



Australian Government

Department of Immigration and Citizenship

# HEMS Application Access Request

for

## DIAC, LEE & POST Users

**Return scanned form by email or fax the completed form to the HEMS Help Desk:**

Facsimile: (Australia) **(02) 6198 7020**

(Overseas) **(+612) 6198 7020**

Telephone: (Australia) **1800 670 123**

(Overseas) **(+612) 6198 7024**

Email: **ihss@immi.gov.au**

1. Login User ID

2. Are you (tick one box only)

An ongoing employee

A non-ongoing employee

A locally engaged employee (LEE)

3 (a) Family name

3 (b) Given name(s)

4. AGS number

5. Tel. No.

6 (a) Type of access:

Read Only

Read/Write

Administrator (CRU Only)

6 (b) Complete only if temporary access is required

Temporary Access

HEMS access end date

(Format d/mm/yyyy)

7. Branch/Post/STO

8. Section

9. I have read and agree to abide by the departmental security policies.

Signature of applicant

Date

### Approvals

Signatures are required from:

- Your supervisor; and

#### EITHER

- You Director (National Office)

#### OR

- Delegated authorising officer (Regional Office/Post)

10. Supervisor to complete (all fields are mandatory)

Name

Logon ID

Tel. No.

Signature of supervisor

Date

11. Director/PMO OR Delegated Authorising Officer (Regional Office) to complete.

Name

Designation

Tel. No.

Signature of Director or Delegated Authorising Officer

Date

#### To be completed by HEMS Help Desk only:

Type of access: Administrator

Read Only

Read/Write

Date access granted: ...../...../.....

Date account suspended: ...../...../.....

Date account closed: ...../...../.....

Granted By: .....