

# Processing Itinerant Applications

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## Receiving Itinerant Applications

### Action on Receipt of Application

Itinerant enrolment applications can be lodged with any AEC office. They can be processed by any staff member with the appropriate delegations, but would normally be transferred to the owning division, because the paper application should be stored there.

The correct division is determined using the address as described in Address for Special Provision Enrolment.

See: Choosing a Division.

### Checking Itinerant Applications

Check that the itinerant enrolment application is valid. If essential details are missing, follow the steps described in Additional Information for Itinerant Enrolment.

- Itinerant enrolment applicants must provide:  
the details required on an ordinary enrolment form  
See: Checking Essential Enrolment Information

the address category that they are applying under.

**Note:** Applicants must use the first category that applies (starting with Category A).  
A lower category can only be chosen if a higher one does not apply.

**Note:** Check that the appropriate category was used.

**Note:** Address category D can only apply to persons born outside Australia.

- A statement supporting their application if an address category other than A is selected.

If address category B, C, or D is nominated, check GENESIS for current and previous enrolments. If one is found, amend the application so that category A applies because of the current or previous enrolment.

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Enrolment Applications for

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DO Processing

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