

Immi Account Guide

A step by step guide to completing an online 408 visa application

Setting up your account

LPA will set up an Immi Account for your organisation and email you a username and password.

Creating a new application

To start each new application:

1. Log in using your username and password
2. Choose 'New Application'
3. Click on 'Temporary Work (Activity)'
4. Click on 'Temporary Activity Visa (408)'

A unique Transaction Reference Number (TRN) will then be generated for each application.

LPA has created the guide below to take you through the application process.
Once you have created a new application, please refer to the guide to assist with completion.

“Terms and Conditions”

On this page you are able to read Immi Account's terms and conditions of use and privacy statement. Before proceeding, you are required to check the box indicating you have read and agree to these terms and conditions.

“Application Context”

Here you are required to enter preliminary information about the application, including:

The applicant's length of stay

- You do not require sponsorship status if supporting an applicant whose period of stay is less than 3 months.
- An entertainment visa may be granted for a period up to two years. Extra documentation such as health checks may be required for longer stays, however. Please contact LPA if you require further clarification.

If applicable, a VAC (Visa Application Charge) concession

- Certain charitable or government-supported organisations are exempt from paying the VAC, or as part of a transitional arrangement, have been permitted a reduced VAC.
- For more information, please see our [408 Visa information page](#).

Group processing

- If the application is part of a group, you can create a group ID to view each group of applicants as a single unit. It will also enable the Department of Immigration to process all visas together.

“Primary Applicant”

On this page, you are required to enter basic information about the individual applicant.

If the primary applicant is under 18, a [1229 parental consent form](#) and accompanying documentation must be attached, including:

- A certified copy of the child’s birth certificate (in English)
- A certified copy of the personal details page of the non-accompanying parent’s/guardian’s identification (passport, driver’s license, National ID Card or birth certificate)
- A certified copy of any relevant evidence making the Applicant solely responsible for making decision about where the child is to live (if applicable)

“Critical data confirmation”

This page requires you to confirm the individual applicant’s personal information. **It is imperative that you ensure this data is correct.** Even if a visa is granted, errors may prevent the applicant from entering Australia.

“Accompanying family members”

Family members accompanying the primary applicant may be granted a visa. Their details should be entered here.

If the primary applicant is accompanied by children under 18, a [1229 parental consent form](#) and accompanying documentation must be attached, as outlined above.

Additional supporting documentation will be required if family members are accompanying an applicant under a 408 visa. For further information, please contact LPA.

“Contact details”

Enter the individual applicant’s details here.

“Authorised recipient “

On this page, you must authorise LPA to act on your behalf in respect of the application.

There are three options at the top of the page. Select “**Yes, another person**” (LPA is not a registered migration agent).

Ensure you enter the following information into the relevant fields:

Authorised person

- Kitsa Daskalakis

Postal address

- Level 1, 15 Queen Street,
- Melbourne, Victoria 3000

Contact telephone numbers

- Business: 0386142000
- Mobile / Cell phone: 0414741871

Electronic communication

- immigration@liveperformance.com.au
- Ensure you **do not** check the box at the bottom of the page, as it will prevent LPA from corresponding by email and could delay the application

“Australian organisation/individual”

Here, you should enter the details of the organisation or individual for whom the activity will be undertaken.

- If the activity is undertaken for an **organisation**, fill out the **top form**.
- If the activity is undertaken for an **individual**, fill out the **bottom form**

“Activity”

Specifics of the applicant’s role and the events in which they will participate should be entered here.

When completing the “**Occupation (ANZSCO)**” field, many applicants will fall under the “**Actors, Dancers and Other Entertainers nec**”



If you are unsure which occupation to select, or cannot find it in the list, select “occupation unknown” and enter specifics in the field below.

“Financial support”

Evidence of any remuneration paid to applicants must be provided to the Department of Immigration. You must ensure that the amounts paid meet minimum Australian workplace standards.

Payments can be itemised according to their type, however entering a total “**package amount**” after selecting “other packaged items or benefits” under the “**package type**” option will usually suffice.

It is important that you attach supporting documentation, such as a contract to verify the remuneration package. In the “**give details**” field, indicate the type of document you are attaching.

(Documents can be attached on the final page at the end of the online application process).

“Previous countries of residence”

Applicants who have previously lived in other countries for more than 12 months must declare this information. If exact dates are unknown, an approximation will suffice.

“AusAID or Foreign Affairs supported”

This field is not usually applicable to applicants entering Australia for entertainment purposes.

“Health insurance”

All applicants should take out health or travel insurance to cover their entire period of stay. Details should be provided on this page.

Evidence of appropriate insurance (such as policy letter including a policy number) should be attached, in English.

(Documents can be attached on the final page at the end of the online application process).

“Health declarations”

If any of the questions on this page are answered “yes”, the Department of Immigration will require further information or health checks. This may delay the application.

“Character declarations”

As above, answering “yes” to any of these questions will cause delays and require applicants to provide further details, including:

United States:

- [Statutory declaration](#) outlining relevant details, such as the charge and whether there was a conviction/sentence.
- FBI Report and State Penal Clearance for every state lived in for 3 consecutive months or more in the last 12 months, which can be obtained from the following approved channellers:
 - Accurate Biometrics - www.accuratebiometrics.com
 - National Credit Reporting - www.myFBIreport.com
 - National Background Check Inc - www.nationalbackgroundcheck.com
 - Telos Identity Management Solutions - LLC www.telosid.com

All other countries:

- [Statutory declaration](#) outlining relevant details, such as the charge and whether there was a conviction/sentence.
- Police clearances.

(Documents can be attached on the final page at the end of the online application process).



Members are advised to contact LPA if applicants have character issues, to ensure all information is correctly supplied.

“Provide Supporting Evidence:”

In summary, to process your application LPA requires the following:

- Travel insurance or health insurance document clearly showing cover in Australia for dates required. This document must be in English.
- A signed [956A document](#) for ***each applicant*** (giving LPA the authority to communicate on the applicant’s behalf)
- Scanned copy of each applicant’s passport
- Scanned copy of the applicant’s contract
- Scanned copy of the applicant’s itinerary
- Personnel list including each applicant’s name and role
- Completed [NEB statement](#)
- Valid credit card details, including, expiry date, security pin and the name of the card holder
- [1229 Parental Consent Form](#) (if the primary applicant or accompanying family members are under 18)

For further information, please contact Kitsa Daskalakis on (03) 8614 2000.