



## ARRIVAL NOTIFICATION – PRIVATE DOMESTIC WORKER

Please complete all fields electronically. Once all fields are complete, click **submit** and attach all relevant materials to the automatically generated email.

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

City \_\_\_\_\_

Name of employer \_\_\_\_\_

### Personal details

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

Given name(s) \_\_\_\_\_

Family name \_\_\_\_\_

Date of birth \_\_\_\_\_

Date of arrival in Australia \_\_\_\_\_

Gender ☐ Male ☐ Female

Citizenship(s) \_\_\_\_\_

### Passport and visa details

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

Passport expiry \_\_\_\_\_

Passport type \_\_\_\_\_

Visa Grant Notice (VGN)  
number \_\_\_\_\_

### 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.



Residential address	<hr/>		
	<hr/>		
	Suburb/city <hr/>	State <hr/>	Postcode <hr/>
Home telephone number	<hr/>		
Mobile telephone number	<hr/>		
Email address	<hr/>		
Relative or friend who should be contacted in an emergency <i>(not the employer or mission)</i>	Name: <hr/>	Phone: <hr/>	

**Attach the following**

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

- colour copy of passport biographical page
- one passport photograph (in colour, JPG/JPEG format)
- copy of Visa Grant Notice (VGN)



**Submit**

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](mailto:protocol.branch@dfat.gov.au)

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