



Australian Government

Department of Immigration
and Citizenship

Application for an APEC Business Travel Card

(for Australian passport holders only)



Asia-Pacific
Economic Cooperation

Who should use this application?

Australian passport holders who are bona fide business people, seeking short-term entry of up to 3 months to economies participating in the APEC Business Travel Card Scheme, for purposes such as exploring business opportunities, attending meetings and negotiating trade and investment opportunities.

The APEC Business Travel Card is not appropriate for people seeking employment overseas.

If you are not an Australian passport holder, but you hold a passport for another economy participating in the scheme, you may be eligible to apply through your home economy, see www.businessmobility.org/key/abtc.html for contact details.

Important – Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

What is an APEC Business Travel Card?

The APEC Business Travel Card facilitates trade and investment in the APEC region by providing approved business people streamlined entry to participating APEC economies. A list of these economies is available from www.businessmobility.org/key/abtc.html

The scheme operates within each participating economy's existing entry regulations. Australian applicants are assessed for eligibility by the Australia Government, then approved applications are sent through an electronic system to all participating economies, which process applications according to their own regulations. Approved applications are granted a 'pre-clearance'. A 'pre-clearance' indicates that all processing necessary for the applicant to enter that economy has been completed.

Each economy maintains its right to determine who will enter their economy and to preserve their existing conditions of entry.

Once all participating economies complete their processing, the home economy issues an APEC Business Travel Card to the approved applicant. This is a credit card sized document with the applicant's passport details, as well as a list of the economies that have granted pre-clearance. The card is valid for multiple entry for at least 2 months stay to each of these economies and is valid for 3 years or until the passport expires, whichever is soonest. This is because the APEC Business Travel Card, like a visa, is linked to your passport. If your passport expires so too will your card, and you will need to have your card re-issued.

Note: An application for an APEC Business Travel Card may not receive pre-clearance from every participating economy. As with a visa, economies retain the right to refuse entry to any person.

The APEC Business Travel Card does not replace a passport – cardholders must always carry their passport when they travel.

Requirements

- You must answer all questions in this application honestly and completely. False or misleading information may lead to refusal or cancellation of your APEC Business Travel Card, or penalties while travelling in the APEC Region.
- As the APEC Business Travel Card is linked to your passport, you must hold an Australian passport with a minimum of 6 months validity from the date of card issue. If your passport has less than 3 years validity when the card is issued this will limit the validity of your card. Due to delays in processing by some economies, and to maximise the benefits of the card, the Department of Immigration and Citizenship (the department) recommends you have at least 3 years and 6 months validity remaining when you apply.
- You must provide certified true copies of both your current Australian passport biodata page and current Australian driver's licence in order to meet the 100 point identity check requirements for the APEC Business Travel Card. If you do not hold a current Australian driver's licence or require further information regarding certification of documents please refer to www.businessmobility.org/key/AUS100pointsID.htm
- You must have a need to travel frequently (3 or more trips per year) for trade and investment related business purposes to the economies participating in the APEC Business Travel Card scheme.
- You must never have been convicted/found guilty of a crime or offence, or have any criminal charges pending or outstanding.

Note: The following persons are specifically excluded from eligibility:

- persons involved in the delivery of a service (work);
- the business person's dependent spouse and children;
- persons who wish to engage in overseas employment;
- professional athletes, news correspondents, entertainers, musicians, artists or persons engaged in similar occupations.

Although your intended business activities may vary from one visit to another, you must NOT engage in any paid employment when travelling using your APEC Business Travel Card. If you are uncertain of whether your planned activities in another economy are permissible on the APEC Business Travel Card, you are advised to contact the Embassy or Consulate of the economy to which you are travelling, to make any required alternative arrangements.

Charges

To check current charges, see form 990i *Charges*, available from the department's website www.immi.gov.au/allforms/990i.htm

Fees may be subject to adjustment at any time.

Continued on the next page ►

Method of payment

To make a payment, please pay by credit card, bank cheque or money order made payable to the Department of Immigration and Citizenship. Credit card is the preferred method of payment.

Interim cards

If your application is approved, a card will be issued to you when all economies participating in the APEC Business Travel Card Scheme have completed processing. As this may be a lengthy process we offer an interim card service, where a card may be issued when the economies you need the most have completed processing. If you would like to receive an interim card please select the economies for which you require a pre-clearance most urgently at Part E of this form. An interim card will be issued when these economies have completed processing, and then a final card will be issued when all processing is complete. The 3 year validity of the card begins from the date the first card is issued.

There is no additional charge for an interim card.

Authorised recipient information

An authorised recipient is someone you appoint to receive written communications about your application with the department.

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have health and/or character information sent directly to you.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

About the information you give

The department is authorised to collect information provided on this form as an administrative arrangement under section 61 of the Australian constitution. The information will be used by the department for the sole purpose of assessing your eligibility for an APEC Business Travel Card and processing your application.

An essential part of the eligibility assessment is conducting criminal history checks. On this form you are asked to disclose whether you have ever been convicted/found guilty of a crime or offence, or been charged with any offence that is awaiting legal action. You are not legally required to reveal any protected old convictions/findings of guilt, which may be protected by Part VIIC of the *Commonwealth Crimes Act 1914*, relating to pardoned, quashed or spent convictions.

By signing this form you are consenting to the department sharing your personal information with the CrimTrac agency, other Australian Police services or other law enforcement agencies, and for these agencies to access their records to obtain criminal history information that relates to you, which in turn will be disclosed to the department. It is usual practice for Australian police services to use the personal information received whilst conducting these checks for law enforcement purposes, including the investigation of any outstanding criminal offences. If it is discovered that you have provided false or misleading information, whether in relation to your criminal history or any other information requested on this form, your application may be refused. The department will also conduct other checks where necessary to establish your eligibility.

If your application is approved, relevant details from your application will be shared with the governments of other economies participating in the APEC Business Travel Card Scheme so they can process your application for a pre-clearance (**Note:** This usually only involves information on the type of business in which you are engaged and personal details on the application form, Part A, Questions 1–5). These economies are bound by the APEC Business Travel Card Operating Framework (the international agreement that governs the scheme) to only use the information to undertake the pre-clearance assessment and to facilitate immigration processing. When a card is issued the necessary information, including your photo and signature, will be shared with a third party for the purposes of manufacturing and supplying the APEC Business Travel Card.

The collection, access, storage, use and disclosure by the department of the information you provide in the form is governed by the *Privacy Act 1988* and, in particular, by the 11 Information Privacy Principles. The information form 993i *Safeguarding your personal information*, available from offices of the department, gives details of agencies to which your personal information might be disclosed.

Consent to communicate electronically

The department may use a wide range of means to communicate with you. Our preferred means of contact is e-mail, however electronic means such as e-mail or fax 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 police checks. 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 another purpose. They will not be added to any mailing list.

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 the form to indicate their consent to this form of communication. They may do this in Part H of this form.

Application checklist

Tick when completed

With your completed and signed application form you must include:

| | |
|---|--------------------------|
| <p>A certified true copy of the biodata page of your current Australian passport. For further information regarding the certification of documents please refer to www.businessmobility.org/key/AUS100pointsID.htm</p> <p>Your passport should have a minimum validity of 6 months, and we recommend at least 3 years and 6 months.</p> <p>DO NOT send your passport.</p> | <input type="checkbox"/> |
| <p>A certified true copy of your current Australian driver's licence or alternative documents. For information regarding alternative documents please refer to www.businessmobility.org/key/AUS100pointsID.htm</p> | <input type="checkbox"/> |
| <p>A recent passport sized photograph of yourself.</p> <ul style="list-style-type: none"> • See www.passports.gov.au/web/requirements/photos.aspx for guidance on acceptable photographs. If you attach a damaged or unacceptable photograph your application will be returned to you. • If this is a renewal application you do not need to attach a photograph. All other information is still required. Please be advised that you will need to provide 100 points of identification. | <input type="checkbox"/> |
| <p>The Australian Business Number (ABN) of your business, if an Australian business, or registration details if overseas, and the internet address of your business website, as requested in Part D <i>Business details</i>. Should you have difficulties in providing these details, please contact the department.</p> | <input type="checkbox"/> |
| <p>All fields on the form must be completed correctly. If any details are missing from this form your application will be returned to you. If you provide incorrect information, this may affect whether you are granted an APEC Business Travel Card or not, or your card may subsequently be cancelled.</p> | <input type="checkbox"/> |
| <p>The application charge for an APEC Business Travel Card. Check www.immi.gov.au/allforms/990i.htm for the current charge and then complete Part C <i>Payment details</i> of this application form. You should be aware that this charge is not refundable regardless of the outcome of your application.</p> | <input type="checkbox"/> |
| <p>You may authorise another person to receive all written communications about your application with the department. To do this, you will need to complete Part F <i>Options for receiving written communications</i> and Part G <i>Authorised recipient details</i> of the form.</p> | <input type="checkbox"/> |

Once you have completed this checklist please post pages 5–8 of the application to:

Postal address:

APEC Business Travel Card Scheme
Department of Immigration and Citizenship
PO Box 25
BELCONNEN ACT 2616

Courier address:

APEC Business Travel Card Scheme
Department of Immigration and Citizenship
5 Chan Street
BELCONNEN ACT 2617

Further information

Website: www.businessmobility.org

Telephone: 61 2 6198 7429

Fax: 61 2 6223 8336

E-mail: ABTC@immi.gov.au

Please keep these information pages for your reference

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Application for an **APEC Business Travel Card**

(for Australian passport holders only)



Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

Is this a: new application OR renewal application

Part A – Passport details

1 Give your details as shown on your Australian passport

Family name
 Given names

2 Date of birth

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

 Male Female

3 Place of birth
 Town/city
 Country

4 Details from your passport
Note: Please attach a certified true copy of your current Australian passport biodata page, ensuring it has at least 6 months validity. Please **do not** send your original passport.

Passport number

Date of issue

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

 Date of expiry

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

Issuing authority/Place of issue as shown in your passport

5 Which countries other than Australia (if any) are you a citizen of?

Part B – Contact details

You may attach your business card to the top left hand corner of this page.

6 Your contact telephone numbers (if not on your business card)

Office hours

| | |
|------------|---|
| (AREA CODE |) |
|------------|---|

 After hours

| | |
|------------|---|
| (AREA CODE |) |
|------------|---|

 Mobile/cell

7 Do you agree to the department communicating with you by fax, e-mail or other electronic means?

No Yes ▶ Give details (if not on your business card)

Fax number

| | |
|------------|---|
| (AREA CODE |) |
|------------|---|

 E-mail address

8 Address for correspondence

See business card

OR

| |
|----------|
| |
| |
| POSTCODE |

Note: Your card will be posted by registered mail if within Australia. For overseas addresses, cards will be sent by regular mail. If you have concerns about the security of international mail, please provide an address within Australia for a person who can forward the card overseas by courier.

Part C – Payment details

9 How will you pay your application charge?

Bank cheque ▶ Please make payable to:
 Money order ▶ Department of Immigration and Citizenship
 Credit card ▶ Give details below

Payment by (tick one box)

| | | |
|---|-------------------------------|--------------------------------------|
| MasterCard <input type="checkbox"/> | Visa <input type="checkbox"/> | Diners Club <input type="checkbox"/> |
| American Express <input type="checkbox"/> | JCB <input type="checkbox"/> | |

Australian Dollars

| | | |
|--------------------------|----|---|
| AUD <input type="text"/> | OR | <input type="checkbox"/> Please charge me the application fee as currently shown in form 990i Charges |
|--------------------------|----|---|

Note: See www.immi.gov.au/allforms/990i.htm for the current fee.

Credit card number

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Expiry date MONTH YEAR
 /

Cardholder's name

Signature of cardholder

Credit card information will be used for charge paying purposes only.

Office use only

Date received / / Date payment received / /

Case notes

Part I – Intended travel details

16 How many visits to APEC economies do you intend to make per year?

17 What will the average length of these visits be?

18 Describe your role in the company and your intended principal business activities

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19 How do your activities, while travelling, relate to trade, investment or business development?

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If insufficient space, attach an additional page

Part J – Character

- 20** Have you ever:
- been convicted/found guilty of a crime or offence in any economy (excluding convictions/findings of guilt regarded spent, quashed or pardoned under Australian law*)? No Yes
 - been charged with any offence that is currently awaiting legal action? No Yes
 - been acquitted of any criminal offence or other offence on the grounds of mental illness, insanity or unsoundness of mind? No Yes
 - been removed or deported from any economy? No Yes
 - been refused a visa for any economy? No Yes

- been excluded from or asked to leave any economy? No Yes
- committed, or been involved in the commission of war crimes or crimes against humanity or human rights? No Yes
- been involved in any activities that would represent a risk to the national security of any economy you may visit using your APEC Business Travel Card? No Yes

* If you have been convicted/found guilty of a crime or offence and are uncertain if it is a 'spent conviction', please contact the law enforcement agency in the state where the conviction/finding of guilt was recorded.

If you answered **'Yes'** to any of the above questions, provide all the relevant details. *If insufficient space, attach an additional statement.*

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21 Your permanent residential address(es) over the last 5 years

| Dates lived there | | Address |
|-------------------|---------------|---------|
| | MONTH YEAR | |
| FROM | / | |
| TO | / | |
| FROM | / | |
| TO | / | |
| FROM | / | |
| TO | / | |

If insufficient space, please attach additional page

22 Current Australian driver's licence (issued by an Australian state or territory)

Note: Please attach a certified true copy.

Number

State

Expiry date

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | / |

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

No

Yes ► Give details

Family name

Given names

Part K – Declaration

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

24 Declaration by the applicant

- I have truthfully and correctly declared all details requested of me in this application.
- I am a bona fide business person who makes 3 or more short term business visits per year to APEC economies for trade and investment purposes.
- I have read and understood all information given on this form about the APEC Business Travel Card, the information I have provided and how it may be used by the Department of Immigration and Citizenship (the department), and how my application will be processed.
- I will abide by the conditions of the APEC Business Travel Card.
- For the purpose of assessing my eligibility for the APEC Business Travel Card I consent to the department divulging all information in its possession, including the information I have supplied in this application, to any other agency, government authority or body, whether Australian or otherwise, and investigating, obtaining and informing itself in any matter it thinks fit as to my character including any history of criminal conduct or convictions/findings of guilt held by any police service or law enforcement agency, whether state, territory, federal, international or that of any foreign nation.
- For the purpose of processing my application for an APEC Business Travel Card I consent to the department sharing my personal information with the governments of other economies participating in the scheme, so that these economies may undertake pre-clearance assessment of my application and facilitate immigration processing.
- I have never been convicted/found guilty of a crime or offence (excluding any convictions/findings of guilt regarded spent, quashed or pardoned according to Australian law*); I have not been charged with any offence that is awaiting legal action (otherwise I will attach details).
- I have never been deported from, removed from or asked to leave, or been refused entry, or otherwise excluded from any economy (otherwise I will attach details).
- For the purpose of manufacturing and supplying my APEC Business Travel Card I consent to the department sharing my personal information, which may include photographs and signatures, with a third party.
- If issued with an APEC Business Travel Card, I will advise the department of any changes to my circumstances, including my employment details, passport details or postal address.

* If you have been convicted/found guilty of a crime or offence and are uncertain if it is a 'spent conviction', please contact the law enforcement agency in the state where the conviction/finding of guilt was recorded.

**Please sign inside the box with black ink.
This signature will appear on your APEC Business Travel Card**

**Signature of
applicant**

Date

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
| / | / | |

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

Refer to www.passports.gov.au/web/requirements/photos.aspx for guidance on acceptable photographs.

PHOTOGRAPH

Please attach (glue) a recent passport sized photograph of yourself.

Care should be taken to avoid damaging the photograph. DO NOT use a paper clip as it will damage the photograph.