



Important – Please read this information carefully before you complete your request. Once you have completed your request we strongly advise that you keep a copy for your records.

Who should complete this request

Complete this request if you are seeking:

- your own international movements record(s) (where the request includes records after 1981);
- another person’s international movements record(s) (where the request includes records after 1981) AND you have their written authorisation.

If you require movements records prior to 1981 please contact the National Australian Archives www.naa.gov.au

Proof of identity

All requests should attach a scanned colour copy or a certified copy of a photographic identity document, such as a passport or drivers licence. Certified copies are stamped as being true copies of the original by an authorised person.

An authorised person includes a solicitor, migration agent, Justice of the Peace or a Commonwealth Public Servant with 5 years service.

Can another person make a request on your behalf?

If you ask another person, such as a solicitor or migration agent to make a request on your behalf, you will need to provide written authority, by completing Part C, allowing that person to act on your behalf. The Department of Home Affairs (the Department) can contact that person about your request and send that person your documents.

If you change your solicitor or migration agent, it is important that you advise the Department. If you nominate a solicitor or migration agent to act on your behalf, the documents will be sent to that person.

Are you seeking information about another person?

To assist the Department in providing information about another person to you, you should seek that person’s written consent at Part C. As the applicant your details will need to be provided at Part A, and Part B should be completed with details of the movement information you are seeking for the named person at Part C. Both parties must provide scanned colour copies or certified copies of the photographic identity.

Where to submit the request

Requests should be emailed to request.movement@homeaffairs.gov.au for records after 1981.

If you are living overseas, send it to the closest Australian mission. These offices will arrange for your request to be processed. For international movement records before 1981, please contact the National Australian Archives www.naa.gov.au

Document checklist

Please ensure all required documents are submitted with your request. See *Part E – Checklist*.

Important information about privacy

The *Privacy Act 1988* contains 13 Australian Privacy Principles which regulate the way that the Department collects and handles personal information. Information about how the Department collects, uses and discloses personal information for its key functions can be found in form 1442i *Privacy notice*. More information about the Department’s general information handling practices (including form 1442i) can be found in the Department’s Privacy policy at www.homeaffairs.gov.au/access-and-accountability/our-commitments/privacy

Compliments and complaints

Your compliments, complaints and suggestions are valuable to the Department and will improve our products and services. To provide compliments or complaints about any of the Department’s services, you can:

- complete the online feedback form at www.homeaffairs.gov.au/feedback or
- write to: The Manager
Global Feedback Unit
GPO Box 241
MELBOURNE VIC 3001
AUSTRALIA

The Ombudsman

If you are not happy with how the Department has handled your complaint you can make a complaint to the Commonwealth Ombudsman using the online complaints form at www.ombudsman.gov.au

If you are unable to complete the online complaints form, you can contact us by telephoning 1300 362 072.

Home page

www.homeaffairs.gov.au

General enquiry line

Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

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Please open this form using Adobe Acrobat Reader. Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and BLOCK LETTERS.

Tick where applicable

We strongly advise that you keep a copy of your request and all attachments for your records.

Request details

1 What type of request is this?

Personal application Complete Part A, Part B and Part E

Third party seeking another person's information Complete Part A with your details, Part B and Part C with details of the person whose movements you are seeking, and Part E

Parent requesting movement records for your child under 18 years of age Complete Part A with your details, Part D with your child's details, and Part E

Part A - Your details

The information given in Part A should contain details of the person making the request.

2 Title Mr [] Mrs [] Miss [] Ms [] Other []

3 Full name Family name [] Given names []

4 Your postal address (within Australia only) [] [] [] POSTCODE []

5 Your telephone numbers Office hours (AREA CODE) [] After hours (AREA CODE) [] Mobile/cell []

6 Do you agree to the Department communicating with you by fax or email?

No [] Yes [] Give details

Fax number (AREA CODE) []

Email address []

7 Your signature

[Signature box with pen icon]

Date DAY MONTH YEAR []

Note: You must attach a scanned colour copy or certified proof of identity.

Part B - Details of movement records

The information given in Part B should contain details of whom the international movement request is for. That is either the applicant at Part A or the third party named at Part C.

8 Details of whom the international movement request is for

Family name []

Given names []

Date of birth DAY MONTH YEAR []

Sex Male [] Female [] Indeterminate / Intersex / Unspecified []

9 Details from passport

Passport number []

Country of passport []

Date of issue DAY MONTH YEAR []

Date of expiry []

Issuing authority/ Place of issue as shown in your passport [] [] []

10 Have you been known by any other names? (including name at birth, previous married names, aliases)

No [] Yes [] Give details

Family name []

Given names []

Date of name change DAY MONTH YEAR []

11 Information about arrival/departure

Date range of movements required

from

DAY	MONTH	YEAR
-----	-------	------

 to

DAY	MONTH	YEAR
-----	-------	------

12 Were you born in Australia?

No Date of first arrival

DAY	MONTH	YEAR
-----	-------	------

Yes Date of first international movement

DAY	MONTH	YEAR
-----	-------	------

13 Did you arrive in Australia as a child with your parent(s)/family members?

No

Yes Give details

1. Family name
Given names
Date of birth

DAY	MONTH	YEAR
-----	-------	------

2. Family name
Given names
Date of birth

DAY	MONTH	YEAR
-----	-------	------

14 Why do you require the movement records?

Part C – Consent for agent/third party to act

15 Are you requesting movement records for another person (person described in Part B)?

No **Go to Part D**

Yes Please have them complete the authorisation below

Family name

Given names

Date of birth

DAY	MONTH	YEAR
-----	-------	------

Address

POSTCODE

Telephone

COUNTRY CODE	AREA CODE	NUMBER
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whose signature appears below, authorise the person whose details appear in Part A to obtain access to the document(s) described in Part B.

Signature of person in Part B

Date

DAY	MONTH	YEAR
-----	-------	------

Signature of person in Part A

Date

DAY	MONTH	YEAR
-----	-------	------

Note: Both parties must attach a scanned colour copy or certified proof of identity.

Part D – Children under the age of 18 years

16 Are you requesting documents about child(ren), under the age of 18 years, in your role as parent or guardian?

No

Yes Provide details of the child (read and sign the statement below if applicable)

Child's full name

Family name

Given names

Date of birth

If there is insufficient space, attach details on a separate sheet

17 Information about arrival/departure

Date range of movements required

from to

OR

1. Date of arrival/
departure (if known)
Name of ship/airline
Port of arrival/departure

2. Date of arrival/
departure (if known)
Name of ship/airline
Port of arrival/departure

3. Date of arrival/
departure (if known)
Name of ship/airline
Port of arrival/departure

If there is insufficient space, attach details on a separate sheet

Note: Parent/Guardian must provide a scanned colour copy or certified copy of birth certificate for child/children.

18 Why do you require the movement records?

19 WARNING: Giving false or misleading information is a serious offence.

I certify that there are no orders:

- restricting my access to these documents; or
- giving parental responsibility for the child named in this request to another person.

Your signature

Date

Part E – Checklist

20 Please attach a scanned colour copy or certified copy of the following documents to this request.

Question	Document	Attached
7	Proof of your identity	<input type="checkbox"/>
10	Change of name document (if applicable)	<input type="checkbox"/>
15	Proof of identity for the other person (if applicable)	<input type="checkbox"/>
17	Birth certificate(s) of child(ren) under 18 years of age (if applicable)	<input type="checkbox"/>

Office use only

Copy and certify client's photo identification

Documents located and issued to client (letter attached)

Documents not located, client advised (letter attached)

Request sent to MR & Pax Cards for action

Request note created in ICSE

Name of client service officer

Contact details

Address

POSTCODE

Telephone number (AREA CODE)

Email address

Date

Additional comments (ie. priority or known urgency)