Australian Government

Australian Customs and Border Protection Service

SEAPORTS - NOTIFICATION OF SIGN-OFF

Migration Act 1958

- This form is required to assist Australian immigration entry and control as processes as prescribed in the *Migration Act 1958* and the *Migration Requlations*.
- This form is to be lodged with Customs and Border Protection as early as possible - at least 24 hours prior to the actual sign-off of the crew or spouse/dependent children of crew listed - excluding weekends and public holidays.
- Failure to advise Customs and Border Protection in a timely manner may result in processing delays, the agent / master must liase directly with Customs and Border Protection to determine details of where / when sign-off and clearance activity will occur.

We require this information to enable us to conduct appropriate Immigration and Customs and Border Protection checks prior to crew signing off vessels. The information provided may be disclosed to the following Government agencies: Department of Immigration and Citizenship, Australian Quarantine Inspection Service, Australian Federal Police and the Attorney Generals Department.

VESSEL DETAILS

VESSEL NAME:	PORT:	ARRIVAL DATE: / /	DEPARTURE DATE: / /

CREW DETAILS (INCLUDING SPOUSE / DEPENDENT CHILDREN)

FAMILY NAME * (AS PER PASSPORT)	GIVEN NAMES (AS PER PASSPORT)	PASSPORT NUMBER	PASSPORT NATIONALITY (COUNTRY OF ISSUE)	DATE OF BIRTH (DD/MM/YY)	SEX	SIGN-OFF PARTICULARS			
						DATE	TIME	REASON *If repatriation include flight details. If hospitalisation include hospital*	# OF DAYS**

DECLARATION

I declare that all the particulars contained in this notification are complete, exact and true to the best of my knowledge. I further declare that I will be responsible for the maintenance of the above crew / spouse / dependent children and will guarantee their departure from Australia.

NAME: _____ **SIGNATURE:** _____ * Authorised Agent / Master (*Strike out whichever is not applicable) **DATE:** / /

**** Please include all crew in alphabetical order. If space provided is insufficient, additional pages providing the same data fields should be attached.***

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***** The standard period of sign-off is 5 days, Customs and Border Protection may approve a total of up to 10 days in certain circumstances, however any period above 10 days must be referred to Immigration for their approval.***