



# Authorised officer update details form

## Australian plant exports

This form is to be used for any of the following:

- change of personal/contact details
- change of registered establishment/business details
- disclosure of conflicts of interest
- pending criminal charges and/or disclosable court outcomes since you submitted your National Police Check

We will aim to assess and contact you within fifteen business days. Please note that incomplete forms will take longer to process. You will be contacted if incomplete to supply further information/documentation.

**PLEASE PRINT AND USE BLOCK LETTERS.**

### 1. Personal / contact details (MANDATORY)

AO number (if known)

Title

Family name

Given name/s

Postal address

	State	Post Code
--	-------	-----------

Daytime contact phone number

Mobile phone number

Date of birth

Email address

**Note:** Shared email addresses are not advised as personal information may be emailed to you. It is your responsibility to notify the department of any changes to your contact details.

### 2. Have you recently changed your name?

If you have changed your name you must supply evidence of your name change. Please have a document from the following list certified and submit alongside this form.

- No > Go to question 3.  
 Yes > Please complete the below and obtain documentation supporting this from the list below.

Family name

Given name/s

Supporting evidence of name change:

- Australian marriage certificate (not a ceremonial certificate)
- Australian civil partnership/relationship certificate
- Australian Change of Name certificate



applicant is a suitable person to be appointed/re-appointed as an AO.

**6. Do you have any pending criminal charges?**

- No > Go to section 7.
- Yes > Provide details of **any** pending criminal charges.

If the space below is insufficient, please provide on a separate sheet.

Pending criminal charge:

**7. Applicant Declaration (MANDATORY)  
(Clearly print full name)**

I,

-----  
being the applicant, I declare that the information that I have given and the statements that I have made in, or in connection with this form are true and correct.

Signature

--

Date

/  /
------

**Completed form to be email to:**

[PlantExportTraining@agriculture.gov.au](mailto:PlantExportTraining@agriculture.gov.au)

If you have any questions about this form please contact an AO Administrator at: [PlantExportTraining@agriculture.gov.au](mailto:PlantExportTraining@agriculture.gov.au)

**8. Protecting your privacy**

Personal information 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 (as defined by the Privacy Act 1988) in relation to this form for the purposes of determining your eligibility for appointment as a Plant Exports Authorised Officer and other related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to assess your eligibility for appointment.

The department may disclose your personal information to other Australian government agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988 (Privacy Act). Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See the department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.