



Australian BORDER FORCE

Immigration Detention Facility Community Sector Support Visitor Programme Visit Form

1 Principal Visitor:

| | |
|---|---------------|
| Title (eg Mr., Mrs.) and Full Name | Date of birth |
| Name of Organisation and Group Reg Number | |
| Email* | Phone number |

**You should include a valid email address to receive notification of the outcome of this request*

2 Accompanying visitors:

| Given Name | Surname | Date of birth | Gender |
|------------|---------|---------------|--------|
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| | | | |
| | | | |

Attach additional pages if required

3 Scheduled day/date:

/ /

4 Scheduled time:

5 Visits area:

6 Detainee details:

| Given Name | Surname | Date of birth | Gender | Facility location / Visits area |
|------------|---------|---------------|--------|---------------------------------|
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PLEASE LODGE ONE CSSVP DOCUMENT PER VISITS AREA

How to apply

Send this document to the relevant immigration detention facility email at least three (3) business days prior to the scheduled visit <https://www.abf.gov.au/what-we-do/border-protection/immigration-detention/detention-facilities>

Important information about your privacy

Your personal information is protected by law, including the Privacy Act 1988. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i Privacy notice. Form 1442i is available from the Department's website <https://www.homeaffairs.gov.au/privacy> or offices of the Department. You should ensure that you read and understand form 1442i before completing this form.

Acknowledgment

I acknowledge and agree that all listed visitors will be bound to the following conditions:

Visits conditions

1. Programme visits will take place in designated visits area/s.
2. The group must nominate all attending visitors and detainees for a scheduled session, **three (3) business days** prior to the scheduled weekly, fortnightly or monthly visit taking place, by filling out and emailing the CSSVP visits document to the facility email address listed on the Department's website.
3. Where a detention facility accommodates multiple visits areas, groups may have multiple scheduled visit times (to a maximum of one per visits area per scheduled period). For example where the group nominates to visit fortnightly at VIDC, they may have one (1) fortnightly visit to each visits area (e.g. Hotham visits, Logan visits and Blaxland visits), totalling up to three (3) visits session each scheduled period. It is noted that a CSSVP visit document will be required to be issued by the CSSVP group for each visit area.
4. A group's failure to correctly complete and submit a CSSVP visit document to the relevant facility email address at least **three (3) business days** prior to the agreed schedule visit will result in the cancellation of that scheduled session. Repeated failures to correctly complete or submit a CSSVP visits document within three (3) business days from the visit may result in de-registration of the group from the programme.
5. If a group wishes to cancel a scheduled visit (for the week/fortnight or month) the group must email the relevant facility at least **three (3) business days** prior to the scheduled visit. Repeated cancellations or non-attendance (by a member or group) may result in the de-registration of the member or group from the programme.
6. Group members who are not listed on the CSSVP visit document for that session will not be granted entry to the Immigration Detention Facility for that session as a member of the group.
7. Scheduled visits may not always go ahead. FDSP visit management staff will notify the group whether (subject to capacity, operational issues and fairness) the nominated scheduled visit is approved or not approved as soon as practicable to allow alternative arrangements to be put in place.
8. To avoid confusion, all conditions applicable to personal visitors entering an IDF will apply to CSSVP groups and their members, as per the conditions set out in Form 1512B (*Immigration Detention Facility Conditions of Entry*) except where those conditions relate to the requirement for a personal visitor to apply for each individual visit on a one-to-one basis.
9. To avoid confusion, all CSSVP groups and their members must identify themselves (according to the identity guidelines in place in each facility) to reception staff, advise the reception staff of their membership of the CSSVP group and submit a signed paper-based Form 1512B at each visit - **without exception**.
10. A failure or failures of the group or its members to provide sufficient identification, submit a signed conditions of entry (Form 1512B) per visit per person, or to follow the instructions of facility staff may result in deregistration of individual members or of the group. If a CSSVP group or their members do not consent to screening they will not be granted access to the facility.
11. Groups must identify the detainees they wish to visit, including all relevant bio-details to allow the Department to identify the detainee and invite them to attend. The Department will not provide detainee details to groups or its members.
12. Where a particular detainee has been transferred or removed from the facility or does not consent to the visit this information will not be provided to the CSSVP group.
13. The Department may cancel or postpone a visit; vary the conditions of the visit; change the scheduled time and date of the visit or the location of the visit; cancel a CSSVP group's registration; cancel a CSSVP group member's individual registration; or cease the programme at any time without prior notice or consultation. However the group will be notified as soon as reasonably practicable after the event occurs.

.....
Principal visitor signature

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Date
day month year

Office Use only

Approved – Approved by

Refused – Refused by

Notes: