

SRG25 - RETRIEVAL REQUEST FORM
Please complete using BLOCK letters



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.

DATE OF REQUEST: ____/____/____

FILE No.

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APPLICANT FAMILY NAME (surname): _____

APPLICANT GIVEN NAME/S: _____

APPLICANT/AGENT SIGNATURE: _____

DATE OF BIRTH: ____/____/____
 DD MM YY

APPLICANT/AGENT NAME(PLEASE PRINT): _____

Please note: Newly appointed agents not authorised in the original application must also complete the SRG07-AgentAuthorisation form.

Please note that the applicant signature must match the signature as it appears on the original application. Signature discrepancies can cause significant delays.



Please confirm your current postal address and contact information:

TELEPHONE: _____

MOBILE: _____

EMAIL: _____

ADDRESS FOR CORRESPONDENCE: _____

Photocopy of document (specify): _____

Return of original document (specify): _____

Review fees:

Please tick the relevant box/boxes below

	Applicant is a resident of Australia for tax purposes* (fee includes GST)	Applicant is NOT a resident of Australia for tax purposes* (fee excludes GST)
Photocopy of document	AUD \$33.00	AUD \$30.00
Return of original document	AUD \$66.00	AUD \$60.00

*Refer to <https://www.ato.gov.au/Individuals/international-tax-for-individuals/work-out-your-tax-residency/> for more information.

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 (if applicable - Select ✓ one only)

Registered Australian mail – AUD \$5.00

Express Courier International – AUD \$46.00 (traceable in major cities outside Australia)



Please complete the FM – AC01 LETTER OF AUTHORITY TO CHARGE A CREDIT CARD available at vetassess.com.au Payment must be made in Australian dollars. Bank cheques/drafts should be made payable to VETASSESS.



Please complete both SRG25 and FM – AC01 forms and email both the forms as individual attachments to migrate@vetassess.com.au. Please do not scan both forms as one document.



Skills Recognition – General Occupations
 E-mail to: migrate@vetassess.com.au
 or fax to: +613 9654 2773