

## Retrieval Request Form

If you require the return of an original document submitted for assessment, or a photocopy (uncertified) of an item submitted for assessment, you may request a Retrieval. Not all original documentation can be returned. Please seek confirmation from VETASSESS regarding your request before you lodge your request for Retrieval. Please note that only an agent who was authorised in the original application may make a request on behalf on an applicant.

**Note —** Please use BLOCK letters to complete this form

### Applicant information

Date of request

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

File Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Applicant family name  
*(surname)*

Applicant given name/s

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant/Agent  
*Signature*

Applicant/Agent name  
*(Please print)*

**Note —** Newly appointed agents not authorised in the original application must also complete the SRG07 – Agent Authorisation form.

Your signature must match the signature as it appeared on your original application. Signature discrepancies may cause delays.

### Applicant current postal/contact information

Daytime number

Mobile number

Email

Postal address  
*(for correspondence)*

  
  


Photocopy of document *(specify):*

Return of original document *(specify):*

### Review fees

#### Photocopy of document

Applicant is a resident of Australia for tax purposes\* *(Includes GST)*  AUD \$33

Applicant is NOT a resident of Australia for tax purposes\* *(Excludes GST)*  AUD \$30

#### Return of original document

Applicant is a resident of Australia for tax purposes\* *(Includes GST)*  AUD \$66

Applicant is NOT a resident of Australia for tax purposes\* *(Excludes GST)*  AUD \$60

For more information, refer to:  
[www.ato.gov.au/Individuals/international-tax-for-individuals/work-out-your-tax-residency/](http://www.ato.gov.au/Individuals/international-tax-for-individuals/work-out-your-tax-residency/)

Review fees continued

## Review fee (continued)

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If the applicant is NOT a resident for tax purposes in Australia, select the relevant box  below:

**Individual Applicant** — I declare that I am not a resident of Australia for income tax purposes and am not currently in Australia.

**Migration Agent** — I declare that the applicant is not a resident of Australia for income tax purposes and is not currently in Australia.

## Postage options

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**Note** — Select one  only

Registered Australian mail  ► AUD \$5.50

Express Courier International  ► AUD \$50  
*(Traceable in major cities outside of Australia)*

## Payment and application submission

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Please email the complete form to [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au), attachment size cannot exceed 5MB in an email. A payment link will send to you via email once the form is received, please make the relevant payment online via credit card within 2 days.

