



Australian Government

Department of Immigration
and Citizenship

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 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.

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 under this program, the applicants or you as their proposer must pay 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.

'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.

Continued on the next page ►

* 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).

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 Citizenship (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.

Options for receiving written communications

You may authorise another person to receive all communications, both written and electronic, about your proposal of visa applicants under the Refugee and Humanitarian Program. The department will write to your authorised recipient regarding this proposal. You will be taken to have received any documents sent to that person as if they had been sent to you.

To do this, you will need to complete **Part F Options for receiving written communications** and form 956 *Appointment of a migration agent or exempt agent or other authorised recipient*. For an explanation of what a migration agent or exempt agent or authorised recipient can do, please read the sections below.

To change or end the appointment of your migration agent or exempt agent or authorised recipient, you must promptly advise the department in writing. You can do this by using form 956.

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 a form 956 authorising you to receive all communications in respect of the visa application.

Authorised recipient information

An authorised recipient is someone you appoint to receive written communications about your proposal.

All written communication about your proposal will be sent to your authorised recipient. The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time.

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.

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 Migration Agents Registration Authority (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 Australia registered migration agents operate overseas.

Exempt agents

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 sponsor, nominator or proposer for this visa application;
- 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.

Further information on migration agents

Information on migration agents, including a list of registered migration agents, is available on the Migration Agents Registration Authority (MARA) website www.themara.com.au

You can also access information about migration agents on the department's website www.immi.gov.au

Partner

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

Consent to communicate electronically

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

To process your proposal, the department may need to communicate with you about sensitive information, for example, 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 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.

About the information you give

The department is authorised to collect information provided on this form under Part 2 of the *Migration Act 1958* 'Control of Arrival and Presence of Non-citizens'. The information provided will be used for assessing the eligibility of persons you have proposed for a Refugee and Humanitarian (Class XB) visa, or may be used to assist in establishing the extent of the visa applicant's connection with Australia.

Information provided might also be disclosed to other agencies authorised to receive information in relation to foreign affairs, adoption, border control, business skills, citizenship, education, health, law enforcement, taxation, pensions and benefits, service provision to refugees and eligible humanitarian entrants and their proposers, review of decisions and registration of migration agents.

The collection, access, storage, use and disclosure by the department of the information you provide in this form is governed by the *Privacy Act 1988* and, in particular, by the 11 Information Privacy Principles. The information form 993i *Safeguarding your personal information*, available from offices of the department, gives details about the agencies to which your personal information might be disclosed.

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. The acknowledgement in **Part G** of this form enables the department to share the information on this form with the Proposer Support Service Provider and other settlement service providers as appropriate.

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 – The completed application must be lodged

The visa application accompanied by your proposal form must be lodged at the relevant departmental office responsible for visa applications from the country where the people you are proposing presently reside. To find out which departmental office you need to lodge your application with, refer to the department's website at www.immi.gov.au

Note: Certain applicants must lodge their application in Australia (see below).

If the persons you are proposing reside in Africa, the Middle East or parts of South East Asia, you must lodge this form (form 681) and the completed and signed visa application form (form 842) in accordance with the addresses below and instructions on the following lodgement information sheets entitled:

- *Lodging Certain Humanitarian Applications in Australia from Applicants in Any Country in Africa*.

NSW Offshore Humanitarian Processing Centre

By Post:

GPO Box 9984
SYDNEY NSW 2001
AUSTRALIA

By Courier (no hand deliveries):

Level 3
26 Lee Street
SYDNEY NSW 2001
AUSTRALIA

Continued on the next page ►

- *Lodging Certain Humanitarian Applications in Australia from Applicants in the Middle East and Parts of South West Asia.*

Countries include:

- Afghanistan;
- Bahrain;
- Iran;
- Iraq;
- Jordan;
- Kuwait;
- Lebanon;
- Oman;
- Pakistan;
- Qatar;
- Saudi Arabia;
- Syria;
- Turkey;
- United Arab Emirates; and
- Yemen.

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

The above lodgement information sheets also tell you how you should deliver the visa application to the department.

Note: Some offices of the department do not accept hand delivered applications, except by commercial couriers.

If you do not lodge the application in accordance with the instructions in the lodgement information sheets above, the visa application may be invalid. The department cannot process invalid applications.

All applicants who are not required to lodge their applications in Australia (as per the instructions above), must lodge their application at the relevant overseas office of the department. For information on which overseas office of the department to lodge the application, please refer to the department's website at **www.immi.gov.au**

Step 6 – Receipt of application

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

Processing applications can take several months, or longer. If you want information regarding the person you have proposed, 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

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 DAY MONTH YEAR / /

7 Place of birth

Town/city

Country

8 Current country of residence

9 Date of arrival in current country of residence DAY MONTH YEAR / /

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 DAY MONTH YEAR / /

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 DAY MONTH YEAR / /

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)

COUNTRY CODE AREA CODE NUMBER

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, e-mail or other electronic means?

No

Yes Give details

Fax number

COUNTRY CODE	AREA CODE	NUMBER
())

E-mail 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, e-mail or other electronic means?

No

Yes Give details

Fax number

COUNTRY CODE	AREA CODE	NUMBER
())

E-mail address

Continued on the next page ►

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 Migration Agents Registration Authority (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 proposal should be sent to: (Tick one box only)

Myself All written communications will be sent to the address for communications that you have provided in this form.

OR

Authorised recipient You must complete form 956 *Appointment of a migration agent or exempt agent or other authorised recipient* and attach it to this application form. Form 956 is available from the department's website

OR

Migration agent

OR

Agent exempt from registration

www.immi.gov.au

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Part G – Acknowledgement

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

- 48**
- I acknowledge that I am responsible for the payment of travel to Australia by the entrants I have proposed and that I am also responsible for the entrants' transit arrangements including reception at the airport/final destination.
 - 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 of Immigration and Citizenship in deciding visa applicants made under the Refugee and Special Humanitarian Program where I am the proposer.

Printed name

**Signature
of proposer**

Date

DAY	MONTH	YEAR
/	/	

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