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Citizenship Ceremonies

Standard Operating Procedure

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3.4.4. Adding and removing approved applicants to/from a ceremony group and checking Linking Groups

A list of approved applicants is available from the Ceremony Allocation Report that is emailed to STO ceremonies teams weekly. ACCP also displays the number of approved applicants who are available for ceremony. Only approved applicants who are available for ceremony can be added to a ceremony group.

s. 22(1)(a)(ii)

Approved applicants who indicated prior to ceremony that they wish to attend a ceremony with another approved applicant, such as a family member, must be 'linked' through a Linking Group to ensure they are all allocated to the same ceremony group. It is important to note that all applicants who request to be linked must reside in the same council because applicants should not attend a ceremony in another council.

Note: Approved applicants who are linked with another applicant that has not yet been approved, will not be available to be added to a ceremony group until the other applicant has been approved.

s. 22(1)(a)(ii)

3.4.6. Citizenship Ceremony Planning Report

A citizenship ceremony planning report is generated once approved applicants have been allocated to a ceremony group.

The Planning Report should be sent to the ceremony organisers to assist them with planning the ceremony and sending of invitations (if applicable). The report is ideally sent 3-4 weeks in advance of a scheduled ceremony.

s. 22(1)(a)(ii)

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s. 22(1)(a)(ii)

3.4.8. Ceremony invitations

Only approved applicants listed on the Planning Report may be invited to take the Pledge at a ceremony. Depending on arrangements between councils and their local ceremony teams, invitations letters are sent to approved applicants either by the local council or by the Department. Ceremonies officers should liaise with ceremony organisers to establish who will be sending out the invitations to approved applicants.

Note: For ceremonies conducted by community organisations, the Department will generally send out invitations.

Approved applicants are invited to attend their ceremony via letters requested through ACCP (via ECS) which is either posted or emailed (if electronic communication is authorised and an email address exists).

s. 22(1)(a)(ii)