

Checklist for mutual recognition

1. General information

Applications must be complete and include all necessary documentation and payment. Any application received that is not supported by all the correct documentary evidence and the correct fees will not be processed and will be returned to the applicant.

Council **cannot accept any faxed or emailed applications** or documents. Any application or document received in this format will not be processed.

Council can only accept payment in Australian dollars. Any application received with payment of a different currency will be returned to the applicant and cannot be processed.

Any use of correction fluid or correction tape on the application form or any documentary evidence cannot be accepted by Council. If you make an error, neatly cross out and initial the change.

2. Documentary evidence

All documentation must be photocopied and certified to be a true and correct copy of the original by a Justice of the Peace, Commissioner for Declarations, Solicitor or Public Notary.

Do not forward original documents.

Please tick each of the following boxes to confirm you have submitted each document.

Evidence of identity

- Birth certificate or Birth extract
- Current Passport
- Change of name document
- Certificate of Australian Citizenship

Please note:

- Council does not accept drivers licence or student id cards.
- Passport evidence is only acceptable if all other documents are under the same name.

Evidence of change of name (if applicable)

Council must be able to follow all links of change of names, e.g. Smith to Brown, Brown to Jones, etc.

- Marriage certificate
- Decree nisi
- Change of name document

Evidence of current registration

I have included a certified copy of my current practicing licence/certificate.

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3. Fees

Please refer to the *Schedule of fees and charges* for the amounts payable.

Fees must be in Australian dollars ONLY.

Acceptable forms of payment

- **Credit card (e.g. Visa, Mastercard or American Express) is the preferred method of payment**
- Bank draft
- Cheque
- International money order
- Australian money order
- Cash – **at office counter only**, do not mail
- Eftpos – **at office counter only**, not available by mail or phone.

Please note:

- Council will not accept any international personal cheques or traveller's cheques.
- International bank drafts or cheques must be payable to an Australian bank.

If you are paying by credit card, you must authorise the amount to be deducted from your account.

Please tick each of the following boxes to confirm you have paid the necessary fees.

Application fee - to be paid **with Application form**

Your application will not be processed unless correct payment for this fee has been paid. Refer to the *Schedule of fees and charges* for the amount payable.

Licence fee - to be paid **with Application form**

Your application will not be processed unless correct payment for this fee has been paid. Refer to the *Schedule of fees and charges* for the amount payable.

4. Application form

Please use the below boxes to check that you have correctly completed the items relevant to your application on the Application form.

Completed **item 1** on Application form

Completed **item 2** on Application form

Completed **item 3** on Application form

Completed **item 4** on Application form

Completed **item 5** on Application form

Completed **item 9** on Application form

Completed **item 10** on Application form

Completed **item 12** on Application form