Australian Government

Department of Immigration and Citizenship

Appointment or withdrawal of an authorised recipient

Form

956A

Who should use this form?

This form should be used to notify the Department of Immigration and Citizenship (the department) that you are:

- **appointing** an authorised recipient to receive documents that the department would otherwise have sent to you; or
- **withdrawing the appointment** of your authorised recipient.

Do not use this form if:

- you are **appointing a migration agent or exempt person** to provide you with immigration assistance and they will also be your authorised recipient.

In this case the migration agent or exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*.

Who is an exempt person?

The following people do not have to be registered as migration agents in order to provide immigration assistance:

- a close family member (spouse, child, adopted child, parent, brother or sister);
- a sponsor or nominator of a visa applicant;
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance;
- a member of a diplomatic mission, consular post or international organisation.

An exempt person must not charge a fee for their service. It is an offence for an exempt person to charge a fee for providing immigration assistance and penalties of up to 10 years jail can apply.

Authorised recipient

An authorised recipient is a person appointed to receive documents from the department relating to matters arising under the *Migration Act 1958* or the Migration Regulations 1994 on behalf of another person.

The most common times an authorised recipient would be appointed is during visa application processes, visa cancellation processes, sponsorship processes (including monitoring or sanctions) or ministerial intervention requests.

The department cannot discuss matters relating to you with the authorised recipient unless they are also acting on your behalf as your migration agent/exempt person, or you have separately provided the department with consent to disclose your personal information to them.

You may only appoint one authorised recipient at any time for a particular application or matter. The department will send documents to the most recently appointed authorised recipient.

The department is required under the Act to send your authorised recipient any documents relating to your matter (eg. visa application or cancellation of a visa), that would otherwise have been sent to you. Under most circumstances, you will not receive a separate copy of the documents. You are taken to have received any documents sent to your authorised recipients as if they had been sent to you.

You should be aware that the documents sent to your authorised recipient might include sensitive information about matters such as your health and character, unless you indicate on this form that you do not wish such information to be sent to your authorised recipient.

If you change your authorised recipient or end their appointment you must promptly advise the department. You may use this form for that purpose.

Dependent applicants

All persons listed on this form will be considered to have appointed the same authorised recipient.

If a person 16 years of age or older wants to appoint a different authorised recipient they should complete a separate form 956A.

Consent to communicate electronically

The department may use a range of means to send documents to your authorised recipient. However, electronic means such as fax or e-mail will only be used if your authorised recipient indicates their agreement to receiving documents on your behalf in this way.

To process your matter with the department (such as visa application or visa cancellation action), the department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. This means the information may be contained in the documents that are sent to your authorised recipient. Electronic communications, unless adequately encrypted, are not secure, and any information about you sent electronically to your authorised recipient may be viewed by others or interfered with. If your authorised recipient agrees to the department sending your documents to them by electronic means, the details they provide will only be used by the department for the purpose of sending documents. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

About the information you give

The department is authorised under the *Migration Act 1958* to collect information provided on this form. The information provided will be used by the department to communicate with you, and your authorised recipient.

It may also be disclosed to agencies authorised to receive information relating to adoption, border control, business skills, citizenship, education, health assessment, health insurance, health services, law enforcement, payment of pensions and benefits, taxation, review of decisions.

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The information form 993i *Safeguarding your personal information*, available from the department's website **www.immi.gov.au/allforms/** or from any office of the department or Australian mission overseas, gives details of agencies to which your personal information might be disclosed.

Home page	**www.immi.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.

Please keep these information pages for your reference

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Australian Government

Department of Immigration and Citizenship

Appointment or withdrawal of an authorised recipient

Form **956A**

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable ✓

1 Are you using this form to notify the department that you are:

appointing an authorised recipient ☐ ▶ **Complete Part A and Part C** You do not need to complete Part B

withdrawing the appointment of an authorised recipient ☐ ▶ **Complete Part B and Part C** You do not need to complete Part A

Part A – New appointment

Your details

2 Are you a: *(tick one only)*

- visa applicant ☐
- sponsor or sponsor applicant ☐
- nominator or nominator applicant ☐
- proposer or proposer applicant ☐
- visa holder whose visa is being considered for cancellation or has been cancelled ☐
- person requesting ministerial intervention ☐

3 Do you have a DIAC Client ID number (CID)?

No ☐

Yes ☐ ▶ DIAC Client ID number (CID) _____

4 Full name *(For an organisation, provide the name of the contact person)*

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____

Family name _____

Given names _____

5 Date of birth DAY MONTH YEAR _____

6 Organisation name *(if applicable)* _____

7 Business or residential address

_____

_____

POSTCODE _____

8 Address for correspondence

(If the same as business or residential address, write 'AS ABOVE')

_____

_____

POSTCODE _____

9 Telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Office hours	( )	( )	
Mobile/cell			

10 Names of **other persons** 16 years of age or older who are appointing the same authorised recipient in relation to the same matter

1. Family name _____
   Given names _____
2. Family name _____
   Given names _____
3. Family name _____
   Given names _____

If there are more than 3 other persons, give details at Question 28

11 Have you appointed a migration agent or exempt person to provide you with immigration assistance?

No ☐

Yes ☐ ▶ Give details of the migration agent/exempt person

Family name _____

Given names _____

If applicable:

Migration Agent Registration Number (MARN) : 7 DIGITS : : : : :

Offshore Agent ID Number _____

Note: Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*

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Appointment details

12 Are you appointing an authorised recipient in relation to an application process, a cancellation process or another matter (eg. a sponsorship monitoring and sanction activity by the department, or only one stage of a two stage visa application, or ministerial intervention)?

☐ **Application** process

Type of application

Date lodged (DAY MONTH YEAR) ☐ Not yet lodged ☐

☐ **Cancellation** process

Subclass of visa

Date visa granted (DAY MONTH YEAR)

☐ **Another matter** – give details

If insufficient space, give details at Question 28

13 Provide the DIAC ID number (if known) attached to the matter listed in Question 12 in relation to which you are appointing an authorised recipient

DIAC Request ID number (RID)

DIAC Transaction Reference Number (TRN)

14 Do you want the authorised recipient to receive health and character information about you or other persons listed in Question 10 that may arise, or be revealed in the course of this matter?

No ☐ ▶ These documents will be sent directly to you

Yes ☐

Authorised recipient's details

15 Full name

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

Given names

16 Date of birth (DAY MONTH YEAR)

17 Business or residential address

POSTCODE

18 Address for correspondence

(If the same as business or residential address, write 'AS ABOVE')

POSTCODE

19 Telephone numbers

Office hours (COUNTRY CODE) (AREA CODE) NUMBER

Mobile/cell

20 Does this person agree to the department communicating with them by fax, e-mail or other electronic means?

No ☐ ▶ Go to Part C

Yes ☐ ▶ Give details

Fax number (COUNTRY CODE) (AREA CODE) NUMBER

E-mail address

▶▶ Go to Part C

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Part B – Withdrawing an appointment

21 Your details

Full name *(For an organisation, provide the name of the contact person)*

Family name

Given names

Date of birth (DAY MONTH YEAR)

Organisation name *(if applicable)*

Telephone numbers

Office hours (COUNTRY CODE) (AREA CODE) NUMBER

Mobile/cell

DIAC Client ID number (CID) *(if known)*

22 Names of **other persons** 16 years of age or older who are withdrawing the appointment of the same authorised recipient in relation to the same matter

1. Family name
   Given names

2. Family name
   Given names

3. Family name
   Given names

23 Authorised recipient's details

Full name

Family name

Given names

Address for correspondence

POSTCODE

24 Are you withdrawing the appointment of an authorised recipient in relation to an application process, a cancellation process or another matter (e.g. sponsorship monitoring and sanction activity by the department, or only one stage of a two stage visa application, or ministerial intervention)?

☐ **Application** process

Type of application

Date lodged (DAY MONTH YEAR)

☐ **Cancellation** process

Subclass of visa

Date visa granted (DAY MONTH YEAR)

☐ **Another matter** – give details

If insufficient space, give details at Question 28

25 Provide the DIAC ID number (if known) attached to the matter in relation to which you are withdrawing your appointment of the authorised recipient

DIAC Request ID number (RID)

DIAC Transaction Reference Number (TRN)

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Part C – Declarations

Authorised recipient declaration

26 *Tick one only*

☐ **Appointment**

I understand that:

- *I have been appointed by the persons named in Part A of this form to be their authorised recipient; and*
- *as the authorised recipient all documents that would otherwise be sent to the persons named in Part A will be sent to me, including by electronic means as indicated in Question 20 (if applicable).*

☐ **Withdrawal of appointment**

I understand that I am no longer acting as authorised recipient for the persons named in Part B of this form in relation to the matter indicated in Part B of this form.

Signature of authorised recipient

Date DAY MONTH YEAR

Your declaration

27 *Tick one only*

☐ **Appointment**

I declare that I have appointed the authorised recipient named in Question 15 of this form to receive all documents relating to the matter indicated in Question 12 on my behalf.

☐ **Withdrawal of appointment**

I declare that the authorised recipient named in Question 23 of this form is no longer authorised to receive documents relating to the matter indicated in Question 24 on my behalf.

Your signature

Date DAY MONTH YEAR

Signatures of **other persons** 16 years of age or older who are appointing or withdrawing the appointment of the same authorised recipient in relation to the same matter

Signature

Date DAY MONTH YEAR

Signature

Date DAY MONTH YEAR

Signature

Date DAY MONTH YEAR

We strongly advise that you keep a copy of this form for your records.

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Additional details

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Question number	Additional information

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