



## Application to change details of an Australian Government Authorised Officer (AAO)

Please ensure that required information is completed in full, including full names, details and signatures.

Please send the completed form, along with any required documents to: [aao@aff.gov.au](mailto:aao@aff.gov.au)

### USE THIS FORM TO:

- Update establishment and/or employer details – [Section 1](#)
- Update address details – [Section 2](#)
- Change your name – [Section 3](#)
- Add or remove species – [Section 4](#)

### AAOs NAME

Name in full (please print) \_\_\_\_\_

### 1. ESTABLISHMENT / EMPLOYER DETAILS

☐ Add Establishment/s (names and numbers) \_\_\_\_\_

☐ Remove Establishment/s (names and numbers) \_\_\_\_\_

☐ Transferring – FROM \_\_\_\_\_

- TO \_\_\_\_\_

Reason for Removing / Transferring \_\_\_\_\_

Establishment Management / Third Party Employer signature \_\_\_\_\_ Date \_\_\_\_\_

### 2. CHANGE OF ADDRESS

Name in full (please print) \_\_\_\_\_

Previous home address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

New home address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

AAOs signature \_\_\_\_\_ Date \_\_\_\_\_

Establishment Management / Third Party Employer signature \_\_\_\_\_ Date \_\_\_\_\_

### 3. CHANGE OF NAME

Previous name in full (please print) \_\_\_\_\_

Current name in full (please print) \_\_\_\_\_

**NOTE:** Please provide a certified copy of your marriage certificate or deed poll certificate

Establishment Management / Third Party Employer signature \_\_\_\_\_ Date \_\_\_\_\_

### 4. ADD / REMOVE SPECIES

☐ Add Species (list all) \_\_\_\_\_

☐ Remove Species (list all) \_\_\_\_\_

**NOTE:** Please provide capability assessment/s and evidence of completed elective/s for any species you are not yet approved for

Establishment Management / Third Party Employer signature \_\_\_\_\_ Date \_\_\_\_\_

### EMPLOYER DECLARATION - ESTABLISHMENT

The application by \_\_\_\_\_ for amendments to their current appointment as an Australian Government Authorised Officer is supported by the company operating the Export Registered Establishment/s \_\_\_\_\_

**NOTE:** This section must be completed by a person listed within company management in the Certificate of Registration for any of the Registered Establishments listed in Section 1 of this form.

Name in full (please print) \_\_\_\_\_

Position \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### EMPLOYER DECLARATION - THIRD PARTY EMPLOYER

The application by \_\_\_\_\_ for amendments to their current appointment as an Australian Government Authorised Officer is supported by the third party employer \_\_\_\_\_

**NOTE:** This section must be completed by a person listed within the independent AAO employment company management.

Name in full (please print) \_\_\_\_\_

Position \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Business address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## COMMENTS

### ***Applications will be held in the strictest confidence and comply with the privacy notice.***

Personal information is defined in the *Privacy Act 1988* and means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department of Agriculture, Fisheries and Forestry collects your personal information in this application form for the purpose of processing a change in details of an authorised officer. If the relevant personal information requested in this application form is not provided by you, the department will be unable to process the change in details of the authorised officer.

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

By completing and submitting this form, you consent to the disclosure of personal information as provided above. See the department's [Privacy Policy](http://www.agriculture.gov.au/about/privacy) web page (<http://www.agriculture.gov.au/about/privacy>) to learn more about accessing or correcting personal information or making a complaint. Alternatively, you may telephone the department on 02 6272 3933.