

## FORM A

## DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

**Notification of Arrival of Staff Member  
of Diplomatic Mission, Consular Post, International Organisation or Overseas Mission**

Mission / Post : \_\_\_\_\_

Address : \_\_\_\_\_

Suburb / City : \_\_\_\_\_ State : \_\_\_\_\_ Postcode : \_\_\_\_\_

Phone number : (area code) \_\_\_\_\_ (number) \_\_\_\_\_

Fax number : (area code) \_\_\_\_\_ (number) \_\_\_\_\_

(45mm x 35mm)

Please paste one  
photograph here

Do not staple photo

**1. FULL NAME (please underline family name)**

Full name : \_\_\_\_\_

Title : \_\_\_\_\_ (e.g. Mr, Mrs, Ms, Miss, Dr)

Date of birth : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sex : Male / Female

Marital status : Single / Married

**2. ACCREDITATION**

Status requested : \_\_\_\_\_

Title : \_\_\_\_\_

Primary functions : \_\_\_\_\_

Does job include driving duties? Yes / No

**3. DETAILS OF OFFICER BEING REPLACED**

Full name : \_\_\_\_\_

Title : \_\_\_\_\_

Expected departure date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**4. DATE OF ARRIVAL IN AUSTRALIA**

Date of arrival : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**5. RESIDENTIAL ADDRESS**

Address : \_\_\_\_\_  
(if not yet known, please advise permanent address when known)

Suburb / City : \_\_\_\_\_ State : \_\_\_\_\_ Postcode : \_\_\_\_\_

Phone Number: (area code) \_\_\_\_\_ (number) \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

**6. CITIZENSHIP DETAILS**

Current citizenship : \_\_\_\_\_ At birth : \_\_\_\_\_

Dual national : Yes / No If Yes, give other nationality : \_\_\_\_\_

Permanent resident of Australia : Yes / No

**7. ACCOMPANYING FAMILY MEMBERS AND/OR PRIVATE DOMESTIC STAFF**

Number of accompanying family members : \_\_\_\_\_

(Separate arrival form is required for each family member – use Form B)

Number of accompanying private domestic staff : \_\_\_\_\_

(Separate arrival form is required for each domestic staff member – use Form C)

**8. DIPLOMATIC / CONSULAR LIST DETAILS**

Position in List : after \_\_\_\_\_

Name to be printed : \_\_\_\_\_  
(for Diplomatic/Consular List and identity cards)

**9. PLEASE ENSURE THE FOLLOWING DOCUMENTATION IS ATTACHED**

- Passport
- 2 passport size colour photographs (one pasted to this form)

\_\_\_\_\_  
**Officer's signature**

\_\_\_\_\_  
**Date**

**For Protocol Branch use only**

Passport type                  Dip / Off / Srv / Ord

Passport number                \_\_\_\_\_

Passport expiry date         \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Visa number                    \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ subclass 995

Entry expiry date              \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Identity card number         \_\_\_\_\_

Valid until                      \_\_\_\_\_