



Change of details for class 19 accredited persons

Form approved under the *Biosecurity Act 2015*

Section A: General information

Purpose of this form	For accredited persons to notify the department of a change to their personal details. Warning Ensure you complete the correct form. If you are an approved arrangement manager who wishes to change contact information for a class 19 approved arrangement or update the association of accredited persons, submit a Change of details for a class 19 approved arrangement .
To complete this form	Electronically You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. Download the Adobe Acrobat Reader mobile app for your smartphone or tablet. Manually Use black or blue pen Print in BLOCK LETTERS Mark boxes with a tick or a cross
Your application must include (if relevant)	evidence of training listed in Section B.
Submit your application (emailed applications preferred)	AEP Arrangements Pathway Policy – Cargo and Conveyances Branch Department of Agriculture, Fisheries and Forestry PO Box 858 Canberra ACT 2601 Email AEP.Arrangements@agriculture.gov.au
More information	Phone 1800 900 090 (within Australia) +61 3 8318 6700 (outside Australia) Web agriculture.gov.au/biosecurity-trade/import/arrival/arrangements

Section B: Type of request

1 What is the nature of your request? (select one or more boxes)

Update personal information (complete sections C and D)

Add class 19.2 to your accreditation (complete sections C and D and provide evidence of training)

Section C: Accredited person details

To be completed by the accredited person.

2 Contact details

Title

Given name(s)

Family name

Work phone (include area code)

Mobile phone

Email

3 Accreditation details

Accreditation number

4 Are you a self-reporting importer? (select one box)

No

Go to question 5

Yes

Provide the Branch ID of the approved arrangement

Branch ID

5 Licence details (recorded)

Customs licence no.

6 New licence details (if changing)

Customs licence no.

Section D: Accredited person declaration

To be completed by the accredited person named in [Section C](#) of this form.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months' imprisonment.

I have made reasonable inquiries to confirm the accuracy of the details provided in this form.

I have read and understood the [privacy notice](#) and Privacy Policy.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section E: Privacy notice

'Personal information' means information or an opinion about an identified, or reasonably identifiable, individual.

'Sensitive information' is a subset of personal information and includes any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

By completing and submitting this form you consent to the collection of all personal information, including sensitive information, contained in this form.

The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application to vary the approved arrangement and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to other Australian Government agencies, including Australian Border Force, persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, email our Privacy Officer at privacy@agriculture.gov.au.