

## Certification Application

While the requirements set by each Regional Certifying Body (RCB) vary, the following are generally required:

- Administration Requirements
  - Form 1404 (<https://immi.homeaffairs.gov.au/form-listing/forms/1404.pdf>);
  - Form 956 (<https://immi.homeaffairs.gov.au/form-listing/forms/956.pdf>);
  - RCB RSMS Coversheet and Application Form – varies, depending on the RCB.
- Business Profile and Details
  - Business description outlining the goods and services provided, registration documents (ABN/ASIC Documents, Lease Agreement, etc.). This also may include business plan/profile, websites, photos and videos of business' operations, etc.;
  - Financial Documents, such as:
    - Profit and Loss Statement of the business for the most recent financial year;
    - Company Tax Return of the business for the most recent financial year;
    - Business Activity Statement (BAS) for the past 4 quarters;
    - Business Bank Statements for the past 6 months;
  - Organizational Chart, showing the company structure, immigration status (e.g. citizen, 457/482 visas etc.) and employment status;
  - Letter of Support from Accountant.
- Labour Market Testing
  - Proof of Advertising - evidence that the position has been advertised through local print media and/or on the Internet (SEEK, Evocities, Jobsearch, Indeed, Jora) – the advertisement must be posted and live for at least 4 weeks before the application is submitted;
  - Evidence of response received, including all applications for the position, employers selection criteria, and rationale behind the successful employees section
    - Completed and signed domestic recruitment summary form
    - Copies of resumes you received from job applicants
- Employment contract for the Nominee.

## Nomination Application

- Letter of support for the Nominee;
- Regional Certifying Body (RCB) advice – this will be provided by the RCB in the Certification application;

## Visa Application

- Passport;
- Birth Certificate;
- Change of Name Certificate (if applicable);
- Employment Reference Letter from your current and previous employer(s);
- Additional Information Document for your partner and yourself – as attached;
- Evidence of work experience in the nominated occupation:
  - Payslips from your current and previous employment – showing 3 years of work;
  - Tax Notice of Assessments for 3 financial years;
  - Individual Tax Returns for 3 financial years;
  - PAYG (Group Certificates) for 3 financial years;

- Certified copies of your qualifications
- Your current resume/CV including all qualifications and employment experienced for the 10 years before the application lodgment date;
- Your Evidence of English – what is required? <https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language/competent-english>
- Australian Police Check Certificate from AFP (of each visa applicant) – you may apply here: <https://afpnationalpolicechecks.converga.com.au/>
- Police Certificate for each country (of each visa applicant) in which you have spent a total of 12 months or more in the past 10 years;
- Evidence of Health Check for each visa applicant;
- For Direct Entry stream – Skills Assessment Result (if applicable).

Dependent Visa Applicant(s) (if any)

- Passport;
- Birth Certificate;
- Evidence of English (<https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language/functional-english>);
- Relationship Registration Certificate or Marriage Certificate;
- Form 47a – for dependent between 18 to 23 years old who is a dependent; <https://immi.homeaffairs.gov.au/form-listing/forms/47a.pdf>
- Police check and health check as above.