



Australian Government
Department of Defence
Defence Export Control Office

Application for a Delivery Verification Certificate

INFORMATION ABOUT THE DELIVERY VERIFICATION CERTIFICATE APPLICATION FORM

A Delivery Verification Certificate is for presentation to a foreign government verifying that the goods have been received in Australia. Where applicable, the re-export of the goods will be subject to Australian export control laws.

An application for a Delivery Verification Certificate can only be issued for a single import transaction. If you have multiple import transactions that require Certificates, you must submit separate applications for each.

The application should be accompanied by copies of the Airway Bill, the Bill of Lading, and copies of your import declaration entry paperwork that was lodged with the Australian Customs and Border Protection Service.

Prior to submitting your application you should ensure you have completed each of the questions and that all of the required supporting documentation is attached. An incomplete application may result in a delay of the assessment.

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The personal information you provide in this application form is being collected by the Department of Defence for the purpose of assessing your application for a Delivery Verification Certificate.

Defence may also use the information when undertaking other export control functions including compliance activities, and to contact you with information regarding export controls. Defence may provide some or all of the information to other Australian Government agencies involved in the administration of export control legislation including the Australian Customs and Border Protection Service, law enforcement and intelligence agencies. In some circumstances, Defence is required to provide some or all of this information to the relevant Government agency of the Foreign Supplier's country. Defence will not disclose your personal information beyond these circumstances unless authorised to do so by law.

The Department of Defence has a Defence Privacy Policy. The Defence Privacy Policy contains information on how an individual may apply for access to their personal information and how an individual may apply to have their personal information amended. The Defence Privacy Policy also contains information for individuals on how to make a privacy complaint to Defence if they consider Defence may have breached the Australian Privacy Principles. A copy of the Defence Privacy Policy can be found at www.defence.gov.au. For more information, the Defence Privacy Officer can be contacted by email at defence.privacy@defence.gov.au.

If you require further assistance please contact DECO by telephone on 1800 66 10 66 or by email at deco@defence.gov.au.



APPLICATION FOR A DELIVERY VERIFICATION CERTIFICATE

1. Applicant Details

The Applicant's name should be the same name used to register for the DCRN. If this application is for a company or organisation, the application must be in the name of the company or organisation and not in the name of the person completing the form.

1.1 DECS Client Registration Number *

1.2 Name of Applicant (Company or Individual) *

1.3 Contact Person - First Name *

1.4 Contact Person - Last Name *

1.5 Contact Person - Phone *

1.6 Contact Person - Email *

2. Foreign Supplier Details

The Number and Street Name cannot be a Post Office box number

2.1 Company Name (or Individual name if not a Company) *

2.2 Physical Address - Number and Street Name *

2.3 Physical Address - Suburb / Town *

2.4 Physical Address - State

2.5 Physical Address - Post Code

2.6 Physical Address - Country *

3. Arrival Details of Goods

In this section you should avoid the use of acronyms. The Import Certificate Number is found on the International Import Certificate issued by DECO.

When submitting this application you should include a copy of:

- your Australian Import Declaration made to the Australian Customs and Border Protection Service
- Airway Bill, Bill or Lading or Parcels Post Card number

3.1 Quantity

3.2 Unit of Measure

3.3 Serial No. (if applicable)

3.4 NATO Stock No. (if applicable)

3.5 Manufacturer

3.6 Description (including Model Number, Max 1,000 Characters) *

Note: For Firearms include Make, Model, Calibre and Action OR For Chemicals include Chemical Name, CAS Number, Composition and Concentration.

Add Details of Goods

3.7 Arrival Date of Goods (dd/mm/yyyy) *

3.8 Port of Arrival *

3.9 Airway Bill, Bill of Lading, or Parcels Post Card Number

3.10 Airline Flight Number/Name of Vessel/Carrier

3.11 Import Certificate Number

3.12 Applicant Reference/Purchase Order Number

4. Statement by Applicant

ACKNOWLEDGE

In applying to the Department of Defence, you consent that the information provided in this application may be provided to other Australian Government agencies.

Any person who makes a false or misleading statement in an application may be prosecuted for an offence under Section 136.1 of the *Criminal Code Act 1995*. If found guilty, penalties (including imprisonment) may be imposed by the court.

STATEMENT BY APPLICANT

I affirm that the goods described in this application have been received.

4.1 First Name *

4.2 Last Name *

4.3 Position/Title *

4.4 Email *

4.5 Contact Phone Number *

4.6 Date (Auto-completed on submission)

Submit