Australian Government
Australian Taxation Office

Application for Departure Authorisation Certificate

Use this form to apply for a Departure Authorisation Certificate (DAC) under section 14U of the *Taxation Administration Act 1953* (TAA) if:

- you have been issued with a Departure Prohibition Order (DPO) that is still in force, and
- you are seeking to temporarily depart Australia.

Section A: **Taxpayer details**

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Family name

First given name

Other given names

Date of birth Day ☐☐ / Month ☐☐ / Year ☐☐☐☐

Tax file number (TFN)

☐☐☐ ☐☐☐ ☐☐☐

Australian business number (ABN) (if applicable)

☐☐ ☐☐☐ ☐☐☐ ☐☐☐

Current postal address

Suburb/town/locality

State/territory ☐☐☐ (Australia only)

Postcode ☐☐☐☐ (Australia only)

Country if outside Australia

Date DPO issued Day ☐☐ / Month ☐☐ / Year ☐☐☐☐

Privacy:

The ATO is authorised by the *Taxation Administration Act 1953* to request your tax file number (TFN). We will use your TFN to identify you in our records. It is not an offence not to provide your TFN. However if you don't provide your TFN, the outcome of your application may be delayed. Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

Section B: **Period of departure**

Date you intend to depart Australia Day ☐☐ / Month ☐☐ / Year ☐☐☐☐

Date you intend to return to Australia Day ☐☐ / Month ☐☐ / Year ☐☐☐☐

Specify the primary purpose of travel and provide documentary evidence. Documentary evidence includes but is not limited to:

- proposed dates of travel with a full travel itinerary
- for employment or business travel – employer letter, client engagement letter, conference registration
- for legal or contractual obligations – court notices, contracts.
- for medical treatment – treating practitioner letter, appointment confirmation
- for family or compassionate reasons – medical certificates, death notices, statutory declarations

Do not provide photographic images of individuals. These are not accepted as supporting evidence and will not be considered when a DAC application is assessed.

Section C: **Payment of tax liability**

During the period of departure, the tax liability to which I am subject will be (select one option only):

☐ Fully paid by Day ☐☐ / Month ☐☐ / Year ☐☐☐☐

Provide details and supporting documentation. Supporting documentation includes:

- evidence of payment made or scheduled (for example, payment receipt, bank confirmation)
- confirmation of outstanding balance (if not yet nil).

OR

☐ I am able to pay a portion of my tax liability totalling $ _____

and give security for the remainder of the liability of $ _____

Provide details and supporting documentation. Supporting documentation includes:

- evidence of payment made or scheduled (for example, payment receipt, bank confirmation)
- confirmation of outstanding balance (if not yet nil).

Security may include bank guarantees, mortgages, charges over assets, or other forms acceptable to the Commissioner. For more information on the Commissioner's preferred securities see Law Administration Practice Statement PS LA 2011/14 *General debt collection powers and principles* (paragraph 82).

OR

☐ I am unable to pay my tax liability but am able to give security in the amount of $ _____

Explain why payment cannot be offered at this time and provide supporting documentation. Supporting documentation includes:

- a clear summary of your current financial position that allows the Commissioner to assess your capacity to pay your tax liability or provide security; for example
  - a statement of assets and liabilities (including indirectly held and overseas assets)
  - details of income sources and regular expenses
  - information about any interests in companies, trusts or partnerships
  - recent financial statements for any controlled entities (if relevant)
- bank statements from the past 12 months (all accounts, including those jointly held or signatory to).

OR

☐ I am unable to give security

Explain why no security can be offered at this time and provide supporting documentation. Supporting documentation includes:

- a clear summary of your current financial position that allows the Commissioner to assess your capacity to pay your tax liability; for example
  - a statement of assets and liabilities (including indirectly held and overseas assets)
  - details of income sources and regular expenses
  - information about any interests in companies, trusts or partnerships
  - recent financial statements for any controlled entities (if relevant)
- bank statements from the past 12 months (all accounts, including those jointly held or signatory to).

If you are unable to provide security for your tax liability, you must provide sufficient financial documentation to demonstrate why you cannot do so in your current circumstances. You must also complete Section E for your application to be considered.

Section D: **Other grounds for departure**

I am applying for temporary departure from Australia on the following grounds (select one or both, if applicable):

☐ Humanitarian grounds

Provide details and supporting documentation. Supporting documentation includes:

- medical reports or hospital letters
- letters from treating practitioners or recognised authorities
- death or funeral notices including documentation relating to burial rites where timing is culturally prescribed
- letters from recognised religious authorities confirming necessity and dates.

Do not provide photographic images of individuals. These are not accepted as supporting evidence and will not be considered when a DAC application is assessed.

☐ Grounds that a refusal to issue a Departure Authorisation Certificate would be detrimental to the interests of Australia.

Explain how refusal would adversely affect Australian interests and provide supporting documentation.
Supporting documentation includes:

- letters from government agencies or employers
- evidence of contractual, economic or diplomatic significance.

Section E: **Supporting documentation**

Read and answer the questions below before you sign the declaration

Have you attached supporting documentation relating to specific questions?

☐ Yes ☐ No (If supporting documentation is not provided, this may reduce the likelihood of the request being approved)

Section F: **Contact preferences**

☐ I want to be contacted directly

Mobile phone number

Daytime phone number

Email

Proceed to section G for the declaration

OR

☐ I authorise another person to act on my behalf for all contact

Proceed to section H for the declaration

Section G: **Taypayer declaration**

I declare that the information given in this form, including any attachments, is true and correct.

The tax law imposes heavy penalties for giving false or misleading information.
FOR THE APPLICATION TO BE VALID YOU MUST SIGN BELOW.

Signature

Date
Day / Month / Year

Section H: **Authorised representative declaration**

Authorised contact legal name:

Position (if applicable)

Organisation (if applicable)

Relationship to taxpayer (select one):

☐ Registered tax agent

Tax agent registration number

OR

☐ Legal practitioner

Law firm

Practising certificate number (if applicable)

OR

☐ Other authorised representative

Specify role/relationship

Contact details

Mobile phone number

Daytime phone number

Email

Authorisation
I authorise the above person/entity to act on my behalf in relation to the DPO issued and Departure Authorisation Certificate, including contact and correspondence with the Australian Taxation Office.

Declaration
I declare that the information given in this form is true and correct.

(If lodged by an entity) I am authorised to complete this form on behalf of (enter entity name and identifier)

The tax law imposes heavy penalties for giving false or misleading information.

FOR THE APPLICATION TO BE VALID YOU MUST SIGN BELOW.

Signature of authorised person

Date
Day Month Year
□□ / □□ / □□□□

Signature of individual subject to the DPO

Date
Day Month Year
□□ / □□ / □□□□

After completing this form

After completing this form, you can mail it to us at:

Australian Taxation Office
PO Box 3578
ALBURY NSW 2640

Urgent requests
If your request is urgent, email the completed form directly to your relevant ATO contact officer listed on the Departure Prohibition Order issued to you. This will help us identify and respond to your request more promptly.

Print form | Reset form