



## Who should use this form?

This form should be used by persons wishing to propose applicants under the Refugee and Special Humanitarian Program, including those eligible under the special 'split family' provisions that apply to immediate family members.\*

Proposals may be submitted by individuals or by organisations operating in Australia. To be eligible to propose as an individual, you must be:

- an Australian citizen; or
- a permanent resident of Australia; or
- an eligible New Zealand citizen.

You must not be an illegal maritime arrival.

If you are eligible to propose, you will also need form 842 *Application for an Offshore Humanitarian visa* to be completed by the visa applicant and submitted together with this form.

## About this form

Important – Please read this information carefully before you complete your proposal. Once you have completed your proposal we strongly advise that you keep a copy for your records.

## What is required of proposers?

If you are proposing applicants who are granted a subclass 202 (Global Special Humanitarian) visa the Australian Government is not responsible for the applicant's travel to Australia, including airfares.

If you are proposing applicants under the 'split family' provisions, and any of the following visa subclasses are granted:

- 200 – Refugee;
- 201 – In-country Special Humanitarian;
- 203 – Emergency Rescue;
- 204 – Woman at Risk;

the applicant's travel costs will be paid by the Australian Government.

An 'applicant' who is granted a visa and travels to Australia, becomes an 'entrant' on arrival.

Your role as a proposer is to assist in the settlement of the entrants you have proposed. This includes:

- meeting the entrant at the airport;
- providing accommodation for the entrant on arrival;
- assisting the entrant to find permanent accommodation; and
- providing information and orientation assistance to the entrant.

\* Under the 'split family' provisions, holders of permanent humanitarian (Class XB) visas granted overseas, or permanent Protection (Class XA) or Resolution of Status (Class CD) visas granted in Australia, may support the applications of immediate family members to enter Australia under the Humanitarian Program. 'Immediate family' means a spouse or de facto partner (including same-sex partner), dependent child, or parent of a dependent child (if the child in Australia is under 18 years of age).

### 'Information and orientation assistance' means assisting the entrant to access:

- Income support through Centrelink;
- Permanent housing;
- Medicare;
- Health services (eg. doctor, dentist and pharmacy);
- Employment services (eg. Job Network);
- Education and training services (eg. Adult Migrant English Program, children's schooling);
- Translating and interpreting services;
- Banking services;
- Childcare services; and
- Transport.

In Part D of this form, you will be asked to indicate whether you are able to provide accommodation and information and orientation assistance to the entrants you are proposing.

You should carefully consider your ability to fulfil the requirements of a proposer. Unless there are exceptional circumstances, your failure to provide the level of support indicated in your undertaking in Part D may adversely affect any future proposals you submit under the Humanitarian Program.

## Am I eligible for support in my role as a proposer?

Yes. Proposer Support is available to all proposers. The aim of this service is to ensure that proposers are able to:

- respond to the needs of entrants; and
- fulfil their obligations to directly support entrants.

As part of this service, prior to the entrant's arrival, you will be provided with information and guidance on how to:

- assist an entrant to settle in Australia; and
- obtain further information and guidance, if required, after the entrant has arrived. This may include referral to other service providers, for example, to assess the physical and psychological health of the entrant.

## After a visa has been granted

If the person you are proposing is granted a humanitarian visa, please encourage them to attend:

- the Australian Cultural Orientation Program (AUSCO) to which they will be invited. AUSCO is delivered overseas before people begin their journey to Australia and provides practical advice on living in Australia and giving participants the opportunity to ask questions about travel to and life in Australia; and
- a Pre-departure Medical Screening (PDMS) before they travel to Australia. Visa holders usually attend PDMS within 72 hours of departure for Australia to ensure they are 'fit to fly' and to identify any medical treatment which will be immediately needed on arrival in Australia.

While participation in AUSCO and PDMS is voluntary, it is in the best interest of humanitarian visa holders to participate in both programs.

## Integrity of application

The Department of Immigration and Border Protection (the department) is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you or the person you are proposing provide us with fraudulent documents or claims, this may result in processing delays and possibly the application being refused.

## Immigration assistance

A person gives immigration assistance to you if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist you with your visa application, request for ministerial intervention, cancellation review application, sponsorship or nomination.

In Australia a person may only lawfully give immigration assistance if he or she is a registered migration agent or is exempt from being registered. Only registered migration agents may receive a fee or reward for providing immigration assistance.

If an unregistered person in Australia, who is not exempt from registration, gives you immigration assistance they are committing a criminal offence and may be prosecuted.

## Migration agents in Australia

Migration agents in Australia must be registered with the Office of the Migration Agents Registration Authority (Office of the MARA) unless they are exempt from registration.

## Migration agents outside Australia

Migration agents who operate outside Australia do not have to be registered. The department may give some overseas agents an ID number. This number does not mean that they are registered.

**Note:** Some Australian registered migration agents operate overseas.

## Migration agent information

A migration agent is someone who can:

- advise you on the visa that may best suit you;
- tell you the documents you need to submit with your application;
- help you fill in the application and submit it; and
- communicate with the department on your behalf.

If you appoint a migration agent, the department will assume that your migration agent will be your authorised recipient, unless you indicate otherwise.

Your migration agent will be the person with whom the department will discuss your application and from whom it will seek further information when required.

You are not required to use a migration agent. However, if you use a migration agent, the department encourages you to use a registered migration agent. Registered agents are bound by the Migration Agents Code of Conduct, which requires them to act professionally in their clients' lawful best interests.

Information on migration agents, including a list of registered migration agents, is available on the Office of the MARA website [www.mara.gov.au](http://www.mara.gov.au)

You can also access information about migration agents on the department's website [www.immi.gov.au](http://www.immi.gov.au)

## Exempt persons

The following people do not have to be a registered migration agent in order to provide immigration assistance, but they must not charge a fee for their service:

- a close family member (spouse, de facto partner, child, parent, brother or sister);
- a member of parliament or their staff;
- an official whose duties include providing immigration assistance (eg. a Legal Aid provider);
- a member of a diplomatic mission, consular post or international organisation.

## Appointing a migration agent/exempt person

To appoint a migration agent/exempt person you should complete Part F *Options for receiving written communications*.

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

Form 956 is available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

## Options for receiving written communications

If you do not appoint a migration agent/exempt person you may still authorise another person, in writing, to receive written communications on your behalf. This person is called the authorised recipient.

## Authorised recipient information

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

You will be taken to have received any documents sent to that person as if they had been sent to you.

To appoint an authorised recipient you should complete:

- Part F *Options for receiving written communications*; and
- form 956A *Appointment or withdrawal of an authorised recipient*.

**Note:** Being a proposer does not authorise you to receive written communications on behalf of the visa applicants you are proposing. If you wish to receive written correspondence on behalf of the visa applicants, the main applicant will need to complete Question 17 and Question 45 on the attached form 842 *Application for an Offshore Humanitarian visa*.

**Note:** Migration agents/exempt persons do not need to complete form 956A.

Form 956A is available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/)

## Consent to communicate electronically

The department may use a range of means to communicate with you. However, electronic means such as fax or email will only be used if you indicate your agreement to receiving communication in this way.

To process your application the department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and personal relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with.

If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to use for another purpose. 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.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on form 956 or 956A to indicate their consent to this form of communication.

**Note:** Electronic communication is the fastest means of communication available and the department prefers to communicate electronically because this results in faster processing.

## Partner

'**Partner**' means a spouse or de facto partner (including same-sex partners).

## Important information about privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the department's website [www.immi.gov.au/allforms/](http://www.immi.gov.au/allforms/) or offices of the department. You should ensure that you read and understand form 1442i before completing this form.

## Application Process

### Step 1 – Complete this form

Carefully read and fully complete this form.

### Step 2 – Establish your eligibility to propose

If you are proposing as an individual, you **must provide evidence of your eligibility to propose** (see Question 20). Please provide a certified copy of your:

- Australian birth certificate/certificate of Australian citizenship; or
- evidence of your permanent residence in Australia; or
- evidence that you are an eligible New Zealand citizen.

Copies of documents must be certified as true copies of the original by a Justice of the Peace, a Commissioner for Declarations or a person before whom a statutory declaration may be made under the *Statutory Declarations Act 1959*.

If you are proposing as an organisation, you must provide the names of office holders, and a statement of the organisation's objectives, activities and funding (see Part C).

### Step 3 – Send documents to the applicant

Once completed, send this form to the applicant, along with:

- Evidence of your eligibility to propose (whether you are proposing as an individual or an organisation, as stated in Step 2); and
- form 842 *Application for an Offshore Humanitarian visa*.

### Step 4 – Applicant completes and signs application form

When the applicants you are proposing receive the documents mentioned in Step 3, they should fully complete form 842, in accordance with the instructions on that form.

### Step 5 – Lodge the completed application

You must lodge this form (form 681) and the completed and signed form 842 *Application for an Offshore Humanitarian visa* in accordance with the addresses specified below.

- If you wish to propose someone residing in the Middle East\*, Afghanistan or Pakistan, applications must be lodged at the following address:

#### Victoria Offshore Humanitarian Processing Centre

By Post:

GPO Box 241  
Melbourne VIC 3001  
AUSTRALIA

By Courier (no hand deliveries)

2 Lonsdale Street  
Melbourne VIC 3001  
AUSTRALIA

(\* Countries include Bahrain, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates and Yemen.)

- If you wish to propose someone residing in any other country apart from those listed above, applications must be lodged at the following address:

#### NSW Offshore Humanitarian Processing Centre

By Post:

GPO Box 9984  
Sydney NSW 2001  
AUSTRALIA

By Courier (no hand deliveries)

26 Lee Street  
Sydney NSW 2001  
AUSTRALIA

For further information, please consult the following lodgement information sheet *Lodging Certain Humanitarian Applications in Australia* (see [www.immi.gov.au](http://www.immi.gov.au))

**Note:** If you do not lodge the application in accordance with the instructions above, the visa application may be invalid. The department cannot process invalid applications.

### Step 6 – Receipt of application

The office processing the visa application will acknowledge receipt of the application accompanying your proposal in writing.

### Processing times

Processing times vary according to individual circumstances such as where the applicant is living and any health conditions that may require testing or treatment. Processing delays can also occur where checks or tests to confirm identity or claimed relationships between family members are needed. In addition, local conditions such as poor phone lines and mail services or the general security situation may affect how quickly interviews can be arranged.

Applicants will be advised by the department as their visa application progresses. If you want information regarding the person you have proposed and are not their authorised recipient, you should contact that person directly.

For information on the making and processing of visa applications, see information form 1025i *Visa applications*.

### How to complete this form

- Please use a pen, and write neatly in English using BLOCK LETTERS.
- Tick where applicable.
- Answer all questions truthfully and completely.
- Where there is insufficient space for your answer please continue on a separate page of paper. Clearly mark the separate page with the question number it relates to.
- Sign the form at Part G.
- Lodge this completed proposal, along with application form 842 to the office of the department as specified in Step 5.
- Please take careful note of where and how the application must be delivered to the department, as invalid applications cannot be processed.

For information on how to make a valid application, see information form 1025i *Visa applications*.

*Home page* **[www.immi.gov.au](http://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*



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

Tick where applicable

## Part A – Details of the persons you wish to propose for entry to Australia

**1** How many people are included in your proposal?

**2** Give details of the **main applicant**

Family name  **A1**

Given names

**3** Has the person you are proposing been known by any other names? (such as name at birth, alias, previous married name)

No

Yes  Give details

Family name

Given names

**4** Citizenship

**5** Sex Male  Female

**6** Date of birth

**7** Place of birth

Town/city

Country

**8** Current country of residence

**9** Date of arrival in current country of residence

**10** Relationship status

Married legally  Engaged  Widowed   
 Married by tradition/custom  De facto  Never married or been in a de facto relationship   
 Married religiously  Separated   
 Divorced

**11** Precise relationship of main applicant to you (give full details)

  


**12** Full residential address (not post office box)

Please include any United Nations High Commissioner for Refugees (UNHCR) Registration number

  
  
 POSTAL CODE

**13** Give details of **all other dependent family members** of the main applicant who are included in this proposal

**A2**

Family name

Given names

Sex Male  Female

Date of birth

Relationship status

Married legally  Engaged  Widowed   
 Married by tradition/custom  De facto  Never married or been in a de facto relationship   
 Married religiously  Separated   
 Divorced

Precise relationship to the main applicant

**A3**

Family name

Given names

Sex Male  Female

Date of birth

Relationship status

Married legally  Engaged  Widowed   
 Married by tradition/custom  De facto  Never married or been in a de facto relationship   
 Married religiously  Separated   
 Divorced

Precise relationship to the main applicant

**A4**

Family name

Given names

Sex Male  Female

Date of birth  / /

Relationship status

Married legally  Engaged  Widowed

Married by tradition/custom  De facto  Never married or been in a de facto relationship

Married religiously  Separated  Divorced

Precise relationship to the main applicant

**A5**

Family name

Given names

Sex Male  Female

Date of birth  / /

Relationship status

Married legally  Engaged  Widowed

Married by tradition/custom  De facto  Never married or been in a de facto relationship

Married religiously  Separated  Divorced

Precise relationship to the main applicant

**A6**

Family name

Given names

Sex Male  Female

Date of birth  / /

Relationship status

Married legally  Engaged  Widowed

Married by tradition/custom  De facto  Never married or been in a de facto relationship

Married religiously  Separated  Divorced

Precise relationship to the main applicant

*If insufficient space attach additional details***Part B – Proposer’s details – Individuals**

**Note:** This part should only be completed if you are proposing visa applicants in your private capacity as an individual, and not as the representative of any organisation.

- 14** Are you submitting this proposal as an individual?  
 No  ► **Go to Part C – Proposer’s details – Organisations**  
 Yes  ► Complete the details below

**15** Family name

Given names

- 16** Sex Male  Female

**17** Date of birth  / /

**18** Place of birth

Town/city

Country

**19** *If born outside Australia:* Date of arrival in Australia  / /

- 20** Are you an Australian citizen, Australian permanent resident or an eligible New Zealand citizen?  
 No  ► **You are unable to propose**  
 Yes  ► Please provide evidence as described on **page 3**

**21** Full residential address (not postal address)

**22** Postal address  
*(If the same as your residential address, write ‘AS ABOVE’)*

**23** Your contact telephone numbers (if available)

Office hours  ( ) ( )

After hours  ( ) ( )

Mobile/cell

**Note:** If your contact details change before this application is finalised, it is your responsibility to notify the office of the department at which the application is being processed.

**24** Do you agree to the department communicating with you by fax, email or other electronic means?

No

Yes  Give details

Fax number 

COUNTRY CODE	AREA CODE	NUMBER
(        )	(        )	

Email address

**25** Your current occupation (if not employed, write 'unemployed')

For how many years have you been in this occupation?

**26** Your partner's occupation (if applicable)

For how many years has your partner been in this occupation?

### *Part C – Proposer's details – Organisations*

**Note:** This part should only be completed if you are representing an organisation submitting a proposal, and you have the authority to represent your organisation.

**27** Organisation's full name/title

**28** Name of person authorised to sign this form on behalf of the organisation

Family name

Given names

**29** Position held by this person in above organisation

**30** Please list all other office holders


**31** Full street address of organisation (not post office box)

POSTCODE

**32** Postal address

*(If the same as street address, write 'AS ABOVE')*

POSTCODE

**33** Contact telephone numbers of person authorised to sign this form

Office hours 

COUNTRY CODE	AREA CODE	NUMBER
(        )	(        )	

After hours 

COUNTRY CODE	AREA CODE	NUMBER
(        )	(        )	

Mobile/cell

**Note:** If the contact details of the person signing this form on behalf of the organisation change before this application is finalised, it is your responsibility to notify the office of department at which the application is being processed.

**34** Please attach a written statement explaining your organisation's objectives (clearly mark this statement as 'Question 34')

Is the statement attached?

No

Yes

**35** Do you agree to the department communicating with you by fax, email or other electronic means?

No

Yes  Give details

Fax number 

COUNTRY CODE	AREA CODE	NUMBER
(        )	(        )	

Email address

## Part D – Your ability to provide settlement assistance to the entrant(s) you are proposing

### Accommodation

**36** Are you willing and able to provide accommodation for the entrants you are proposing?

No  ► **Go to Question 38**  
Yes

**37** Will all the entrants live with you in your home?

No  ► Please answer the following questions about the accommodation that you will provide for the entrants if they will not live with you

Where and with whom will the entrants live?


What type of dwelling is it? (eg. house, flat etc.)

--

How many bedrooms does it have?

--

How many people will live in this the dwelling, including the entrants you are proposing?

--

For how long will this accommodation be available for the entrants?

--

►► **Now go to Question 38**

Yes  ► Please answer the following questions about your accommodation

What type of dwelling do you have? (eg. house, flat etc.)

--

How many bedrooms does it have?

--

How many people will live in this the dwelling, including the entrants you are proposing?

--

For how long will you be able to provide accommodation for the entrants?

--

### Information and orientation assistance

**38** Are you able to assist the entrant to access:

Income support (administered through Centrelink)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Permanent housing?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Medicare?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Health services (eg. doctor, dentist, pharmacy)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Employment services (eg. Job Network)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Education and training services (eg. Adult Migrant English Program, children's schooling)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Translating and interpreting services?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Banking services?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Childcare services?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Transport?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Other community services (eg. ethnic community groups)	No <input type="checkbox"/>	Yes <input type="checkbox"/>

### Other forms of assistance

**39** Will you meet the entrant at the airport? No  Yes

**40** Will you meet travel costs for all entrants you have proposed? No  Yes

**Note:** Refer to page 1, 'What is required of proposers?'

## Previous proposals

**41** Have you (or your organisation) previously proposed this visa applicant?

No

Yes  Date of previous application 

DAY	MONTH	YEAR
/	/	

Office of the department where the previous application was lodged

**42** Have you (or your organisation) previously proposed any other applicants for a humanitarian visa?

No

Yes  Please provide the following details

Name of the visa applicant you proposed

Date of previous application 

DAY	MONTH	YEAR
/	/	

File number

Office of the department where the application was lodged

Outcome of the application

Granted  Refused  Not yet decided

Name of the visa applicant you proposed

Date of previous application 

DAY	MONTH	YEAR
/	/	

File number

Office of the department where the application was lodged

Outcome of the application

Granted  Refused  Not yet decided

*If you have proposed more than 2 applicants, please attach details on a separate sheet.*

## Part E – Assistance with this form

**43** Did you receive assistance in completing this form?

No  **Go to Part F**

Yes  Please give details of the person who assisted you

Title: Mr  Mrs  Miss  Ms  Other

Family name

Given names

Address



POSTCODE

Telephone number or daytime contact

Office hours 

COUNTRY CODE	AREA CODE	NUMBER
( )	( )	

Mobile/cell

**44** Is the person an agent registered with the Office of the Migration Agents Registration Authority (Office of the MARA)?

No

Yes  **Go to Part F**

**45** Is the person/agent in Australia?

No  **Go to Part F**

Yes

**46** Did you pay the person/agent and/or give a gift for this assistance?

No

Yes

## Part F – Options for receiving written communications

**47** All written communications about this application should be sent to: (Tick one box only)

Myself

**OR**

Authorised recipient  You should complete form 956A *Appointment or withdrawal of an authorised recipient*

**OR**

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

**OR**

Exempt person

## Part G – Acknowledgement

**WARNING:** Giving false or misleading information is a serious offence.

- 48
- I acknowledge that the Australian Government is not responsible for the payment of travel to Australia by the entrants I have proposed who are granted a subclass 202 (Global Special Humanitarian) visa.
  - I acknowledge that I am responsible for the settlement of the entrants to the extent that I have indicated in Part D of this form.
  - I give permission for the information in this form to be given to service providers engaged to assist me in my role as the proposer of humanitarian visa entrants, and to other service providers engaged to assist in the settlement of the entrant.
  - I acknowledge that the information on my record as a proposer may be used by the department in deciding visa applicants made under the Refugee and Special Humanitarian Program where I am the proposer.

I declare that:

- I have read the information contained in form 1442i Privacy notice.
- I understand the department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i Privacy notice.

**Note:** In order for the Proposer Support Service Provider to help you with relevant advice and assistance, it is necessary for the information that you give on this form to be made available to the provider. This acknowledgement enables the department to share the information on this form with the Proposer Support Service Provider and other settlement service providers as appropriate.

Printed name

**Signature  
of proposer**

DAY MONTH YEAR

Date

We strongly advise that you keep a copy of your proposal and all attachments for your records.