



Australian Government

Department of Immigration
and Border Protection

Refugee and special humanitarian proposal

Form
681

Who should use this form?

This form should be used by persons wishing to propose applicants under the Refugee and Special Humanitarian Programme, including those eligible under the '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 who arrived on or after 13 August 2012. More information is available on the Department of Immigration and Border Protection (the Department) website www.border.gov.au/trav/refu/offers/proposing-an-applicant

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.

This form must not be used for applications under the Community Proposal Pilot.

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 you and the applicants are responsible for the applicants' 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 Australian Government will arrange and pay for the applicants' travel to Australia.

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

Special Humanitarian Programme applications and proposals should now be lodged via email. Instructions and guidance are available on the Department's website www.border.gov.au/trav/refu/offers/lodging-certain-humanitarian-applications-in-australia

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

- meeting the entrants at the airport;
- providing accommodation for the entrants on arrival;
- assisting the entrants to find permanent accommodation; and
- introducing the entrants to relevant services.

The Department of Social Services (DSS) provides settlement services to humanitarian entrants. A Humanitarian Settlement Services (HSS) service provider will contact you to settle those you have proposed.

After a visa has been granted

If the people you are proposing are granted a humanitarian visa before they leave for Australia, please encourage them to attend:

- the Australian Cultural Orientation Programme (AUSCO). AUSCO courses prepare participants for their life in Australia. More information is available on the Department of Social Services website www.dss.gov.au; and
- a departure health check (DHC). Visa holders undergo a health check within 72 hours of departure for Australia to ensure they are 'fit to fly' and to identify any medical conditions requiring treatment on arrival in Australia.

Integrity of application

The Department is committed to maintaining the integrity of the visa and citizenship programmes. Please be aware that if you or the person you are proposing provide us with fraudulent documents or information, 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.

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

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

You can also access information about migration agents on the Department's website www.border.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 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.border.gov.au/allforms/

Options for receiving communications

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

Authorised recipient information

All 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 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 the visa applicants wish you to receive written correspondence on their behalf, the main applicant must complete Question 17 and Question 46 on 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.border.gov.au/allforms/

Electronic communication

The Department will communicate with you via email.

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.

The email address you provide will only be used by the Department for the purpose for which you have provided it, unless there is a legal obligation or necessity to use it for another purpose, or you have consented to use it for another purpose. It 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.

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.border.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 should lodge this form (form 681) and the completed and signed form 842 *Application for an Offshore Humanitarian visa* via email.

For further information, please see the information sheet *Lodging Certain Humanitarian Applications in Australia* available from the Department's website

www.border.gov.au/trav/refu/offslodging-certain-humanitarian-applications-in-australia

Step 6 – Receipt of application

The office processing the visa application will acknowledge receipt of the application accompanying your proposal via email.

How to complete this form

- Please open this form using Adobe Acrobat Reader. Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and 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.
- Email this completed proposal, along with application form 842, to the Department as specified in Step 5.

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

Home page **www.border.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.

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Please open this form using Adobe Acrobat Reader.
Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and BLOCK LETTERS.

Tick where applicable

All questions on this form need to be completed (unless instructed otherwise via steps).

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)

Postcode

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

Day Month Year

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

Day Month Year

Date of birth

Relationship status

Married legally Engaged Widowed

Married by De facto Never married or

tradition/custom Separated been in a de facto relationship

Married religiously Divorced

Precise relationship to the main applicant

A4

Family name

Given names

Sex Male Female

Day Month Year

Date of birth

Relationship status

Married legally Engaged Widowed

Married by De facto Never married or

tradition/custom Separated been in a de facto relationship

Married religiously Divorced

Precise relationship to the main applicant

A5

Family name

Given names

Sex Male Female

Day Month Year

Date of birth

Relationship status

Married legally Engaged Widowed

Married by De facto Never married or

tradition/custom Separated been in a de facto relationship

Married religiously Divorced

Precise relationship to the main applicant

A6

Family name

Given names

Sex Male Female

Day Month Year

Date of birth

Relationship status

Married legally Engaged Widowed

Married by De facto Never married or

tradition/custom Separated been in a de facto relationship

Married religiously Divorced

Precise relationship to the main applicant

A7

Family name

Given names

Sex Male Female

Day Month Year

Date of birth

Relationship status

Married legally Engaged Widowed

Married by De facto Never married or

tradition/custom Separated been in a de facto relationship

Married religiously Divorced

Precise relationship to the main applicant

If insufficient space, attach additional details

Part B – Proposer’s details – Individual

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 an organisation.

14 Are you submitting this proposal as an individual?

No ► **Go to Part C – Proposer’s details – Organisation**

Yes ► Complete the details below

15 Family name

Given names

16 Sex Male Female

17 Date of birth

Day	Month	Year
/	/	

18 Place of birth

Town/city

Country

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

Day	Month	Year
/	/	

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)

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

22 Postal address

(If the same as your residential address, write 'AS ABOVE')

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

23 Your contact telephone numbers *(if available)*

	Country code	Area code	Number
Office hours	()	()	

After hours	()	()	
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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 The Department will communicate with you via email.

Provide at least one primary and any secondary email addresses with which you may be contacted:

Primary

Secondary

Secondary

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?

27 List all Australian visas you have held including your current visa *(if appropriate)*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Part E – Assistance with this form

38 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

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Telephone number or daytime contact

Country code	Area code	Number
(<input type="text"/>)	(<input type="text"/>)	<input type="text"/>

Office hours

Mobile/cell

39 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**

40 Is the person/agent in Australia?

No ► **Go to Part F**

Yes

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

No

Yes

Part F – Options for receiving communications

42 All 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 **OR** Exempt person ► Your migration agent/exempt person should complete form 956 *Advice by a migration agent/exempt person of providing immigration assistance*

Note: All communications about this application will be via email.

Part G – Acknowledgement

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

- 43**
- I acknowledge that the applicants and I are responsible for arranging and paying for the travel to Australia by the applicants I have proposed if they are granted a subclass 202 (Global Special Humanitarian) visa.
 - I give permission for the information in this form to be given to other agencies and contracted service providers to assist me in my role as the proposer of humanitarian entrants and to assist in the settlement of the entrants.
 - 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 Programme 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 Humanitarian Settlement Services (HSS) service provider to help you with relevant advice and assistance, it is necessary for the information that you give in this form to be made available to the provider. This acknowledgement enables the Department to share the information on this form with the HSS 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.