

Request for Further Information Response Planner

Break down a Department request and track a complete response.

Department response | Prepared by Okapi Migration Services

How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

Preparation checklist

☐	1. Record the response deadline	Status / notes
☐	2. List each question separately	Status / notes
☐	3. Identify the document requested	Status / notes
☐	4. Identify who will obtain each item	Status / notes
☐	5. Record translation or certification needs	Status / notes
☐	6. Prepare an explanation where evidence is unavailable	Status / notes
☐	7. Check consistency with the original application	Status / notes
☐	8. Create a clear index and file names	Status / notes
☐	9. Retain proof of upload or submission	Status / notes
☐	10. Seek an extension before the deadline if genuinely required	Status / notes

Questions and issues to discuss

1.	
2.	

3.	
4.	
5.	

Important

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.