Australian Government

Department of Home Affairs

Certification of Immigration Status

Form **1194**

About this form

Important – Please read this information carefully before you complete this form.

This form can be used to request a Certification of Immigration Status for the purposes of making a Departing Australia Superannuation Payment (DASP) claim with the Australian Tax Office (ATO).

Important information about claiming DASP

The DASP scheme is administered by the ATO and the eligibility requirements are set out in the *Superannuation Industry (Supervision) Regulations 1994*.

If you accumulated superannuation while in Australia as a holder of a Temporary Resident visa, you are eligible to claim DASP if you meet all of the following requirements:

- you have left Australia
- you were an eligible temporary resident
- your Temporary Resident visa has ceased to be in effect (ie. all Temporary Resident visas have expired or been cancelled)
- you are not an Australian citizen, New Zealand citizen or Australian permanent resident.

If you are an Australian Citizen, an Australian Permanent Resident or a New Zealand Citizen, you will generally not be eligible for payment of your superannuation benefits until you have reached retirement age.

Applications for DASP claims can either be lodged:

- online via the ATO to either your superannuation fund and/or ATO (for ATO-held super), or
- by paper directly submitted to either your superannuation fund or to the ATO (for ATO-held super). DASP claim forms are available from the ATO website **www.ato.gov.au/departaustralia**

DASP online is a free service provided by the ATO and includes online verification of your immigration status to confirm that your Temporary Resident visa has ceased to be in effect and that you have left Australia.

If you choose to claim DASP using the ATO paper application form which is to be lodged directly with your superannuation fund, you will be required to provide evidence in support of that application to confirm that your Temporary Resident visa is no longer in effect and that you have left Australia.

Further information about eligibility and the ATO DASP online and paper application processes, including the ATO DASP application form, is available from the ATO website **www.ato.gov.au/departaustralia**

or by writing to:

Australian Taxation Office
PO Box 3100
PENRITH NSW 2740
AUSTRALIA

Request for Certification of Immigration Status

If you intend to lodge a paper application for your DASP claim with your superannuation fund and your superannuation withdrawal benefit is AUD5,000 or more, your superannuation fund requires you to provide a Certification of Immigration Status from the Department as evidence that your Temporary Resident visa has ceased to be in effect and that you have left Australia.

Each person who wishes to request a Certification of Immigration Status must complete a separate form 1194.

There is a fee associated with each request for Certification of Immigration Status (see Charges).

For paper lodged DASP applications where your superannuation withdrawal benefit is less than AUD5,000 you can provide your own evidence to your superannuation fund confirming that your Temporary Resident visa is no longer in effect (ceased/cancelled) and that you have left Australia. This evidence would generally include either a copy of your visa grant notification letter or a copy of your visa label or visa cancellation advice from the Department as well as a copy of your passport showing that you have left Australia.

Where to send this form

Return your completed form by email to

Note: Do not send ATO DASP claim forms to the Department. Send these directly to your superannuation fund and/or the ATO, depending on where your funds are being held.

What happens after you have lodged this form?

When the request is finalised the Department will email the Certification of Immigration Status directly to your nominated superannuation fund(s) and will send a copy to you either by email or post.

Note: The Department allows 21 days for a letter sent by post to be received at an overseas address.

Charges

There is a fee associated with the request for Certification of Immigration Status.

Payment must accompany your request for Certification of Immigration Status and is not generally refunded if your request is not successful.

Fees may be subject to adjustment at any time, with many charges subject to adjustment on 1 July each year. This may increase the cost of making a request for Certification of Immigration Status.

To check the application charge, refer to the Department's website

Method of payment

Make your payment electronically through the 'My Payments' section of ImmiAccount. Sign into, or create, your ImmiAccount and select My Payments>Manage Payments>Pre-Pay Paper Service, at

If you are outside Australia and cannot pay online in ImmiAccount check the Department's website for alternative payment methods for your location

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Integrity of the information you provide

The Department is committed to maintaining the integrity of the visa and citizenship programs. Please be aware that if you provide us with fraudulent documents or claims, this may result in processing delays and possibly your request being denied.

Appointing an authorised recipient

To appoint an authorised recipient you should complete:

- Question 19 – *Options for receiving written communications*, and
- form 956A *Appointment or withdrawal of an authorised recipient*.

Note: Registered migration agents/legal practitioners/exempt persons do not need to complete form 956A.

Form 956A is available from the Department's website

Appointing a migration agent/legal practitioner/exempt person

To appoint a migration agent/legal practitioner/exempt person you should complete:

- Question 19 – *Options for receiving written communications*, and
- your migration agent/legal practitioner/exempt person should complete form 956 *Appointment of a registered migration agent, legal practitioner or exempt person*.

Form 956 is available from the Department's website

Consent to communicate electronically

The Department may use a range of means to communicate with you. However, electronic means such as fax or email will only be used if you indicate your agreement to receiving communication in this way.

To process your application the Department may need to communicate with you about sensitive information, for example, health, police checks, financial viability and persona relationships. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with. If you agree to the Department communicating with you by electronic means, the details you provide will only be used by the Department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to their use for another purpose. They will not be added to any mailing list without your consent.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the Department over the internet or by other electronic means.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on form 956 or 956A to indicate their consent to this form of communication.

Note: Electronic communication is the fastest means of communication available and the Department prefers to communicate electronically because this results in faster processing.

Important information about privacy

The *Privacy Act 1988* contains 13 Australian Privacy Principles which regulate the way that the Department collects and handles personal information. Information about how the Department collects, uses and discloses personal information for its key functions can be found in form 1442i *Privacy notice*. More information about the Department's general information handling practices (including form 1442i) can be found in the Department's Privacy policy at **https://** **ccess-and-**

Home page **u**

Please keep these information pages for your reference

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Certification of Immigration Status

Form **1194**

Please open this form using Adobe Acrobat Reader.
Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and BLOCK LETTERS.

Tick where applicable ☑

Your details

1 Your full name

Family name

Given names

2 Your name as shown in your travel document on entry to Australia on the Temporary Resident visa
(If the same as your present name, write 'AS ABOVE')

Family name

Given names

Reason for change:

Deed poll ☐

Marriage ☐

Other

Evidence of any name changes must be provided, eg. marriage certificate, deed poll evidence, etc. *(All documents MUST be certified copies)*

3 Have you been known by any other names?
(including name at birth, previous married names, aliases)

No ☐

Yes ☐ ▶ Give details

Family name

Given names

Reason for change:

Deed poll ☐

Marriage ☐

Other

If you have been known by any names other than these names, please provide documentary evidence. (All documents MUST be certified copies)

4 Sex Male ☐ Female ☐ Indeterminate / Intersex / Unspecified ☐

5 Date of birth Day Month Year

6 Country of birth

7 Country of citizenship

8 Have you departed Australia?

No ☐

Yes ☐

9 Current address for correspondence

Postcode

10 Telephone numbers

	Country code	Area code	Number
Office hours	( )	( )	
After hours	( )	( )	

11 Do you agree to the Department communicating with you by fax, email or other electronic means?

No ☐

Yes ☐ ▶ Give details

	Country code	Area code	Number
Fax number	( )	( )	

Email address

12 Details of entry to Australia on the Temporary Resident visa

Date of first arrival Day Month Year

Place of arrival

Flight number/name of ship *(if known)*

Passport number when you arrived in Australia

13 Details of departure from Australia

Date of last departure Day Month Year

Place of departure

Flight number/name of ship *(if known)*

Passport number when you departed Australia

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14 If you arrived as a child (under 18) and no longer hold the passport or travel document you used on your first arrival, please give the following details

Parent's full name

Parent's former name *(if applicable)*

Parent's date of birth Day Month Year

Sex Male ☐ Female ☐ Indeterminate / Intersex / Unspecified ☐

Parent's full name

Parent's former name *(if applicable)*

Parent's date of birth Day Month Year

Sex Male ☐ Female ☐ Indeterminate / Intersex / Unspecified ☐

15 Provide details of your superannuation fund(s)
(Fund details must be provided because Certifications of Immigration Status will be sent electronically to individual funds)

1. Fund name

Fund address

Postcode

Fund email address

2. Fund name

Fund address

Postcode

Fund email address

If there are more than 2 funds, further details can be included in your email to

Assistance with this form

16 Did you receive assistance in completing this form?

No ☐ ▶ **Go to Question 19**

Yes ☐ ▶ Please give details of the person who assisted you

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Family name

Given names

Address

Postcode

Telephone number or daytime contact

Country code Area code Number

Office hours ( ) ( )

Mobile/cell

17 Is the person a registered migration agent, Australian legal practitioner or an exempt person?

No ☐

Yes ☐ ▶ **Go to Question 19**

18 Did you pay the person and/or give a gift for this assistance?

No ☐

Yes ☐

Options for receiving written communications

19 All written communications about this application should be sent to:
(Tick one box only)

Myself ☐

OR

Authorised recipient ☐ ▶ You should complete form 956A *Appointment or withdrawal of an authorised recipient*

OR

Migration agent ☐

OR

Legal practitioner ☐ ▶ Your migration agent/legal practitioner/exempt person should complete form 956 *Appointment of a registered migration agent, legal practitioner or exempt person*

OR

Exempt person ☐

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Payment details

20 Make your payment electronically through the 'My Payments' section of ImmiAccount. Sign into, or create, your ImmiAccount and select My Payments>Manage Payments>Pre-Pay Paper Service, at

If you are outside Australia and cannot pay online in ImmiAccount check the Department's website for alternative payment methods for your location

Payment receipt number from the 'My Payments' section of ImmiAccount

Attach a copy of your printed receipt.

Declaration

WARNING: Giving false or misleading information is a serious offence.

21 I declare that:

- the information I have supplied in this form is complete, truthful and correct in every detail.
- I have read the information contained in form 1442i *Privacy notice*.
- I understand the Department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i *Privacy notice*.

If applying for Certification of Immigration Status:

- I consent to the Department of Home Affairs sending a Certification of Immigration Status containing my personal information, together with attachments (if any), to the superannuation fund(s) nominated in this form.

Your signature

Day Month Year

Date

We strongly advise that you keep a copy of this form and all attachments for your records.

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