



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](http://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](mailto: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](http://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](http://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](http://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](http://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](http://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  Complete **Part A** with your details,  
person's information **Part B** and **Part C** with details of  
the person whose movements you  
are seeking, and **Part E**

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

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



## 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

Telephone number

Email address

Date

Additional comments (ie. priority or known urgency)