



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 '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.

You must not be an illegal maritime arrival who arrived on or after 13 August 2012. More information is available on the Department of Home Affairs (the Department) website

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/global-special-humanitarian-202#Eligibility>

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.

This form must not be used for applications under the Community Support Program.

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 you and the applicants are responsible for the applicants' 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 Australian Government will arrange and pay for the applicants' travel to Australia.

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 entrants at the airport
- providing accommodation for the entrants on arrival
- assisting the entrants to find permanent accommodation; and
- introducing the entrants to relevant services.

The Department provides settlement services to humanitarian entrants. A Humanitarian Settlement Program (HSP) service provider will contact you to settle those you have proposed.

After a visa has been granted

If the people you are proposing are granted a humanitarian visa before they leave for Australia, please encourage them to attend:

- the Australian Cultural Orientation Program (AUSCO). AUSCO courses prepare participants for their life in Australia. More information is available on the Department's website <https://immi.homeaffairs.gov.au/settling-in-australia/ausco>; and
- a departure health check (DHC). Visa holders undergo a health check within 72 hours of departure for Australia to ensure they are 'fit to fly' and to identify any medical conditions requiring treatment on arrival in Australia.

Integrity of application

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 information, this may result in processing delays and possibly the application being refused.

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>

* Under the 'split family' provisions, holders of humanitarian (Class XB), or permanent Protection (Class XA) or Resolution of Status (Class CD) visas may support the applications of immediate family members to enter Australia under the Humanitarian Program. 'Immediate family' means the spouse or de facto partner (including same-sex partner), dependent child, or parent (if the proposer is under 18 years of age).

Application process

Special Humanitarian Program applications and proposals may now be lodged electronically. Instructions and guidance are available on the Department's website

<https://immi.homeaffairs.gov.au/help-support/departmental-forms/online-forms/special-humanitarian-visa-submission-form>

Applications lodged electronically may be processed more quickly.

Step 1 – Complete this form

Carefully read and fully complete this form (form 681).

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 application form to the applicant

Send form 842 *Application for an Offshore Humanitarian visa* to the applicant.

Step 4 – Applicant completes and signs application form

The applicant should fully complete form 842 in accordance with the instructions on that form and return it to you.

Step 5 – Lodge the completed application

You should lodge this form (form 681) and the completed and signed form 842 *Application for an Offshore Humanitarian visa*.

Further information, including details on how to lodge this application electronically, is available from the Department's website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/global-special-humanitarian-202#HowTo>

Step 6 – Receipt of application

The office processing the visa application will acknowledge receipt of the application accompanying your proposal via email.

How to complete this form

- 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.
- 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.

For information on how to make a valid application, see information form 1025i *Visa applications*.

Home page 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.



Refugee and special humanitarian proposal

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

All questions on this form need to be completed (unless instructed otherwise via steps).

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 Indeterminate / Intersex / Unspecified

Day Month Year

6 Date of birth

7 Place of birth

Town/city

Country

8 Current country of residence

Day Month Year

9 Date of arrival in current country of residence

10 Relationship status

Married legally

Engaged

Widowed

Married by tradition/custom

De facto

Never married or been in a de facto relationship

Married religiously

Divorced

11 Precise relationship of main applicant to you (give full details)

12 Full residential address (not post office box)

 Postcode

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

Indeterminate / Intersex / Unspecified

Day Month Year

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

Divorced

Precise relationship to the main applicant

A3Family name Given names Sex Male Female Indeterminate /
Intersex / Unspecified

Day Month Year

Date of birth

Relationship status

Married legally Engaged Widowed Married by De facto Never married or
tradition/custom Separated been in a de facto
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Date of birth

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Day Month Year

Date of birth

Relationship status

Married legally Engaged Widowed Married by De facto Never married or
tradition/custom Separated been in a de facto
relationshipMarried religiously Divorced

Precise relationship to the main applicant

If insufficient space, attach additional details

Part B – Proposer’s details – Individual

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 an organisation.

14 Are you submitting this proposal as an individual?

No ► **Go to Part C – Proposer’s details – Organisation**

Yes ► Complete the details below

15 Family name

Given names

16 Sex Male Female Indeterminate / Intersex / Unspecified

17 Date of birth

Day	Month	Year

18 Place of birth

Town/city

Country

19 *If born outside Australia:*
Date of arrival in Australia

Day	Month	Year

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)

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Note: If you are living in regional Australia, provide evidence of your residential address so that your application is prioritised accordingly.

22 Postal address

(If the same as your residential address, write 'AS ABOVE')

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

23 Your contact telephone numbers *(if available)*

	Country code	Area code	Number
Office hours	()	()	

After hours	()	()	
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Mobile/cell			
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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 email?

No

Yes ► Provide at least one primary and any secondary email addresses you can be contacted on

Primary

Secondary

Secondary

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?

27 List all Australian visas you have held including your current visa *(if appropriate)*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Part C – Proposer’s details – Organisation

Note: This part should only be completed if you are representing an organisation, and you have the authority to represent your organisation.

28 Organisation’s full name/title

29 Name of person authorised to sign this form on behalf of the organisation

Family name

Given names

30 Position held by this person in above organisation

31 Please list all other office holders

32 Full street address of organisation (not post office box)

Postcode

33 Postal address
(If the same as street address, write 'AS ABOVE')

Postcode

34 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 the application is finalised, it is your responsibility to notify the office of Department at which the application is being processed.

35 Please attach a written statement explaining your organisation’s objectives (clearly mark this statement as ‘Question 35’)

Is the statement attached?

No

Yes

36 Do you agree to the Department communicating with you by email?

No

Yes ▶ Provide at least one primary and any secondary email addresses you can be contacted on

Primary

Secondary

Secondary

Part D – Previous proposals

37 Have you (or your organisation) previously proposed these visa applicants or any other applicants for a humanitarian visa?

No

Yes ▶ Please provide the following details

Name of the visa applicant you have 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 have 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 – Acknowledgement

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

- 38**
- I acknowledge that the applicants and I are responsible for arranging and paying for the travel to Australia by the applicants I have proposed if they are granted a subclass 202 (Global Special Humanitarian) visa.
 - I give permission for the information in this form to be given to other agencies and contracted service providers to assist me in my role as the proposer of humanitarian entrants and to assist in the settlement of the entrants.
 - I acknowledge that the information on my record as a proposer may be used by the Department in deciding visa applicants made under the Refugee and Special Humanitarian Program where I am the proposer.

I declare that:

- I have read the information contained in form 1442i *Privacy notice*.
- I understand the Department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i *Privacy notice*.

Note: In order for the Humanitarian Settlement Program (HSP) service provider to help you with relevant advice and assistance, it is necessary for the information that you give in this form to be made available to the provider. This acknowledgement enables the Department to share the information on this form with the HSP service provider and other settlement service providers as appropriate.

Printed name

**Signature
of proposer**

Day Month Year

Date

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