



# A Guide to Initial Agent Application Office of the MARA

## 1. MEET THE REGISTRATION REQUIREMENTS

Before you apply for initial registration as a migration agent you need to ensure you satisfy the registration requirements.

Go to [www.mara.gov.au](http://www.mara.gov.au) and under **I want to...** select **Become a registered migration agent** from the quick links on the homepage. Alternatively you can find information under **Becoming an agent** from the top menu.

Skip to content | Skip to navigation

Agent and provider log in  
Username  Password  [Log in](#)  
[Forgot your log in details?](#)

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Australian Government  
Department of Immigration  
and Border Protection

### Office of the Migration Agents Registration Authority

Using an agent | **Becoming an agent** | News and publications | Contact us | About us

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**I want to...**

- > Find an agent
- > Get help with my visa
- > Make a complaint about an agent
- > **Become a registered migration agent**
- > Renew my registration
- > Search for upcoming CPD activities

**Find out about...**

- > Using a registered migration agent
- > Professional development
- > Becoming a CPD provider
- > Disciplinary decisions
- > What the Authority does
- > Website e-learning and user guides

**Search for an agent**

Search map [>](#)

Location  
eg. country, state, city, town, suburb, postcode

Agent  
eg. agent's family name or MARN

[Search](#)

[More search options](#) [Clear](#)

[CODE OF CONDUCT](#) [>](#)

**Coming to Australia**

The Department of Immigration and Border Protection's latest video encourages anyone needing help with a visa application, or applicants with complex circumstances to use a registered migration agent.

**COMING TO AUSTRALIA?**

## 2. START THE PROCESS

In the **Registration Process** page, select **Apply for registration**

**Office of the Migration Agents Registration Authority**

Search this site

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Home / Becoming an agent / Registration process

### Registration process

It usually takes around eight weeks for the Office of the Migration Agents Registration Authority to process an initial application for registration as a migration agent.

We are required under legislation to publish your details on this website for at least 30 days from the date we receive your application. We cannot consider your application until this prescribed notice period has finished.

We use the information from your application to publish this notice. We publish it to provide an opportunity for any objections to be made about a person being registered as a migration agent. We are required to consider all objections made and provide an opportunity to respond.

We highly recommend you read the registration requirements carefully to ensure you lodge a complete application. This will prevent unnecessary delays.

E-learning and user guides are available to assist you with your initial agent application  
[E-learning and user guides](#)

**Apply for registration**

More information:  
[Registration requirements](#)  
[Apply for registration as a migration agent](#)  
[If your application is approved](#)  
[If your application is refused](#)  
[If you are registered with the New Zealand Immigration Advisers Authority](#)

**Search for an agent**

Search map

Location  
 eg. country, state, city, town, suburb, postcode

Agent  
 eg. agent's family name or MARN

[More search options](#) [Clear](#)

You will then need to read a statement about the information you give in your application and then complete the following pre-application questions. Responses to these questions determine if you are eligible to apply to become a migration agent.

You must be eighteen years and over to be eligible to apply.

You must be either an Australian Citizen, have permanent residency in Australia, or be a New Zealand citizen with a special category visa or a New Zealand licensed immigration adviser to be eligible to apply.

### Becoming an Agent

*You must answer ALL questions marked with an asterisk.*

Before you apply to become an agent, the following questions shall assess if you meet the high level eligibility requirements to apply to become a migration agent.

Your age at time of application.  
 Are you eighteen (18) years and above?

Your citizenship / permanent residency  
 Are you an Australian citizen?

Are you an Australian permanent resident?

Are you a New Zealand citizen who holds a Special Category Visa?

Your occupation  
 Are you a New Zealand licensed immigration adviser?

Your prior registrations (if any)  
 Have you:  
 - been refused registration within twelve (12) months of application; or  
 - had a previous registration cancellation within five (5) years of application; or  
 - been previously been barred from registering as a migration agent, and that period has not expired; or  
 - had a previous registration suspended and that period has not expired?

### 3. SETTING UP AN ONLINE PROFILE

Once you have completed the pre-application eligibility questions you will be re-directed to a new page where you complete your online profile setup. This will allow you to then log in to the secure area and access the initial registration application form.

Ensure you provide at least one phone number here, as we may need to contact you when we are processing your application. You must provide an email address that is NOT shared with any other person as we will send your online profile login details to this email address.

Mandatory questions are indicated with a red asterisk (\*)

If you have been a registered migration agent before, you will be asked to provide your previous MARN and your date of birth. This will allow us to match your application to your previous registration details.

Once you have completed the **Captcha** challenge question select **Submit**.

Home / Becoming an agent / Registration process / Apply for registration as a migration agent / Register as an agent

## Register as an agent

Your full name

Title

Mr \*

Family name

Guide \*

Given name

Web \*

Second Name

Your contact details

Either Phone number or Mobile phone number is required \*. Note there are no spaces in numbers.

Please provide country and area codes. Numbers must not have spaces, brackets or other symbols.  
For example if your mobile number in Australia is 0412 345 678 and your phone number if 02 9345 1234 then you would enter them as:

	Country Code	Area Code	Number
Phone	61	2	93451234
Mobile	61	4	12345678
Home Phone			
Mobile			

Email address for communication with the Office of MARA \*

Have you ever been an Australian registered migration agent?

**Captcha Challenge**

AV:9A4

Please enter the text in the space provided. Text is not case sensitive.  
If you have difficulty select reload for a different challenge, or audio to hear the challenge.

Submit Quit

## **Profile confirmation email**

After submitting your details you will receive the following confirmation message:-

[Home](#) / [Becoming an agent](#) / [Registration process](#) / [Apply for registration as a migration agent](#) / [Register as an agent](#)

### Register as an agent

Your profile has been created successfully.

An email has been sent to your nominated email address.  
It contains the login details and a link to the secure website where you can apply to become a registered migration agent.

Ok

You will also receive an email, containing a Customer ID (CID) and temporary password. This will allow you to securely login to the MARA website, and complete your registration application.

## Welcome to the Office of the MARA

Dear Mr Sample Agent,

Your Office of the MARA online profile has been successfully created.

Your log in details are:

- Username (CID): 03977XXXXXXXX
- Temporary password: 123XXXXX

Use the link below to log into the Office of the MARA website. Log in with the username (CID) and the temporary password provided above.  
[www.mara.gov.au/login](http://www.mara.gov.au/login)

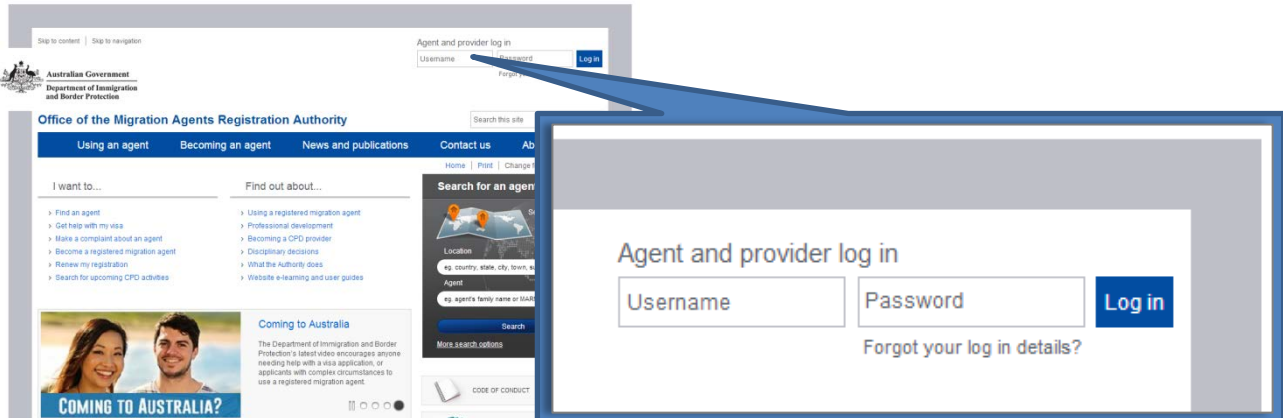
You will be asked to change your password and provide three (3) security questions when you first log in.

Message sent from  
**Office of the Migration Agents Registration Authority**  
[www.mara.gov.au](http://www.mara.gov.au)

You are now ready to access the initial registration application form from the secure login area of the Authority's website.

## 4. LOGGING IN

Go to [www.mara.gov.au](http://www.mara.gov.au) and enter your CID and temporary password in the boxes indicated below:-



You may wish to copy and paste the temporary password from the email when logging in to the Office of the MARA website for the first time.

## 5. SET NEW PASSWORD AND SECURITY QUESTIONS

You will be prompted to set a new password which has to comply with the following guidelines:

Passwords must be at least 7 characters long; **AND**

Must include a mixture of characters from at least **three (3)** of the following groups:

- lowercase characters (a-z);
- uppercase characters (A-Z);
- digits (0-9); or
- special characters (!@#\$%^&\*())

You will also be prompted to set answers to three security questions which you can choose from a drop down list. Please remember the answers to these questions as they will enable you to reset your profile in the event you forget your password in the future.

[Home](#) / [Secure](#) / Initial Login

## Initial Login

Please change your password and create three (3) security questions .

**Note:**

- Passwords must be at least 7 characters long. You must include a mixture of characters from at least three (3) of the following groups: lowercase characters (a-z); uppercase characters (A-Z); digits (0-9); or special characters (!@#\$%^&\*())
- The three (3) security questions will be used to identify you. For security reasons, please do not disclose your answers to anyone.

Current Password  \*

New Password  \*

Confirm Password  \*

**Security Question 1**

Your security question 1  ▼ \*

Answer to the security question 1  \*

**Security Question 2**

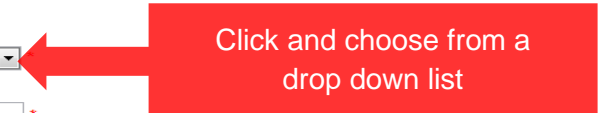
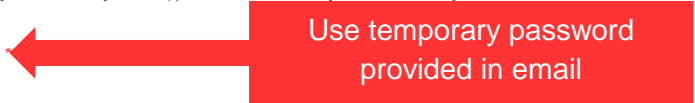
Your security question 2  ▼ \*

Answer to the security question 2  \*

**Security Question 3**

Your security question 3  ▼ \*

Answer to the security question 3  \*



Completing the above brings you to the page below. Select **OK** to bring you to your secure home page.

[Home](#) / [Secure](#) / Initial Login

## Initial Login

Your password has been updated successfully.

The answers to your security questions have been saved.

## 6. MY HOME – SECURE HOMEPAGE

After you change your password and set up the security questions you will be taken directly to the start of the initial application form. From here you can begin your application.

If you log out and log back in at any time you will always be taken first to your secure home page. This is called **My Home** and has information that relates to your personal profile with the Authority.

To return to **My Home** at any time once logged in, select **My Home** in the top right hand corner of the page. You will know that you are logged in because the page border is blue and your name will appear in the top right. If you are in your application, make sure you select save before leaving the application

Skip to content | Skip to navigation

Mr Sample Agent  
Log off | My Home

**Australian Government**  
Department of Immigration and Border Protection

**Office of the Migration Agents Registration Authority**

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### My Home

This is your secure online initial application area. To return to this page at any time, once you have logged in, click **My Home** in the top right of the page.

E-learning and user guides are available to assist you with your initial agent application  
[E-learning and website user guides](#)

#### Complete my application

To complete your initial application to be a registered migration agent select **Complete my application** from the Top Tasks menu on the right side of this screen.

You should ensure you are aware of all the registration requirements before submitting your application and paying the application fee. Information on all the registration requirements is available on our website.  
[Registration requirements](#)

Please note the application fee is not refundable once you have submitted your application.  
[Registration costs](#)

#### Update your details

To update the details on this profile, select **Update my profile** from the Top Tasks menu on the right side of this screen. These details will not affect your application and are only used for this initial login area. The details that are provided in the application will be the details that the Authority will use.

### Search for an agent

Search map

Location  
eg. country, state, city, town, suburb, postcode

Agent  
eg. agent's family name or MARN

Search

[More search options](#) [Clear](#)

### Top Tasks

- Update my profile
- Change my password
- Change my security questions
- Complete my application

## 7. COMPLETING THE APPLICATION FORM

There are 12 steps in the initial registration application form, including the declaration and payment steps. There are navigation buttons at the bottom of each step.



**PREVIOUS** - saves your completed data and moves to the previous step

**SAVE** - saves your completed data and stays on the same step

**EXIT** – does not save your completed data and returns to the homepage

**NEXT** - saves your completed data and moves to the next step

If a particular step is not required because of your answers in previous steps a message will appear asking you to select **Next** to continue with your application

Mandatory questions are indicated with a red asterisk (\*).

If you do not complete a mandatory field you may see a warning that the field cannot be empty. You can complete the required field now or return and complete from the **Summary** step. Even when mandatory fields are not completed, you will be able to continue with filling the form up to **Step 11: Declaration**.

You will not be permitted to progress past **Step 11: Declaration** if any mandatory field is not complete.

 The screenshot shows a web form titled 'Complete my application'. At the top, there is a breadcrumb trail: 'Home / Secure / Initial Agent Applicant / Registration / Complete my application'. Below the title, a note states: 'You must answer ALL questions marked with an asterisk.' The form contains several input fields: 'Title' (a dropdown menu with 'Mr' selected), 'Family name', 'First given name', and 'Second given name'. A red box highlights the 'Family name' and 'First given name' fields with the messages 'Family name cannot be empty. \*' and 'First name cannot be empty. \*' respectively. Below these fields, there is a section for 'Other names' with a question about previous names and a checkbox. Further down are fields for 'Date of birth' and 'Gender'. At the bottom, there is a question about displaying a photograph. A sidebar on the right lists 12 steps: 1 Personal Details, 2 Citizenship and residency, 3 Contact details, 4 Type of agent, 5 Character, 6 Business details, 7 Related by employment, 8 Entry requirements, 9 Summary, 10 Supporting document, 11 Declaration, and 12 Payment. At the bottom of the form, there are three buttons: 'SAVE', 'EXIT', and 'NEXT'.



## Highest Progression Step

If you leave and then return to the application form you will be taken to your highest progress point in the form. For example, if you leave at step 5 you will be returned to step 5 the next time you open the application. If you have progressed past the Summary step you will be returned to the Summary step to ensure you re-check your details before continuing.

### 7.1 Step 1 – Personal Details

Confirm and complete your personal details.

If you have ever, at any time in your life and in any country, been known by or used another name or had any document refer to you by a different name, you must provide details of these names. They could include, but are not limited to: aliases, maiden (family) name, different name(s) at birth, name(s) from previous marriage(s). You must also include all of these names and all combinations of these names in your Australian Federal Police (AFP) National Police check.

If you need to add more than one 'also known as' name, select **Add** to store the existing name and add another.



You can remove previously added names by selecting the **X** icon.

This question relates to your name at ANY TIME IN YOUR LIFE and in ANY COUNTRY

- Have you ever been known by, or used, any other name?
- Have any documents referring to you ever used a different name to that given in Question 1?

*These names could include, but are not limited to: aliases, maiden (family) name, different name(s) at birth, name(s) from previous marriage(s).*  
*You must include ALL these names and ALL COMBINATIONS of these names in your Australian Federal Police (AFP) National Police check.*

Yes  \*

Type

Also Known As  \*

*Please enter your other name below and then click 'Add'. You can add more names by entering the name and clicking 'Add' again. Please make sure you select the correct type of name (former name or also known as). You can delete an entry by clicking 'X'.*

Also Known As  \*

You are required to provide a passport sized photograph taken within the last 6 months. You are also required to provide photographic identification with this application. Select **No** if you do not wish your photograph to appear on the Authority's website, however you will still be required to provide a photograph with your application.

Do you wish to have your photograph displayed on the Register of Migration Agents?

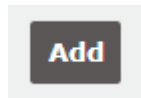
☐

This field cannot be empty. \*

*Note: You are required to provide a passport sized photograph of yourself taken within the last 6 months. You are also required to provide photographic identification with this application (e.g. Passport or Driver's Licence)*

## 7.2 Step 2 – Citizenship and residency

You will need to provide details regarding your country of birth, citizenship(s), residency and passport details / travel documents.



Choose your country of citizenship from the drop down list. Select **Add**. If you have more than one citizenship you can choose another from the drop down list and select **Add**, or continue to the next question.



You can remove a citizenship you have added by selecting the red **X**

If you are not an Australian citizen you will be asked if you are a permanent resident of Australia. Citizens of New Zealand will also be asked if they are a New Zealand citizen with a Special Category Visa (Subclass 444).

## 7.3 Step 3 – Contact details

You will need to provide your residential address, postal address, contact phone numbers and email address. Ensure these details are correct before submitting your application. The details in your temporary online profile you initially created will **NOT** be used for your application.

### Residential Address

Your residential address must be a physical address and cannot be a PO Box. The Authority may need this address for the service of documents pursuant to Division 3A and 4A of Part 3 of the Migration Act 1958.

Select the country first before entering other address details. For Australia, select from the list of states and territories. The relevant postcodes for that state or territory will then be loaded. In the post code field you can either use the dropdown to search for your post code or simply start typing it in the field. The suburb field will then display the suburbs that relate

to that post code. Select the relevant suburb, then type in your street address in the Address line 1 to 3.

If your address is not in Australia you will need to enter the information into the relevant fields

**Your residential address (Not a PO Box)**

*We may need this for the service of documents pursuant to Division 3A and 4A of Part 3 of the Migration Act 1958*

Country  
 \*

State  
 \*

Post code

Suburb  
 \*

Address line 1  
 \*

Address line 2

Address line 3

## **Postal Address**

You can select 3 options under **Postal address:-**

- Other Address
- Same as Primary Business Address
- Same as Residential Address

**Postal address (can be PO Box)**

\*

Other Address  
 Same as Primary Business Address  
 Same as Residential Address

Selecting same as residential address will use the details you provided for your residential address.

Other address will prompt you to enter a different address for your postal address, in the same way you added the residential address.

If you select same as primary business address this will use the address that is stored for your primary business as your postal address. You will be presented with a warning for you to ensure that you nominate a primary business. You will add a primary business in **Step 6: Business Details**.

**Postal address (can be PO Box)**

Same as Primary Business Address  To select this type, please ensure to nominate your primary business. \*

## **Phone/fax Numbers**

Phone/fax numbers are displayed in three separate parts, Country code, Area code and Local number. There should be NO spaces in any of the phone number fields and no special characters like '+'. The leading zero (0) is also removed.

For example the Australian number (02) 9876 XXXX should be entered as:-

Country	Area	Local
61	2	9876XXXX

The mobile number 0414 XXX XXX would be entered as:-

Country	Area	Local
61	4	14XXXXXX

## **Email Addresses**

**Email address for communication with the Office of MARA** is the email address the Authority will use to send all important emails, including repeat registration reminders and password resets. Do not use an email address that you share with other people as personal information may be communicated with you via this email address. This email address is a mandatory field.

**Email address for display on the Register of Migration Agents** will be the email address that appears on the public register available on the Authority's website. This can be the same as the communication email or different. This field is not mandatory

**Contact Number**

Please provide country and area codes. Numbers must not have spaces, brackets or other symbols.  
For example if your mobile number in Australia is 0412 345 678 and your phone number if 02 9345 1234 then you would enter them as:

Phone	61	2	93451234
Mobile	61	4	12345678

	Country Code	Area Code	Number
Home phone	61	2	12345678 *
Mobile	61	4	12345678 *
Fax			

**Email Address**

Note:

- You must provide an email address for communication with the Authority. It must not be a shared/group email account. It will not be displayed to the public.
- You may provide an email for display on the Register of Migration Agents. This will appear on the website agent search. This can be a shared/group email account.

Email address for communication with the Authority

communication.email@address.com.au \*

Email address for display on the Register of Migration Agents

☒ as above

communication.email@address.com.au

## 7.4 Step 4 – Type of agent

You will need to provide information about the type of agent registration for which you are submitting this application. Some of the answers may be pre-filled based on information that you provided when you set up your profile.

If you are a New Zealand Immigration Adviser who has been issued with a Full or Limited license by the New Zealand Immigration Advisers Authority (NZIAA) and wish to apply for registration under the Trans-Tasman Mutual Recognition Act 1997 (TTMRA), you will need to provide all relevant details of your license at this step. You must provide a statutory declaration which provides the information prescribed by Section 18(2) of the TTMRA. This statutory declaration must be made before an authorised person. You must scan and upload the signed statutory declaration with this application and send the original to the Authority. Further information is available on the TTMRA page of our website and a link is provided at this step.

Are you a New Zealand Immigration Adviser who has been issued with a Full or Limited license by the New Zealand Immigration Advisers Authority (NZIAA) and wish to apply for registration under the Trans-Tasman Mutual Recognition Act 1997 (TTMRA)?

*Note: You must provide a statutory declaration which provides the information prescribed by Section 18(2) of the TTMRA. This statutory declaration must be made before an authorised person. You must scan and upload the signed statutory declaration with this application and send the original to the Authority. Further information is available on the TTMRA page [Trans-Tasman Mutual Recognition Act](#)*

No  \*

Are you an individual who intends to act only on a non-commercial or non-profit basis, and as a member of, or a person associated with, an organisation that operates in Australia solely on a non-commercial or non-profit basis?

No  \*

Do you intend to collect money from clients in advance of work being completed or in advance for costs associated with lodging their application (e.g. disbursements)?

*Note: Work includes immigration assistance and immigration representations.*

\*

You are also asked:

- If you intend to act only on a non-commercial or non-profit basis, and as a member of, or a person associated with, an organisation that operates in Australia solely on a non-commercial or non-profit basis; and
- If you intend to collect money from clients in advance of work being completed or in advance for costs associated with lodging their application (e.g. disbursements)?

This will be used to determine if you are applying to register as a migration agent on a commercial or non-commercial basis. For more information on this see the Authority's website.

## 7.5 Step 5 – Character

At this step you will need to answer questions that assist the Authority to determine if you are a fit and proper person to give immigration assistance, and a person of integrity.

Depending on the answers you provide you may be required to provide details and supporting documents.



This icon means that additional information may be available to help you answer these questions. Additional information will appear in a pop-up box.




When you have finished providing details to a question click **Add**. From here you can provide additional details or continue with your application.



You can remove added details with this button


Date



If you are required to enter a date you can use the calendar icon or type the date directly into the field. Dates are in DD/MM/YYYY format.

Once you have added details to a question it will appear like this. If you do not select **Add** it will not be saved with your application

Criminal proceeding		
criminal proceeding 1	Country	Australia
	Detail	Details of criminal proceedings





## 7.6 Step 6 – Business details

At this step, you will need to add your business relationships to your application

This process will add your business relationships to your application.

You do not currently have any businesses linked to your application. Please use the search box below to add businesses.

Enter ABN (our preference) or Business Name here and then click the "search" button

e.g. ABN (our preference) or Business Name

**Warning:** Use of the buttons below will take you to previous or next pages/steps of this application form and may not save the data you have entered at this step if used incorrectly.

PREVIOUS
SAVE
EXIT
NEXT

To add a business, use the business search tool.

1. Enter either an ABN (preferred method) or business name into the search,
2. A search of our business records will occur. If a match is found in our records, select the business from the results list and click **Continue**,
3. If no results were found or results were not suitable then you will be able to perform a second search, this time of the ABR (Australian Business Register). This will happen automatically if no results from your initial search were found. If a match is found you can select from the ABR results list and click **Continue**,

(No, my business is not listed above)

☐ Continue to search for new business in Australian Business Register

You can search again. Please 'clear' the search box and enter a new ABN or Business Name and click search

4. If no results were found from ABR or results were not suitable, you can add a new business by completing the manual form. To do this, select Add a new business manually and continue and then click the related Continue button.

(No, my business is not listed above)

Do you want to:

☒ Add a new business manually and continue

**Continue**

You can search again. Please 'clear' the search box and enter a new ABN or Business Name and click search

**Note:** As you progress through each level of search, the business types you can add will be reduced (e.g. you cannot add an Australian company by use of the manual form).

Changes to business details may require supporting documentation. Further, you may upload other additional documents that you believe support any changes. These will be required at **Step 10: Supporting documents**.

5. After you have selected **Continue** you will be required to check and/or complete details about the business you are adding.

You need to tell us if this is your primary business. You will also need to select the relationship you have with this business. Depending on the business structure you may also have to tell us if there are any individuals who hold a charge, mortgage and/or security over some or all of the assets of the business.

Business structure      Company

Relationship to business

Are there any individuals who hold a charge (whether fixed or floating), mortgage and/or security over some or all of the assets of the business?

\*
 

- Consultant
- Director
- Employee
- Executive Officer
- Independent Contractor
- Voluntary Worker

**Add Business**    **Cancel Adding Business**


**Warning:** Use of the buttons below will take you to previous or next pages/steps of this application form and may not save the data you have entered at this step if used incorrectly.

After you click **Add Business** the next screen will allow you to add another business, remove the business you just added or click **Next** to continue to **Step 7: Related by employment**.

This process will add your business relationships to your application.

The business/businesses listed below have been added to your application.

Nominated primary business: **Sample Migration Business**

Business Name	Address	Contact	Relationship
<input checked="" type="radio"/> Sample Migration ABN XXXXXXXXX	25 Sample Street Sampletown Australian		Employee 

You can:

1. Edit the businesses above by selecting the radio button next to the business name;
2. Delete a business entry from your application by clicking on the **X**;
3. Add other businesses by clicking the 'Add another business' button; or
4. Continue to the next step of the application by clicking the NEXT button.

**Add another business**

**PREVIOUS**

**SAVE**

**EXIT**

**NEXT**

## 7.7 Step 7 – Related by employment

The Related by employment section requires you to answer statements about individuals who are related by employment to you.

The term “related by employment” includes all employees, employers, consultants, independent contractors, partners, directors and executive officers, individuals who hold 25% or more shares issued by a corporation, individuals who hold a charge (whether fixed or floating) or a mortgage or any other form of security over some or all of the assets of the business.

## 7.8 Step 8 – Entry requirements

At this step, you will need to provide details regarding:

- Your entry level qualifications or practising certificate,
- Professional indemnity insurance, and
- English language requirements,

Refer to the Authority's website for further information on these requirements.

Do you have a current Australian legal practising certificate or practising certificate as a Barrister issued by an Australian state or territory legal regulatory body?

☐ ☐ \*

Have you satisfied the requirements for the award of the Graduate Certificate in Australian Migration Law and Practice (prescribed course) and completed the common assessment items relating to registration in the previous 12 months?

*Note: The prescribed course must be completed at the Australian National University, Griffith University, Murdoch University or Victoria University*

☐ ☐ \*

**Please provide details of your professional indemnity insurance.**

*Note: Professional indemnity insurance is required under section 292B of the Migration Act 1958*

Insurer


\*

Name of Insured


Policy Number

\*

Start Date

 \*

End Date

 \*

Please indicate how you meet the English Language requirement.

\*

**PREVIOUS** **SAVE** **EXIT** **NEXT**

## 7.9 Step 9 – Summary

All information you have entered will be available on the Summary page for you to check. Check the summary page carefully. If you have not completed required information, a warning will be displayed

You can change your information or correct mistakes by clicking **Edit** on the right side of the summary information. This will take you back to the step to allow you to enter the information

[Edit](#)



Home / Secure / Initial Agent Applicant / Registration / Complete my application

## Complete my application

You must answer ALL questions marked with an asterisk.

Personal Details		Edit
Name	Mr Agent Sample	
Has other names	No	
Other known names		
Date of birth (dd/mm/yyyy)	<b>This field cannot be empty.</b>	
Gender	Male	
Photo to be published on the Register of Migration Agents:	No	

Citizenship and residency		Edit
Country of birth	Australia	
Country of citizenship	New Zealand Australia	
Passport number/Travel document number		
Passport country of issue/Travel document citizenship	Australia	

Contact Details		Edit
Residential address	<b>This field cannot be empty.</b>	

- 1 Personal Details
- 2 Citizenship and residency
- 3 Contact details
- 4 Type of agent
- 5 Character
- 6 Business details
- 7 Related by employment
- 8 Entry requirements
- 9 Summary
- 10 Supporting document
- 11 Declaration

**Note:** You can print the summary step to provide a record of your application

Once you have completed the missing information in a particular step you can click **Back to Summary** to return to this step

**BACK TO SUMMARY**

## 7.10 Step 10 – Supporting Documents

At the supporting documents step you will see the following

- **Required Documents** – these are documents that you must upload in order to proceed to the next step of your application
- **Optional Additional Documents** – you may upload other additional documents here that you believe support your application

### Uploading a file

1. Click **Choose File**
2. Find the file on your computer and then click **Open**
3. If you are adding, additional documents click **Add** to add more documents,
4. If you want to delete an additional document click the **X**




Home / Secure / Initial Agent Applicant / Registration / Complete my application

### Complete my application

Note: If you are using Internet Explorer (IE) and experience difficulties with this online application we recommend you change to a different internet browser and try again. Further information is available on the browsers this website supports.  
[Supported browsers](#)

You must answer ALL questions marked with an asterisk.

We request that you upload all documents prior to submitting the application to the Office of the MARA. However, you may submit the 'other' supporting documents either at the time of lodgement or within 14 days after lodgement (please be aware that not submitting them with your application will delay the finalisation of your application).

Note: Maximum size for individual file upload is currently 5MB

Mr Web Guide

**Required Documents**

(Must provide documents in order to proceed to the next step)

Document type	Current File	Upload / update file
AFP Name Check Certificate		<input type="text"/> Browse...
Australian Passport Bio-data page (preferred)/ Australian Birth Certificate/ Australian Citizenship Certificate		<input type="text"/> Browse...

**Required Documents**

(Documents must be provided within 14 days)

Document type	Current File	Upload / update file
Photograph		<input type="text"/> Browse...

**Additional Documents**

Please upload any other personal documents here.

<input type="text"/>	<input type="text"/> Browse...	<input type="button" value="X"/>	<input type="button" value="Add"/>
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You can upload another document by clicking 'Add'. You can delete an entry by clicking 'X'.

**Sample Partnership**

**Optional Documents**

Please upload business documents here.

Document type	Current File	Upload / update file
List of Partners (Partnership)*		<input type="text"/> Browse...

PREVIOUS SAVE EXIT NEXT

- 1 Personal Details
- 2 Citizenship and residency
- 3 Contact details
- 4 Type of agent
- 5 Character
- 6 Business details
- 7 Related by employment
- 8 Entry requirements
- 9 Summary
- 10 Supporting document
- 11 Declaration
- 12 Payment

## 7.1 Step 10 – Declaration

Once you are satisfied that all the information is correct, you will be required to agree to the declaration before you can submit your application. Please read the declaration carefully before ticking the **I agree** box.

If you have not completed all the required information you will see a warning at the bottom of the declaration instructing you to return to **Step 9: Summary** and correct the errors identified. You will not be able to progress with your application until all requirement information is provided.

<p>I, Mr. [REDACTED] of [REDACTED] [REDACTED] Australia</p> <p>make the following declaration:</p> <ol style="list-style-type: none"> <li>1. The information I have provided on this form, including the attachments, is complete, correct and up to date in every detail; and</li> <li>2. I understand that the prescribed fee which I am required to pay for my registration application is not refundable; and</li> <li>3. I agree that if any of my circumstances change, such that an answer in this application or information given to the Authority is no longer correct, I will inform the Authority as soon as possible but no more than 14 days later, I will continue to advise the Authority of any changes in my circumstances until a decision is made on my application; and</li> <li>4. I understand that once registered, I must inform the Authority in writing within 14 days of any notifiable events as required by subsection 312(1) of the Migration Act 1958 (the Act); and</li> <li>5. I understand that it is an offence for me to give immigration assistance until my application is approved and I am a registered migration agent; and</li> <li>6. The photo I have provided with my application is a true and up to date photo of myself; and</li> <li>7. I authorise the disclosure of my name, address, and date of birth to a contracted information broker to access public information relating to bankruptcy or corporate involvement; and</li> <li>8. I authorise the Authority to refer documents supplied by me as part of my application to the issuing authority (either overseas or in Australia) for authentication.</li> <li>9. I am aware that it is an offence under the <i>Commonwealth Criminal Code Act 1995</i> (the Criminal Code Act) for a person to give information or make a statement to a Commonwealth entity, knowing that the information or statement is either false, misleading or omits any matter or thing without which the information or statement is misleading (sections 136.1 and 137.1 of the Criminal Code Act). I am aware that the penalty is imprisonment for up to 12 months; and</li> <li>10. I am aware that it is an offence under the Criminal Code Act for a person to provide documents to a Commonwealth entity, knowing that the document is false or misleading (sections 137.2 of the Criminal Code Act). I am aware that the penalty is imprisonment for up to 12 months; and</li> <li>11. I have read and understood the Code of Conduct for Migration Agents and I will comply upon registration with its requirements in its entirety;</li> </ol> <p><input type="checkbox"/> I agree To submit your application you must agree to the declaration (by ticking the 'I Agree' box).</p> <p>Please return to the summary step and correct the errors identified.</p>	<ol style="list-style-type: none"> <li>1 Personal Details</li> <li>2 Citizenship and residency</li> <li>3 Contact details</li> <li>4 Type of agent</li> <li>5 Character</li> <li>6 Business details</li> <li>7 Related by employment</li> <li>8 Entry requirements</li> <li>9 Summary</li> <li>10 Supporting document</li> <li>11 Declaration</li> <li>12 Payment</li> </ol>
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## 7.1 Step 12 – Payment

At the payment step you can pay your application fee by selecting **Pay by Credit Card & Submit Application**. You cannot submit your application until the payment step has been successfully completed.

Note this fee is for making the application and is not refundable. It is not a membership or registration fee

Please make full payment for the application.  
The Office of MARA will process the application only upon receipt of complete payment.  
Note: The application fee is for making the application and is not refundable. It is not a membership or registration fee.

Fee for this application AU\$ 1760

Pay by Credit Card & Submit Application

### Credit Card Payment

When paying you will see the following payment portal in a new window. Follow the instructions from the Commonwealth Bank to proceed with the payment.

We recommend you print the payment receipt for your records

Once you have made payment via the Commonwealth Bank secure payment window, return to your application on the Authority website. Your application should now be submitted




**Commonwealth Bank**



Your details will be sent to and processed by The Commonwealth Bank of Australia and will not be disclosed to the merchant

Merchant name: Department of Immigration & Citizenship

**Card selection**

Pay securely using SSL+ by clicking on the card logo below

TO AVOID BEING CHARGED INCORRECTLY  
DO NOT CLOSE THE BROWSER WINDOW  
OR USE THE BACK BUTTON UNTIL  
YOU RETURN BACK TO MERCHANT'S WEBSITE.

[Comm/feb Terms and Conditions of use](#)



## 8. CONFIRMATION

Once you have made payment and your application has been submitted, you will see the following confirmation message. This message will provide you with your application reference number. Keep this and quote it in any communication with the Authority regarding your application

[Home](#) / [Secure](#) / [Initial Agent Applicant](#) / [Registration](#) / Complete my application

### Complete my application

**Note:** If you are using Internet Explorer (IE) and experience difficulties with this online application we recommend you change to a different internet browser and try again. Further information is available on the browsers this website supports.  
[Supported browsers](#)

Your registration application has been successfully lodged.

Your reference number is **AGA0072390**. Please keep this number and quote it in any communication you have with us.

**What happens next?**

Once the Authority receives the full payment, a registration officer will assess your application and be in contact with you if further information is required.

When your application is reviewed your details will be published on our website for 30 days in the list of people who have applied to become an agent. During this period members of the public can object to an applicant being registered.

**How long will it take?**

If your application is complete, your application should be approved within 60 days.

**Other important Information**

Please visit our website to understand the "Becoming an Agent" process:  
[Becoming an Agent](#)

Ok

## 9. NEED ASSISTANCE?

If you require assistance with this process, you can contact us via the **Contact Us** form on the website. Please log in to the secure agent website and select Contact Us. This will ensure all your details are correctly linked to your enquiry.