



ARRIVAL NOTIFICATION – ACCREDITED OFFICIAL

Please complete all fields electronically. Please **do not** use caps lock. Once all fields are complete, click **submit** and attach all relevant materials to the automatically generated email.

Mission / Post

City

Name of official being replaced &
their expected date of departure

Position title of new officer
(e.g. First Secretary, Consul, Service staff)

Date of arrival in Australia

Title (e.g. Mr, Ms, Dr)

Given name(s) (as in passport)

Family name (as in passport)

Name(s) to be printed on Identity
Card

Date of birth

Marital status

Gender

Position in Diplomatic/Consular
List (positioned after whom?)

Where should we position the newly arrived officer on your mission/post's entry in
foreign representatives on the DFAT website? (placed after whom?)

Officer's permanent
residential address
(not the address of the
mission or temporary
accommodation)

Suburb/city _____ State _____ Postcode _____

Officer's telephone numbers

Home

Mobile

After hours

Officer's email address

Country / Countries of Citizenship

Citizen or permanent resident of
Australia?

Yes

No

Passport number

Passport expiry

Passport type

Visa Grant Notice (VGN) number

Accompanying
dependants

You must complete a separate "Arrival Notification - Officials Dependant" form for
each dependant.

Spouse/partner

Children

Attach the following

After selecting **submit**, please ensure you attach the relevant material:

note verbale advising of official's arrival

colour copy of passport biographical page

one passport photograph (in colour, JPG/JPEG format)

copy of Visa Grant Notice (VGN)

Confirm that the Officer has read and understood the below privacy notice **(Required)**

If you are unable to use the submit button, save this completed
form to your computer. You can then attach this form (and any
relevant materials) to an email and send it to
protocol.branch@dfat.gov.au

Privacy Notice

The Protocol Branch of the Department of Foreign Affairs and Trade (DFAT) collects, uses and discloses your personal information to manage the presence in Australia of representatives of official foreign missions and international organisations, their locally engaged staff, eligible family members, private domestic workers and honorary consuls. Your personal information may be disclosed to other Australian Government agencies, as well as State and Territory Government agencies, for this purpose. These agencies could include (but are not limited to) the Department of Home Affairs, the Australian Taxation Office, the Australian Federal Police (and State and Territory police), as well as the National Capital Authority. The [Protocol Privacy Collection Statement](#) contains further specific information about how the Protocol Branch will handle your personal information, and [DFAT's Privacy Policy](#) contains information about how you can access and seek to correct your personal information, or make a complaint about DFAT's privacy practices.