



Australian Government

Department of Immigration
and Citizenship

Request for international movement records

Form

1359

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

Who should complete this request

Complete this request if you are seeking:

- your own international movements record(s) (less than 30 years old);
- another person's international movements record(s) (less than 30 years old) AND you have their authorisation.

Who should NOT complete this request

Do not use this request if you are seeking:

- another person's international movements record(s) and/or passenger card(s) (less than 30 years old) AND you DO NOT have that person's authority to do so. You will be required to lodge a Freedom of Information (FOI) request. To make a valid request you must:
 - put your request in writing using form 424A *Request for access to documents or information* or send a letter entitled 'FOI request';
 - describe the document in detail;
 - include an Australian return address; and
 - include the AUD30 charge.

For more information about making a valid FOI request please refer to form 424A available from the Department of Immigration and Citizenship (the department) website www.immi.gov.au/allforms/

For international movement records more than 30 years old contact the Australian National Archives www.naa.gov.au

Proof of identity

An applicant making an over the counter request will need to provide a source of photographic identity, such as a current passport or drivers licence, for the processing officer to sight at the time of application.

Mailed requests should attach a **certified** copy of a photographic identity document, such as a passport or drivers licence. **Certified** copies are stamped as being true copies of the original by an authorised person.

An authorised person includes a solicitor, migration agent, Justice of the Peace or a Commonwealth Public Servant with 5 years service.

Can another person make a request on your behalf?

If you ask another person, such as a solicitor or migration agent to make a request on your behalf, you will need to provide written authority, by completing Part C, allowing that person to act on your behalf. The department can contact that person about your request and send that person your documents.

If you change your solicitor or migration agent, it is important that you advise the department. If you nominate a solicitor or migration agent to act on your behalf, the documents will be sent to that person.

Are you seeking information about another person?

To assist the department in providing information about another person to you, you should seek that person's written consent at Part D. As the applicant your details will need to be provided at Part A, and Part B should be completed with details of the movement information you are seeking for the named person at Part D.

Where to submit the request

All requests should be submitted to any state or territory office of the department or if you are living overseas to the closest Australian mission. These offices will arrange for your request to be processed. For international movement records more than 30 years old please contact the Australian National Archives www.naa.gov.au

About the information you give

The storage, use, and disclosure by the department of the information you provide in this form is governed by the *Privacy Act 1988*. For more information about this, see form 993i *Safeguarding your personal information*, available from any office of the department or from the department's website www.immi.gov.au

The department is authorised under the *Migration Act 1958*, in certain circumstances, to collect a range of personal identifiers including a facial image, fingerprints and a signature from non-citizens. The department requires personal identifiers to assist in assessing your identity. The department is authorised to disclose your personal identifiers and information relating to your name and other relevant biographical data to a number of agencies including law enforcement and health agencies and to other agencies who may need to check your identity with this department. Where the department obtains personal identifiers they will become part of your official record with the department.

Continued on the next page ►

The department is involved in international information exchanges with a number of other countries. These exchanges include the sharing of personal identifiers, including a facial image and fingerprint data collected by immigration agencies such as this department. If, as a result of this sharing between countries, there is a match with your personal identifiers, the department will disclose your biographic data and immigration history to the other agency. The purpose of such disclosure would be to determine if you are presenting to the department and the other agency under the same identity and making similar claims.

For more detailed information you should read information form 1243i *Your personal identifying information*, which is available from the department's website

www.immi.gov.au/allforms/ or from any office of the department or Australian mission overseas.

Compliments and complaints

Your compliments, complaints and suggestions are valuable to the department and will improve our products and services.

To provide compliments or complaints about any of the department's services, telephone the Global Feedback Unit on **133 177** (toll free in Australia) during business hours, visit the department's website **www.immi.gov.au** or contact the department directly at your nearest office or Australian mission overseas.

The Ombudsman

If you are not happy with how the department has handled your complaint you can contact the Commonwealth Ombudsman:

Telephone 1300 362 072 (local call charge) 9am to 5pm,
Monday to Friday

E-mail ombudsman@ombudsman.gov.au

Offices of the department in Australia

New South Wales

Parramatta Office

9 Wentworth Street
PARRAMATTA NSW 2150

Postal address:
GPO Box 9984
SYDNEY NSW 2001

Sydney CBD Office

Ground Floor
26 Lee Street
(near Railway Square)
SYDNEY NSW 2000

Postal address:
GPO Box 9984
SYDNEY NSW 2001

Australian Capital Territory

ACT Regional Office

3 Lonsdale Street
BRADDON ACT 2612

Postal address:
GPO Box 717
CANBERRA ACT 2601

Victoria

Melbourne CBD Office

Level 10
Casselden Place
2 Lonsdale Street
MELBOURNE VIC 3000

Postal address:
GPO Box 241
MELBOURNE VIC 3001

Dandenong Office

51 Princes Highway
DANDENONG VIC 3175

Postal address:
Private Mail Bag 5001
DANDENONG VIC 3175

Tasmania

Hobart Office

Ground Floor
188 Collins Street
HOBART TAS 7000

Postal address:
GPO Box 794
HOBART TAS 7001

Queensland

Brisbane Office

Ground Floor
299 Adelaide Street
BRISBANE QLD 4000

Postal address:
GPO Box 9984
BRISBANE QLD 4001

Cairns Office

Level 2
GHD Building
85 Spence Street
CAIRNS QLD 4870

Postal address:
PO Box 1269
CAIRNS QLD 4870

Gold Coast Office

Level 1
72 Nerang Street
SOUTHPORT QLD 4215

Postal address:
PO Box 2868
SOUTHPORT QLD 4215

Thursday Island Office

Commonwealth Centre
Hastings Street
THURSDAY ISLAND QLD 4875

Postal address:
PO Box 299
THURSDAY ISLAND QLD 4870

Western Australia

Perth Office

Wellington Central
Level 3
836 Wellington Street
WEST PERTH WA 6005

Postal address:
Locked Bag 7
NORTHBRIDGE WA 6865

South Australia

Adelaide Office

Commonwealth Centre
Level 3
55 Currie Street
ADELAIDE SA 5000

Postal address:
GPO Box 2399
ADELAIDE SA 5001

Northern Territory

Darwin Office

Pella House
40 Cavenagh Street
DARWIN NT 0800

Postal address:
GPO Box 864
DARWIN NT 0801

Home page **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

This page is intentionally blank



Instructions:

- If this is a personal application please complete Parts A and B.
- If you are the applicant and allowing this information to be released to an agent on your behalf please complete Parts A, B and C.
- If you are the applicant seeking another person's information complete Part A with your details and provide details of the third party at Parts B and D.

Tick where applicable

Part A – Your details (the applicant)

1 Title Mr Mrs Miss Ms
 Other

2 Full name
 Family name
 Given names

3 Your postal address (within Australia only)

 POSTCODE

4 Your telephone numbers
 Office hours (AREA CODE)
 After hours (AREA CODE)
 Mobile/cell

5 Do you agree to the department communicating with you by fax or e-mail
 No
 Yes Give details
 Fax number (AREA CODE)
 E-mail address

6 Your signature
 Date DAY MONTH YEAR

Note: You **must** attach proof of identity.

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

Part B – Document details

The information given should contain details of whom the international movement request is for. That is either the applicant at Part A or the third party named at Part D.

7 Have you been known by any other names?
(including name at birth, previous married names, aliases)
 No
 Yes Give details

Family name
 Given names

8 Date of birth DAY MONTH YEAR / /

9 Sex Male Female

10 Details from your passport
 Passport number
 Country of passport
 Date of issue DAY MONTH YEAR / /
 Date of expiry / /
 Issuing authority/
 Place of issue as shown in your passport

Continued on the next page ►

11 Information about arrival

Date range of movements required

from

DAY	MONTH	YEAR
/	/	

 to

DAY	MONTH	YEAR
/	/	

OR

1. Date of arrival (if known)

DAY	MONTH	YEAR
/	/	

Name of ship/airline
Port of arrival

2. Date of arrival (if known)

DAY	MONTH	YEAR
/	/	

Name of ship/airline
Port of arrival

3. Date of arrival (if known)

DAY	MONTH	YEAR
/	/	

Name of ship/airline
Port of arrival

If there is insufficient space, attach details on a separate sheet

12 Information about departure

1. Date of departure (if known)

DAY	MONTH	YEAR
/	/	

Name of ship/airline
Port of departure

2. Date of departure (if known)

DAY	MONTH	YEAR
/	/	

Name of ship/airline
Port of departure

3. Date of departure (if known)

DAY	MONTH	YEAR
/	/	

Name of ship/airline
Port of departure

If there is insufficient space, attach details on a separate sheet

13 Did you arrive in Australia as a child with your parent(s)/family members?

No
Yes Give details

1. Family name
Given names
Date of birth

DAY	MONTH	YEAR
/	/	

2. Family name
Given names
Date of birth

DAY	MONTH	YEAR
/	/	

Part C – Consent for agent to act

14 Do you want to authorise an agent to obtain access to the document(s) described in Part B?

No Go to Part D
Yes Please complete the authorisation below

I hereby authorise (full name)

whose signature appears below, to obtain access to the document(s) described in Part B.

Address of agent

 POSTCODE

Telephone

COUNTRY CODE	AREA CODE	NUMBER
())

Your signature

Date

DAY	MONTH	YEAR
/	/	

Signature of agent

Date

DAY	MONTH	YEAR
/	/	

Part D – Third party consent for release of personal documents

15 Are you requesting documents about another person (eg. wife and/or adult children)?

No Go to Part E
Yes Provide details

Third party's full name

Family name

Given names

Date of birth

DAY	MONTH	YEAR
/	/	

Address

 POSTCODE

Telephone

COUNTRY CODE	AREA CODE	NUMBER
())

16 / (full name)

give the department my consent to release personal document(s) as described in Part B about me to the applicant.

Signature of third party

Date

Note: Third party **must** attach proof of identity.

Part E – Children under the age of 18 years

17 Are you requesting documents about child(ren), under the age of 18 years, in your role as parent or guardian?

No

Yes Provide details of the child (read and sign the statement below if applicable)

Child's full name

Family name

Given names

Date of birth

If there is insufficient space, attach details on a separate sheet

18 Information about arrival

Date range of movements required

from to

OR

1. Date of arrival (if known)
Name of ship/airline
Port of arrival

2. Date of arrival (if known)
Name of ship/airline
Port of arrival

3. Date of arrival (if known)
Name of ship/airline
Port of arrival

If there is insufficient space, attach details on a separate sheet

19 Information about departure

1. Date of departure (if known)
Name of ship/airline
Port of departure

2. Date of departure (if known)
Name of ship/airline
Port of departure

3. Date of departure (if known)
Name of ship/airline
Port of departure

If there is insufficient space, attach details on a separate sheet

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

20 I certify that there are no orders:

- restricting my access to these documents; or
- giving parental responsibility for the child named in this request to another person.

Your signature

Date

Office use only

Action by Client Service Section:

Certified identification sighted

Documents located and issued to client (letter attached)

Documents not located, client advised (letter attached)

Request sent to BSAS for action

Name of client service officer

Contact details

Address
 POSTCODE

Telephone number (AREA CODE)

E-mail address

Date

Additional comments (ie. priority or known urgency)