

Character Concern Preparation Checklist

Organise records relevant to criminal or conduct concerns.

Character matter | 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. National police certificates	Status / notes
☐	2. Court orders and sentencing remarks	Status / notes
☐	3. Charge sheets and police facts where available	Status / notes
☐	4. Evidence of completion of penalties or programs	Status / notes
☐	5. Personal statement accepting and explaining conduct	Status / notes
☐	6. Evidence of rehabilitation	Status / notes
☐	7. Professional or community references	Status / notes
☐	8. Employment and family responsibilities	Status / notes
☐	9. Evidence of time since the conduct	Status / notes
☐	10. Disclosure of all relevant matters accurately	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.