns.

Integrity issue | 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. Obtain the full Department notice or refusal reasons	Status / notes
☐	2. Identify each allegedly false or misleading statement	Status / notes
☐	3. Identify each allegedly bogus document	Status / notes
☐	4. Collect original documents and issuing-authority evidence	Status / notes
☐	5. Prepare certified translations	Status / notes
☐	6. Obtain independent verification where possible	Status / notes
☐	7. Explain how the information was prepared and submitted	Status / notes
☐	8. Review agent, third-party or interpreter involvement	Status / notes
☐	9. Address identity consistently across all records	Status / notes
☐	10. Obtain specialised advice before responding	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.