



DEPARTURE NOTIFICATION – ACCREDITED OFFICIALS / DEPENDANTS

Please complete all fields electronically. Once all fields are complete, click **submit** and attach all relevant materials to the automatically generated email.

Mission / Post _____		
City _____		
Official's details		
Title (e.g. Mr, Ms, Dr) _____		
Given name(s) _____		
Family name _____		
Departure information		
Departing official	Departing dependants (spouse/partner and/or children)	Both (official and dependants)
Departing official		
Date duties ceased _____		
Date of departure _____		
Name of successor (if known) _____		
Departing dependants (names and dates of departure – one per line)		

Privacy Notice

The Protocol Branch of the Department of Foreign Affairs and Trade (DFAT) collects, uses and discloses your personal information to manage the presence in Australia of representatives of official foreign missions and international organisations, their locally engaged staff, eligible family members, private domestic workers and honorary consuls. Your personal information may be disclosed to other Australian Government agencies, as well as State and Territory Government agencies, for this purpose. These agencies could include (but are not limited to) the Department of Home Affairs, the Australian Taxation Office, the Australian Federal Police (and State and Territory police), as well as the National Capital Authority. The [Protocol Privacy Collection Statement](#) contains further specific information about how the Protocol Branch will handle your personal information, and [DFAT's Privacy Policy](#) contains information about how you can access and seek to correct your personal information, or make a complaint about DFAT's privacy practices.



Confirm the following

Please tick all boxes to confirm the following tasks have been completed.

YES	N/A
-----	-----

Identity cards returned to DFAT

Vehicle registration plates returned to local road authority

Any traffic infringements / parking fines have been paid

Departure of private domestic worker form has been completed



If you are unable to use the submit button, save this completed form to your computer. You can then attach this form (and any relevant materials) to an email and send it to protocol.branch@dfat.gov.au

Privacy Notice

The Protocol Branch of the Department of Foreign Affairs and Trade (DFAT) collects, uses and discloses your personal information to manage the presence in Australia of representatives of official foreign missions and international organisations, their locally engaged staff, eligible family members, private domestic workers and honorary consuls. Your personal information may be disclosed to other Australian Government agencies, as well as State and Territory Government agencies, for this purpose. These agencies could include (but are not limited to) the Department of Home Affairs, the Australian Taxation Office, the Australian Federal Police (and State and Territory police), as well as the National Capital Authority. The [Protocol Privacy Collection Statement](#) contains further specific information about how the Protocol Branch will handle your personal information, and [DFAT's Privacy Policy](#) contains information about how you can access and seek to correct your personal information, or make a complaint about DFAT's privacy practices.

