



Australian Government
Immigration Assessment Authority

Appointment of Authorised Recipient Appointment of Representative

Use this form to appoint a representative and/or an authorised recipient. Please read the explanatory notes on the reverse before you complete this form.

Applicant's name:

Applicant's date of birth:
DAY/MONTH/YEAR

IAA reference:

Tick one box only (please refer to the information on the reverse to complete this section):

I appoint the person whose details are provided below to act as my representative and as my authorised recipient.

OR

I appoint the person whose details are provided below to act as my authorised recipient. I do not wish to appoint this person as my representative.

Complete the details of your representative / authorised recipient

This person is a: Registered Migration Agent
(please select one) Australian Legal Practitioner
Other

Title :
(Mr, Ms, Mrs, Dr, etc)

Family name:

Given name(s):

Organisation:
(if applicable)

Postal Address:

Daytime phone: Mobile:

Email

Registered Migration Agent No:
(if applicable) (7 digits)

Client reference no. :
(if applicable)

Please provide an email address in the space above. Generally, if an email address is provided, the IAA will use that email address to communicate with the person whose details are provided above.

Date this form was completed:
DAY/MONTH/YEAR

This form was completed by (tick one box only):

the referred applicant (the person who has applied for a protection visa)

the representative

The signature of the referred applicant is not required if the form is completed by the referred applicant personally AND is sent to the IAA by email from the referred applicant's email address, being the last email address provided to the IAA. In all other circumstances, the form must be printed and signed by the referred applicant.

Signature of the referred applicant:

What is a representative?

You may authorise a person to represent you and act on your behalf in relation to your case. This person is known as your representative. It is not necessary to nominate a representative – you may choose to deal with us directly. If you nominate a representative, he or she can communicate with us on your behalf and request access to documents held by us in relation to your case. You must inform us immediately, in writing, if you change your representative, cancel your representative's authority to act on your behalf, or if your representative's contact details change.

With limited exceptions (such as if given by a close family member, a parliamentarian or a public servant in the course of their duties) immigration assistance can only be given by an Australian legal practitioner or a registered migration agent.

A person provides 'immigration assistance' when they use their knowledge or experience in migration procedure to assist in preparing, advising or representing a visa applicant.

If you wish to appoint a migration agent as your representative, the website of the Office of the Migration Agents Registration Authority (www.mara.gov.au) has information about finding and using a migration agent, including information in various languages. The website also allows you to check whether a migration agent is registered.

If you wish to appoint an Australian legal practitioner as your representative, information about finding and using an Australian legal practitioner is available from the relevant State and Territory legal professional regulatory authorities listed on our website (www.iaa.gov.au).

What is an authorised recipient?

You may choose to have all correspondence sent to yourself or you may nominate a person (known as an authorised recipient) to receive correspondence on your behalf in connection with the review.

If you appoint a representative in relation to your case, we will assume you are authorising that person to receive correspondence/documents on your behalf in connection with your case.

If you nominate an authorised recipient, we will send all correspondence to your authorised recipient.

Only one person can be nominated as your authorised recipient. If you have an authorised recipient and nominate a new authorised recipient, we will send correspondence to your most recently nominated authorised recipient only.

Generally, if an email address is provided for the authorised recipient, we will use that email address to send correspondence/documents to the authorised recipient.

Information for migration agents

Where the information in this form refers to a migration agent, the details of the representative / authorised recipient and their registration are collected in relation to the Migration Agents and Immigration Assistance scheme under Part 3 of the *Migration Act 1958*. The Department of Home Affairs will be notified of relevant details as required by the Act.