



## Request for Inspection Form (RFI)\*

*Please complete this column where applicable*

Consignment details	
<b>Note:</b> Email lodgements are only to be submitted if not supported via the Biosecurity Portal (see page 2)	
Quarantine entry number:	
Airway bill (if nil quarantine entry number):	

Booking agent	
Contact name:	
Phone number:	
Email:	

Location	
Change of location:	<input type="checkbox"/> Change *charges may apply
Approved Arrangement: (Business name & AA number)	
Address of premise:	
Opening hours:	
Contact name:	
Phone number:	
Is the address a Private Residence or unmanned storage facility	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional information	
Consignment Type (if applicable):	<input type="checkbox"/> Flat Rack <input type="checkbox"/> Open top container <input type="checkbox"/> Isotank
Hazardous goods?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Inspection type	
Inspection direction (eg, inspection/s required for biosecurity clearance)	
For a CCV inspection - Time required for full unpack of container:	
Number of officers:	
Is this request for a Multi Day Bookings	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you require an overtime booking (weekdays before 0630 & after 1830 and weekends/public holidays)	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>Note: overtime charges will apply.</small>
Date goods are available from:	<a href="#">Click here to enter a date.</a>
Requested date for inspection:	<a href="#">Click here to enter a date.</a>
Requested time for inspection:	<input type="checkbox"/> Anytime <input type="checkbox"/> AM <input type="checkbox"/> PM <small>We will endeavour to allocate inspections as requested, however where this is not possible, you will be allocated the next available appointment.</small>

Comments	
<i>Eg: 'TO MEET', quantity of goods, supporting information for inspection requirements etc...</i>	



\*Request for the following inspection types can be lodged via email:

- Bulk bookings/manned depots (recurrent bookings only)
- High-volume specialist operators (HSVO) – personal effects inspections
- Imported food virtual visual label inspections
- Plant export inspections
- Requests submitted with an airway bill
- Tasmanian based inspections continue with current booking process

Please submit via email based on inspection location to:

Australian Capital Territory (Canberra)	<a href="mailto:ImportsRFIACT@agriculture.gov.au">ImportsRFIACT@agriculture.gov.au</a>
Darwin and Cairns	<a href="mailto:ImportsRFI@agriculture.gov.au">ImportsRFI@agriculture.gov.au</a>
New South Wales	<a href="mailto:ImportsRFINSW@agriculture.gov.au">ImportsRFINSW@agriculture.gov.au</a>
South Australia	<a href="mailto:ImportsRFI@agriculture.gov.au">ImportsRFI@agriculture.gov.au</a>
Southern Queensland	<a href="mailto:ImportsRFI@agriculture.gov.au">ImportsRFI@agriculture.gov.au</a>
Victoria	<a href="mailto:ImportsRFIVIC@agriculture.gov.au">ImportsRFIVIC@agriculture.gov.au</a>
Western Australia	<a href="mailto:ImportsRFIWA@agriculture.gov.au">ImportsRFIWA@agriculture.gov.au</a>

Information on the department's client service standards and charging guidelines is available on our website:

[Client service standards - DAFF \(agriculture.gov.au\)](#)

[Charging guidelines 2022 - DAFF \(agriculture.gov.au\)](#)

#### **Privacy notice**

The collection of personal information by the [Department of Agriculture, Fisheries the Forestry](#) (the department) in relation to this document is authorised under the *Biosecurity Act 2015* for the purposes of requesting an inspection and related purposes. If the relevant personal information requested in this document is not provided by you, the department will be unable to complete a full biosecurity risk assessment.

Personal information may be disclosed to Australian Border Force, Department of Immigration and Border Protection and 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 our Privacy Policy web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, please telephone the department on +61 2 6272 3933.