The Department of Home Affairs

PO Box [enter details as per Form 1300t]

City, State, Post Code[enter details as per Form 1300t]

Dear Sir/Madam

RE: Application for Australian Citizenship

Please find **enclosed** my application for Australian citizenship for your consideration.

I have included the following for your assistance;

1. Signed Form 1300t;
2. A certified copy of my passport;
3. A certified copy of my Driver’s Licence;
4. A certified copy of my birth certificate;
5. A certified copy of my marriage certificate; and
6. A copy of my telephone bill;
7. *[Remember to list all your own documents that you are submitting as part of the application. The above is an example only]*

Please do not hesitate to contact me should you require any further information.

Kind regards,

[remove this text & sign here]

[Enter your name]