Quick guide: Digital Passenger Declaration (DPD) web form

Passenger support

All passengers travelling to Australia can start and complete a Digital Passenger Declaration (DPD) seven days before their flight, but must submit it before their departure. Passengers who are 16 years old or over can complete their own declaration. Parents or guardians should complete a declaration of any child under 16 years of age. If an adult cannot complete their own DPD, another adult can assist them to do this.

Passengers should have the following information and physical documents available on hand:

- flight number
- valid passport
- travel history (14 days prior to flight)
- destination & quarantine arrangements
- COVID-19 vaccination record or acceptable proof cannot be vaccinated for medical reasons

Passengers can complete a DPD via the web form at https://www.homeaffairs.gov.au/covid19/digital-passenger-declaration. When travelling, the passenger should carry printed copy of their *DPD Summary*; they can also log in to the web form on a mobile device to edit or display their DPD record.

HELP Frequently Asked Questions are available from the **Help** menu in the blue banner at the top of the screen.

1 Create an account

1. Go to https://www.homeaffairs.gov.au/covid19/digital-passenger-declaration to access the web form.

2. Select the **Create account with browser** button.

3. Read to the end of the *Terms and Conditions* section.

4. Select the **I agree** checkbox, then select **Get started**.

5. Enter personal details, then select **Continue**.

6. A one-time passcode will be sent via email.

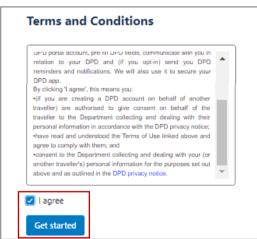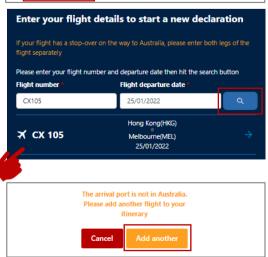7. Retrieve the passcode and enter it into the field.

8. Select **Continue**.

Selecting **I do not agree** means the passenger will be unable to submit a DPD and may not be cleared to board their flight.

2 Add a new DPD

1. Select the **+ New DPD** button.

2. Enter flight number and departure date, then select the search icon.

3. When the flight displays, click on it to view the details.
If there are multiple flights (stops) before arriving in Australia, enter the first flight, and the one that lands in Australia. Click on the **Add another** button then follow steps 2 and 3 above.

4. If correct, select **Confirm**.

5. Read to the end of Information collection consent section.

6. Select **I agree** to allow collection of personal information.

Sign in

Create account with browser →

Terms and Conditions

DPD portal account, pre-fill DPD fields, communicate with you in relation to your DPD and (if you opt-in) send you DPD reminders and notifications. We will also use it to secure your DPD app.
By clicking 'I agree', this means you:
- (if you are creating a DPD account on behalf of another traveller) are authorised to give consent on behalf of the traveller to the Department collecting and dealing with their personal information in accordance with the DPD privacy notice;
- have read and understood the Terms of Use linked above and agree to comply with them; and
- consent to the Department collecting and dealing with your (or another traveller's) personal information for the purposes set out above and as outlined in the DPD privacy notice.

☑ I agree

Get started

Enter your flight details to start a new declaration

If your flight has a stop-over on the way to Australia, please enter both legs of the flight separately

Please enter your flight number and departure date then hit the search button

Flight number *	Flight departure date *	
CX105	25/01/2022	🔍

✈ CX 105   Hong Kong(HKG)
Melbourne(MEL)
25/01/2022   →

The arrival port is not in Australia. Please add another flight to your itinerary

Cancel   Add another

Passenger support

3 Capture passport details

1. Select **Upload photo.**

   If **Enter passport details manually** is selected, the passenger can enter the details and upload an image later in the process.

2. Locate a photo of the passport identity page (JPEG or PNG) and select **Open** to upload.

3. Select **Save and next.**

4. If details are correct as displayed in the *Review your passport details* screen, select **Confirm and continue**.

   If passport details are incorrect, select **Go back** and then **Re-upload photo**; ensure the text is clear and the two lines of text at the bottom of the page are included.

Review your passport details

Please review the details from your passport below.

Passport number
P1234567

Full name | Date of birth
JANE CITIZEN | 01/01/1999

Gender | Country
FEMALE | AUS

Date of issue | Date of expiration
04/09/2014 | 04/09/2024

Go back | Confirm and continue

4 Complete and review trip details

1. In the *Add your travel history* screen, select the **Yes** or **No** radio button, according to your recent travel history.

2. If **Yes**, enter a country name into the **Country visited** field.

3. Click on **+ Add country visited** for additional locations.

4. Select **Continue**.

5. In the *Planned movements* screen, complete all fields then click **Continue**.

6. In the *Contact details* screen, complete all fields then click **Confirm and continue**.

> In the phone fields, the country code can be changed by clicking on the flag icon.

7. On the *Review trip details* screen, select **Submit trip** if the information is complete or select **Save and exit** to complete the DPD later.

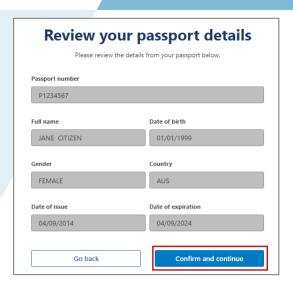   Once the trip is submitted, only the *Contact details* section can be edited.

Review trip details

Please review your trip details below and make sure everything is right

Flight details	Complete ⌄
Passenger identity	Complete ⌄
Travel history	Complete ⌄
Planned movements	Complete ⌄
Contact details	Complete ⌄

Save and exit | Submit trip

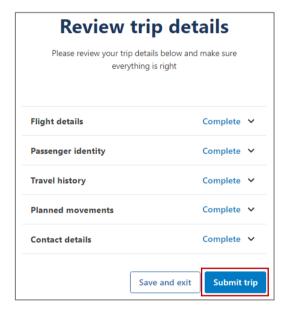# 5 Submit Quarantine details

The *Quarantine details* section is available once *Trip details* are completed and submitted.
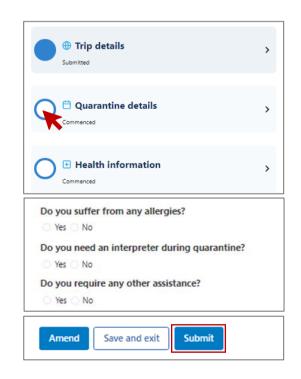
1. Select **Quarantine details.**

   Click on the **States** link in the information section of the *Quarantine declaration* screen for up-to-date information on quarantine requirements by state.

2. Select the radio button that reflects the quarantine arrangements that apply.

3. Complete all fields then select **Continue**.

4. Review the information. If details are correct then select **Submit** or to update select **Amend**. Select **Save and exit** to complete the DPD later.

🌐 **Trip details**
Submitted

📅 **Quarantine details**
Commenced

⊞ **Health information**
Commenced

Do you suffer from any allergies?
○ Yes ○ No

Do you need an interpreter during quarantine?
○ Yes ○ No

Do you require any other assistance?
○ Yes ○ No

Amend | Save and exit | Submit

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6 Submit Health information

The section must be completed and submitted prior to departure.

1. Select **Health information**
2. Complete all fields and select **Continue.**
3. On the Vaccination details screen:

- Select **Yes**, to upload a vaccination certificate or evidence of vaccination. Select **Upload vaccination certificate or evidence**, choose the location of the file and upload.

- For <u>Australian issued international COVID-19 vaccination certificates</u>, check details are correct and amend if required. For <u>all other vaccination certificates or evidence of vaccination</u>, manually enter vaccine information.

- Select **No**, if no certificate or evidence to upload and manually enter information.

- To manually enter vaccine information, enter the **number** of COVID-19 vaccine doses received, *including boosters*, and enter the details for each of the doses.

4. Select **Save and Next**.
5. To review and update the Health declaration section, click on an item and select the **Amend** button.
6. Select **Submit** to complete the DPD.

> Three solid blue circles indicate a completed DPD.

7 Review and print the DPD Summary

1. Select the **View Summary** button to open.
2. Scroll down to check the **Health information declared** field to view the DPD outcome:
   Incomplete – means the passenger has not completed the health section of the DPD. They will need to review and complete this section and then submit their DPD.

> The DPD requests critical health information. The passenger must be able to provide evidence that the critical information was completed before boarding the aircraft.

Complete – means the passenger has met the COVID-19 health requirements for boarding. The passenger will still need to show evidence of their documentation at check-in, prior to a final decision by the airline to board the passenger.

Confirmation required at check-in – means the passenger may not have met the requirements for travel to Australia and need to be confirmed at check-in. The airline will decide if the passenger can travel. If the passenger is allowed to travel to Australia, they may need to quarantine on arrival.

Select **Print DPD Summary** to display a Print panel, then select a printer and carry the print-out when travelling.

Select **Go back** to check *Contact details*, *Quarantine details* and *Health information* sections are all complete and correct.

> Passengers unable to complete any section of the DPD should carry the documentation required to support their DPD when travelling.