



Australian Government

Department of Home Affairs

# Appointment of a registered migration agent, legal practitioner or exempt person

Form

956

## Who should use this form?

This form can **only** be used by:

- a registered migration agent
- a legal practitioner; or
- an exempt person.

This form should be used to notify the Department of Home Affairs (the Department) that:

- you have **been appointed** by a client (eg. a visa applicant) to provide immigration assistance under the *Migration Act 1958* and, if applicable, to receive documents on their behalf; or
- your **appointment has ended**. (You may notify the Department of this in writing if you prefer.)

A separate form 956 *Appointment of a registered migration agent, legal practitioner or exempt person* must be completed for each matter.

### Do not use this form if:

- you have only been appointed as a person who is authorised to receive documents, on another person's behalf, that the Department would otherwise give to them; or
- your appointment as an authorised recipient has ended.

In these cases, please use form 956A *Appointment or withdrawal of an authorised recipient*.

## What is immigration assistance?

A person gives immigration assistance if he or she uses, or claims to use, his or her knowledge or experience in migration procedure to assist a person with matters related under the *Migration Act 1958*.

The most common times assistance is provided is during visa application processes, visa cancellation processes or sponsorship processes (including monitoring or sanctions).

**Note:** Immigration assistance does not include simply filling in an application form, translating or interpreting or passing on information about an application without comment or explanation.

## Registered migration agents

A registered migration agent is a person who is registered with the Office of the Migration Agents Registration Authority (OMARA) to provide immigration assistance.

If operating in Australia, migration agents must be registered with the OMARA.

Information on registered migration agents, including how to find one, is available on the OMARA website

[www.mara.gov.au](http://www.mara.gov.au)

## Legal practitioners

A legal practitioner is a lawyer who holds an Australian legal practising certificate (whether restricted or unrestricted) granted under a law of an Australian state or territory.

Legal practitioners can provide immigration assistance in connection with legal practice.

Information on legal practitioners, including how to find one, is available on the Law Council of Australia website

<https://www.lawcouncil.asn.au/federal-litigation-dispute-resolution/lca-immigration-lawyers>

Information on legal practitioners can also be sought from the relevant state or territory legal professional bodies.

## Immigration Advice and Assistance Scheme (IAAAS)

If you are a registered migration agent or legal practitioner who is assisting a client under this scheme, please indicate this on the form at Question 8.

## Exempt persons

The following people do not have to be a registered migration agent or legal practitioner in order to provide immigration assistance:

- a close family member (spouse, child, adopted child, parent, brother or sister of a visa applicant);
- a sponsor or nominator for a visa applicant;
- a member of parliament or their staff;
- a member of a diplomatic mission, consular post or international organisation.

As an exempt person **you must not charge a fee** for your assistance. In Australia, if you do charge a fee you are committing an offence and penalties of up to 10 years jail can apply.

## Authorised recipient

An authorised recipient is a person appointed to receive all written communications from the Department on behalf of another person.

If you are not appointed as the authorised recipient, all written communication will be sent to the client or their appointed authorised recipient.

## Roles and responsibilities

The Department will:

- discuss the client's case with you;
- send written communications to you (if you are also appointed as the authorised recipient);
- seek information from you.

## 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.

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.

## Important information about privacy

The *Privacy Act 1988* contains 13 Australian Privacy Principles which regulate the way that the Department collects and handles personal information. Information about how the Department collects, uses and discloses personal information for its key functions can be found in form 1442i *Privacy notice*. More information about the Department's general information handling practices (including form 1442i) can be found in the Department's Privacy policy at

**<https://www.homeaffairs.gov.au/access-and-accountability/our-commitments/privacy>**

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



# Appointment of a registered migration agent, legal practitioner or exempt person

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

- 1** Are you notifying the Department that you have been appointed to provide immigration assistance, or that your appointment has ended?

New appointment  **Complete Part A and Part C**  
You do not need to complete Part B

Appointment has ended  **Complete Part B and Part C**  
You do not need to complete Part A.

## Part A – New appointment Registered migration agent/legal practitioner/exempt person's details

- 2** Registered migration agent/legal practitioner/exempt person's details

Title: Mr  Mrs  Miss  Ms  Other

Family name

Given names

Exempt person's date of birth  DAY MONTH YEAR

- 3** Organisation name (if applicable)

  


- 4** Business or residential address

  
  
 POSTCODE

- 5** Address for correspondence  
(If the same as business or residential address, write 'AS ABOVE')

  
  
 POSTCODE

- 6** Telephone numbers

Office hours  COUNTRY CODE AREA CODE NUMBER  
( ) ( )

Mobile/cell

- 7** 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

- 8** In what capacity are you providing assistance?

Registered migration agent

Legal practitioner  **Go to Question 9**

IAAAS

Exempt person  **Go to Question 11**

- 9** Migration Agent Registration  
Number (MARN)

 7 DIGITS  
: : : : :

- 10** Is there another registered migration agent or legal practitioner from your organisation who the Department may discuss this case with if you are unavailable?

No  **Go to Question 12**

Yes  **Give details of the other registered migration agent/legal practitioner**

Family name

Given names

Telephone numbers

Office hours  COUNTRY CODE AREA CODE NUMBER  
( ) ( )

Mobile/cell

Migration Agent Registration  
Number (MARN)

 7 DIGITS  
: : : : :

**Go to Question 12**

- 11** Reason you are an exempt person

Close family member (spouse, child, parent, brother or sister)

Sponsor

Nominator

Member of a diplomatic mission, consular  
post or international organisation

Member of parliament or their staff

## Client's details

- 12 The person receiving immigration assistance (ie. the client) is a: (tick one only)
- visa applicant
- sponsor or sponsor applicant
- nominator or nominator applicant
- proposer or proposer applicant
- visa holder whose visa is being considered for cancellation or has been cancelled
- person requesting ministerial intervention

### 13 Client 1

Full name (If the client is an organisation, provide the name of the contact person)

Family name

Given names

Date of birth  DAY MONTH YEAR

Organisation name (if applicable)

Business or residential address

POSTCODE

Telephone numbers

Office hours  COUNTRY CODE AREA CODE NUMBER ( ) ( )

Mobile/cell

Department of Home Affairs Client ID number (if known)

- 14 Names of **other clients** you are providing immigration assistance to in relation to the same matter (eg. dependant applicants)

1. Family name   
Given names

2. Family name   
Given names

3. Family name   
Given names

4. Family name   
Given names

5. Family name   
Given names

## Type of assistance

- 15 Are you providing assistance with an application process, a cancellation process or specific matter? (tick one only)

**Application** process

Type of application

Date lodged  DAY MONTH YEAR Not yet lodged

**Cancellation** process

Subclass of visa

Date visa granted  DAY MONTH YEAR

**Specific matter** – give details (eg. sponsorship monitoring and sanction activity by the Department, or for only one stage of a two stage visa, ministerial intervention)

- 16 Provide **at least one** of the following numbers (if known)

Department of Home Affairs Request ID number (RID)

Department of Home Affairs Transaction Reference Number (TRN)

## Authorised recipient

- 17 Have you been authorised to receive written communication on behalf of your client(s) in relation to the matter indicated in Question 15?

No  ► **Go to Part C**

Yes

- 18 Have you been authorised to receive health and character information about the client(s) you are providing assistance to, their spouse, de facto partner or dependants, that may arise, or be revealed in the course of this matter?

No  ► **Go to Part C**

Yes

## Part B – Ending appointment

### 19 Registered migration agent/legal practitioner/exempt person's details

Family name

Given names

Organisation name (if applicable)

  

Telephone numbers

Office hours  COUNTRY CODE AREA CODE NUMBER  
( ) ( )

Mobile/cell

If applicable:

Migration Agent Registration Number (MARN)  7 DIGITS  
: : : : :

### 20 Client's details

Full name (If the client is an organisation, provide the name of the contact person)

Family name

Given names

Date of birth  DAY MONTH YEAR

Organisation name (if applicable)

  

### 21 Provide at least one of the following numbers

Department of Home Affairs Request ID number (RID)

Department of Home Affairs Transaction Reference Number (TRN)

## Part C – Declarations

### Declaration by registered migration agent/legal practitioner/exempt person

#### 22 Tick one only

**Appointment** – I declare that I have been appointed by the client named in Part A of this form as a registered migration agent/legal practitioner/exempt person and that I will act on the client's behalf as permitted by law.

**Ending appointment** – I declare that I am no longer acting on behalf of the client named in Part B and I have advised the client accordingly.

#### Signature of registered migration agent/legal practitioner/exempt person

Date  DAY MONTH YEAR

### Declaration by client

#### 23 Tick one only

**Appointment** – I declare that I have appointed the registered migration agent/legal practitioner/exempt person named in Part A of this form to provide assistance with matters as indicated on this form.

**Ending appointment** – I declare that the registered migration agent/legal practitioner/exempt person named in Part B is no longer acting on my behalf.

#### Signature of client

Date  DAY MONTH YEAR