



Application to change details of an Australian Government Authorised Officer (AAO)

Please ensure that ALL required information is completed in full, including full names, details and signatures.

NOTES:

- Adding establishments – A capability assessment must be completed for any species not yet approved.
- Removing/Transferring establishments/employers – Complete the reason with Section 1.
- Establishment management (if applicable) – verify and sign details provided in Sections 1 and 2 and complete & sign Section 4.
- Independent AAO Employer (if applicable) – verify and sign details provided in Sections 1 and 2 and complete & sign Section 5.
- The applicant is not permitted to work under the new conditions until confirmation that the application has been approved has been received.
- Send the completed form, along with any documents that are required, by email to:

aao@agriculture.gov.au

Version 3.0

1. <u>ESTABLISHMENT / EMPLOYER DETAILS</u>	
<input type="checkbox"/> ADD Establishment/s	_____
<input type="checkbox"/> REMOVE Establishment/s	_____
<input type="checkbox"/> Transferring FROM Establishment/s	_____
TO Establishment/s	_____
<input type="checkbox"/> Transferring FROM Employer	_____
TO Employer	_____
Reason for Removing / Transferring	_____
Establishment Management / Third Party Employer signature	_____ Date _____

2. <u>AAO's CURRENT DETAILS</u>	
Name in full (please print) _____	
Home Address _____	
State _____	Postcode _____ Date of Birth _____
AAOs signature _____	Date _____
Establishment Management / Third Party Employer signature	_____ Date _____

3. AAO's CHANGE OF NAME

Previous name in full (please print) _____

Current name in full (please print) _____

NOTE: Please provide a certified copy of your marriage certificate or deed poll certificate

Establishment Management / Third Party Employer signature _____ Date _____

4. ESTABLISHMENT MANAGEMENT DECLARATION

The application by _____ for amendments to their current appointment as an Australian Government Authorised Officer is supported by the company operating the Export Registered Establishment/s _____

NOTE: This section must be completed by a person listed within company management in the Certificate of Registration for any of the Registered Establishments listed in Section 1 of this form.

Name in full (please print) _____

Position _____

Phone number _____ Email address _____

Signature _____ Date _____

5. THIRD PARTY EMPLOYER DECLARATION

The application by _____ for amendments to their current appointment as an Australian Government Authorised Officer is supported by the third party employer _____

NOTE: This section must be completed by a person listed within the independent AAO employment company management.

Name in full (please print) _____

Position _____

Phone number _____ Email address _____

Business address _____

Signature _____ Date _____

Company stamp



COMMENTS:

I understand that giving false or misleading information is a serious offence.

Applications will be held in the strictest confidence and comply with the privacy notice

Personal information is defined in the *Privacy Act 1988* and means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department of Agriculture and Water Resources collects your personal information in this application form for the purpose of processing a change in details of an authorised officer. If the relevant personal information requested in this application form is not provided by you, the department will be unable to process the change in details of the authorised officer.

The department may disclose your personal information to other Australian government agencies and persons or organisations where necessary for the above purposes, provided the disclosure is consistent with the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form, you consent to the disclosure of personal information as provided above. See the department's [Privacy Policy](http://www.agriculture.gov.au/about/privacy) web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, you may telephone the department on 02 6272 3933.