Application for a New Zealand passport
Uruwhenua Aotearoa

Adult (aged 16 years or over)

Internal Affairs
Te Tari Taiwhenua

PAS310

Use this form if you are aged 16 years or over and:

- you are applying for your first New Zealand passport
- your name has changed since your last passport was issued
- you are replacing a lost, stolen, or damaged passport, or
- you are replacing your emergency travel document.

If you are renewing your passport and none of the above situations apply, use the PAS300 Application for a New Zealand passport – Adult renewal form. Find the form at: passports.govt.nz/forms

Before you apply

Our New Zealand passport

The New Zealand (NZ) passport is valued and respected around the world for its integrity. We ask you to provide a range of personal information so we can confirm your identity and entitlement to an NZ passport and maintain the integrity of NZ passports.

An adult passport is valid for a maximum of 10 years.

What you need to complete this application

- 2 identical recent colour photos of yourself. Refer to guide note page 5 for more information about photo requirements.
- Someone to act as a witness who is over 16 years of age and has a valid or expired New Zealand passport. Refer to the witness section on application page 12 for more information.
- Payment for the correct application fee and courier cost.

We may ask you to send us original documents. In most cases, we only need original documents if they have been issued outside of New Zealand.

Contact us

Website: passports.govt.nz/contactus

New Zealand

Freephone: 0800 22 50 50 (NZ only)

Phone: +64 4 462 0650 (outside NZ)

Contact centre hours: 9am to 5.30pm, Monday to Friday (excluding public holidays)

Australia

Freephone: 1300 559 535 (Australia only)

Phone: +61 2 9225 2300

Contact centre hours: 7am to 3.30pm, Monday to Friday (excluding public holidays)

United Kingdom

Phone: +44 20 7968 2730

Opening hours: 10am to 2pm, Monday to Friday (excluding public holidays)

How to complete this form

The numbers in this guide will take you through each step in the form.

Read all instructions carefully.

Complete this form yourself. If you cannot complete this form yourself because you have a disability or a language difficulty, someone else can complete the form for you. This person must also complete the written statement on Section 8 on application page 7.

Check you have answered all the questions on this form that relate to you. We can only process your application if you complete the form accurately. If you miss out any details we may need to contact you and there may be a delay in processing your application.

1 Your personal details

Names

Write the name you want to appear in your passport. This name must be a name that is officially registered; for example, a name by birth, marriage, civil union, a name changed by statutory declaration or deed poll, or the name on your citizenship certificate. Do not use nicknames or names that you are commonly known as.

Surname or family name is also known as your last name.

First and middle names are also known as given names. These are any names you have apart from your surname.

If you only have one name, write it in the space provided for surname or family name.

If your name includes a diacritic, for example, a macron (ā) or umlaut (ä), make it clearly visible.

Height and eye colour

Height and eye colour are important information. We cannot process your application without this information.

Write your height in centimetres.

Choose an eye colour that is closest to your own, such as brown, blue, green, grey, hazel or black.

Gender

The gender in your passport can be M (male), F (female) or X (gender diverse).

If you would like your passport issued in a gender that is different to your birth record, citizenship record, or previous passport, select your preferred gender in Section 1 on application page 1. Tick to indicate that your gender is different to your birth record, citizenship certificate or previous passport.

Your New Zealand passport can be issued in your preferred gender without you needing to change these details on your birth or citizenship record.

Gender diverse (X)

While New Zealand travel systems recognise 'X' gender passports, some international travel authorisation systems and e-Gates may not. You may still be asked to provide your gender information as either male or female when travelling.

You may wish to check the entry requirements of any country you wish to visit or transit through with their embassy or high commission.

For more information, visit our website, passports.govt.nz

2 Your entitlement to a New Zealand passport

Only New Zealand citizens are entitled to a New Zealand passport. The information you give us will help us confirm that you are a New Zealand citizen.

Born in New Zealand

If you were born in New Zealand and are a citizen by birth, select this option to indicate your entitlement.

Citizenship by birth

If you were born in New Zealand before 1 January 2006, you are a New Zealand citizen by birth.

If you were born in New Zealand on or after 1 January 2006, you are only a citizen if, when you were born, at least 1 of your parents:

- was a New Zealand citizen, or
- had a visa that allowed them to reside in New Zealand indefinitely.

If you were born in New Zealand on or after 1 January 2006, your New Zealand birth certificate will clearly state if you are not a citizen by birth.

Born in Niue, the Cook Islands or Tokelau

If you were born in Niue, the Cook Islands or Tokelau before 1 January 2006, you are entitled to a New Zealand passport.

If you were born in Niue, the Cook Islands or Tokelau on or after 1 January 2006, you are only a citizen if, when you were born, at least 1 of your parents:

- was a New Zealand citizen, or
- had a visa that allowed them to reside in New Zealand, Niue, the Cook Islands or Tokelau indefinitely.

You will need to send us your original birth certificate if you are applying for a passport for the first time.

New Zealand citizenship by grant or descent

If you were born outside New Zealand and have New Zealand citizenship, enter your name and citizenship certificate number in the fields provided.

If you believe you are entitled to citizenship but have not obtained a citizenship certificate, you will need to contact the Citizenship Office. You must determine your citizenship status through the New Zealand Citizenship Office before we can issue you with a New Zealand passport. For more information, visit: citizenship.govt.nz

3 Names at birth

To confirm that you are entitled to a New Zealand passport, we need to know your name at birth. We also need to know your parents' names that appear on your birth certificate and your mother's name at her birth.

If you were legally adopted, write the names of your adoptive parents and the names you were given after adoption.

This information should match what is written on your birth record.

4 Your address and contact details

Your home address

This is the place where you are currently living. Do not give a PO box, private bag number, or a 'care of' (c/-) address.

Your contact details

We need your contact details in case we have questions about your application or if we need to contact you about your passport. Enter your phone number(s) and email address so we can contact you.

Your delivery address

If you want your passport delivered to a home address, someone must be at home to sign for it. If there is no one at home to sign for it, you will need to organise a redelivery.

If you want your passport delivered to a business, write the name and the address of the business.

If you want your passport delivered by international courier you must provide a street address, not a PO Box number.

5 Your previous New Zealand passport or other New Zealand travel document

If you have ever had a New Zealand passport or other New Zealand travel document, you must complete this section.

New Zealand passport

You are not required to send your previous New Zealand passport in with your application.

⚠ Warning: Once your passport application is received, your old passport or travel document will be cancelled immediately and cannot be used for travel. Anyone attempting to travel on a cancelled travel document will be refused travel.

The Department of Internal Affairs (DIA) reserves the right to request the return of any travel document from the holder at any time.

Other New Zealand travel document

You are required to send us your original previous New Zealand refugee travel document, certificate of identity, or emergency travel document with your application whether it is expired or not. This travel document will be cancelled and retained by the Passport Office.

6 Name change by marriage or civil union

If you have changed your name by marriage or civil union and you want this name to appear in your passport, you must complete this section.

We need details of all your marriages or civil unions. Enter the details of your most recent marriage or civil union first. The form has space for your 2 most recent marriages or civil unions.

If you have had more than 2 marriages or civil unions, write the details on a separate piece of paper and send it with this application form.

If any of these marriages or civil unions took place outside New Zealand, send the original certificates to us with this application form.

7 Name change by statutory declaration or deed poll

If you have ever changed your name by statutory declaration or deed poll, you must complete this section.

Begin by filling in your most recent name change. If you have changed your name more than twice, write the details on a separate piece of paper and send it with this application form.

For any name changes made outside New Zealand, you need to send us the original documents with this application form.

If you were born overseas, you need to send us original name change documents for any name change registered in New Zealand before 25 January 2009.

8 Written statement

Complete this section only if any of the following apply:

- you are wearing a head covering or headband in your passport photos for medical or religious reasons
- you wish to provide additional information, or an explanation, about your application, or
- you are filling in this application for someone else.

Filling in this application for someone else

If you are filling in this application for someone else due to a disability or a language difficulty, you need to complete the written statement section to explain why the applicant cannot complete their own application.

Select the declaration statement "I have completed the form for someone else because they have a disability or language difficulty that prevents them from completing their own application".

Indicate if the applicant is unable to sign their passport and this application form. An endorsement will be included in the applicant's passport stating the holder is unable to sign.

Select any of the other declaration statements that relate to the applicant:

- The applicant is wearing a head covering or headband in their passport photos for medical or religious reasons.
- The applicant wishes to provide additional information, or an explanation, about their application.

Write your name, residential address and contact details in this section (not those of the person applying for the passport).

You, the person filling in the form for the applicant, will need to sign and date the declaration.

9 Declaration for a lost, stolen or damaged passport or travel document

The loss, damage, or theft of a passport or travel document is a serious matter and should be reported to DIA to protect your identity.

Complete this section only if your most recent New Zealand passport or other travel document has been lost, stolen or damaged and you are applying for a replacement.

The declaration must include details of how, when and where the passport was lost, stolen or damaged.

If your passport has been lost, stolen or damaged and you do not wish to apply for a replacement passport immediately, you must notify the New Zealand Passport Office as soon as possible so your passport can be cancelled and cannot be used for travel. Contact your nearest New Zealand Passport Office for advice on how to do this.

If your passport has been lost, stolen or damaged outside New Zealand, and you require assistance or advice on how to obtain an emergency passport, contact the nearest New Zealand Passport Office, New Zealand embassy or high commission.

10 Your emergency contact

Give us the name and contact details of a person who can be contacted in emergency situations.

If you have an accident, become sick, or are involved in an incident while you are travelling overseas, someone can be contacted on your behalf. We recommend that you choose a person who is not likely to be travelling with you.

11 Applicant declaration

You must sign this declaration if:

- you have filled in your application form yourself, or
- you can sign your own name but someone else has filled in the application form for you.

If you cannot sign your own name, then the person who filled in the application form for you must complete and sign Section 8: Written statement on application page 7 to application page 8. In this case, leave this section unsigned. An endorsement will be issued on the observation page of your passport that says you cannot sign your passport.

12 Witness section

Your witness must read this section of the guide notes before they complete Section 12: Witness section on application page 12.

Your witness

Your witness must complete this section.

Provide your witness with 2 identical colour passport photos of yourself. On the back of one of the photos, the witness must write your full name, sign their own name and write the date signed.

A business that takes passport photos will usually supply 1 photo with a pre-printed label on the back.

Who can be your witness?

Your witness must:

- be aged 16 or older
- have known you for more than 1 year
- have a current or expired New Zealand passport
- agree to be your witness
- be available if we call or email them to verify details about your application - this will help avoid delays.

Your witness must not:

- be part of your immediate or extended family (this includes cousins, in-laws and ex-spouses)
- be your partner or spouse
- live at the same address as you.

Your witness needs to provide their passport number, full name, date of birth and contact details, including a daytime phone number and email address.

Witness declaration

Your witness must sign the declaration and date it to show they understand their obligations under the law.

Getting passport quality photos

Provide 2 identical colour photos that are less than 6 months old and send them with this application. Do not staple or paperclip the photos to the application as this will damage them and we may not be able to use them in your passport.

We strongly recommend that you obtain your photos from a business that provides a passport photo service, as the business will help ensure that your photos meet the requirements.

Photographs that do not meet the requirements will not be accepted and this will delay the issue of your new passport.

To help you avoid some of the most common problems with photo quality, we have summarised the main requirements below and provided some sample photos.

If you need more detailed information about photos, visit our website passports.govt.nz or call us at the contact numbers listed on the front cover of these guide notes.

Photographic image requirements

Photos must:

- be less than 6 months old, and
- be standard size 35mm x 45mm.

Head size

- Head, including hair, must be 80% of image height.
- Head must be centred, with a clear gap around the sides and top of the head, including hair.

Paper quality

- Use high quality, high resolution photo paper.

- You can also use colour film or low gloss coated thermal paper as long as the printer is high resolution.
- Do not use matte paper, heavy-backed thermal paper or an ink-jet printer.

Photo quality

- Photo must be a true image, not altered in any way.
- Photo must be in focus, with no red-eye and no reflected light on the face.

Background

- The background must be plain and light, but not white.
- There must be strong contrast between image and background, with no shadows.

Pose

- Face the camera straight on, with your head straight, eyes open and mouth closed.
- Maintain a neutral expression, not smiling or frowning.
- Ensure you have no hair across your face or eyes as they must be clearly visible.

Glasses

- Eyes must be clearly showing through glasses, with no reflection.
- Remove glasses with heavy-rimmed frames.
- Do not wear sunglasses, or glasses with tinted lenses that obscure your eyes.

Head covering or headband

- No head covering or headband should be worn in the photo, unless you must wear either for religious or medical reasons.

Photographic image requirements — examples

These example photos are not actual size.

Camera angle and facial expression

Acceptable



Unacceptable



Not facing camera straight on



Expression not neutral

Contrast and lighting

Acceptable



Unacceptable



Shadows



Contrast too dark

Glasses, head covering, scarves and hair

Acceptable



Unacceptable



Light reflection on lenses



Frames obscuring eyes

Acceptable



Unacceptable



Light reflection on lenses



Tinted lenses obscuring eyes

Acceptable



Unacceptable



Face partially covered



Uneven light on the face

13 Application fees and payment

Choosing your level of service

Once you provide us with all the information we need and the correct payment, we will process your application. You can choose standard or urgent processing. Delivery time is additional.

For current processing times, visit:
passports.govt.nz/passport-timeframes

The timeframes webpage is updated regularly.

There is also a callout service for emergency situations — outside business hours by appointment only, 7 days a week. Contact us for more information.

Application fees

An adult passport is valid for a maximum period of 10 years.

You will be charged the application fee based on the level of service you select in Section 13 on application page 14.

Application fees are correct as at the current form version date. Fees are set by the Passport (fees) Regulations 2025 and may change when the regulations are amended.

For current fees, visit:
passports.govt.nz/passport-costs

Your application fee must be paid in the currency of the country where you are sending your application to be processed.

If you reside outside of New Zealand, and are sending your application to New Zealand for processing, we will exclude the GST amount from the New Zealand application fees. An additional courier cost will apply.

If you are using the urgent or callout service because your travel is for bereavement or serious illness, you may not have to pay the extra fee or we may refund the extra fee. Contact us for more information.

How to pay

Pay the application fee by credit card or debit card. Do not post cash. Provide all requested details in question 23 on application page 17 of the form. We do not accept Diners Club cards.

If you apply in person at a Passport Office counter, you can also pay by EFTPOS.

Courier costs

You will be charged a courier cost based on the delivery address you provide in Section 4 on application page 3.

The courier costs on application page 14 are correct as at the current form version date. Costs are subject to price changes by DIA's contracted courier providers, New Zealand Post and DHL.

For current courier costs, visit:
passports.govt.nz/passport-costs

International deliveries may be subject to additional fees and charges. For example, fees charged by the courier company or customs service of the country where your new passport is being delivered to. These fees and charges must be paid directly by the applicant in the country of delivery and cannot be paid in advance to DIA.

Passports Act 1992, Section 4(3)(b)

Under the terms of the Passports Act 1992, the Minister of Internal Affairs may refuse to issue a New Zealand passport where:

- there is in force a warrant issued in New Zealand for the arrest of the applicant; or
- the applicant is on bail or is subject to a community-based sentence under subpart 2 of Part 2 of the Sentencing Act 2002 that prevents them from travelling or obtaining a passport; or
- the applicant is subject to a sentence of home detention under subpart 2A of Part 2 of the Sentencing Act 2002; or
- the applicant is released under subpart 2 of Part 1 of the Parole Act 2002; or
- the applicant is required by an order made by a New Zealand court to refrain from obtaining a passport or to surrender a passport; or
- the applicant is subject to an order made by a New Zealand court that requires the applicant, or the effect of which requires the applicant to remain in New Zealand; or
- the applicant is subject to a sentence imposed by a New Zealand court, the effect of which requires the applicant to remain in New Zealand.

Privacy statement

The information we ask for as part of your New Zealand passport application is needed to confirm your identity and eligibility to be issued a New Zealand passport. The information collected is required to process your application for a New Zealand passport under the Passports Act 1992.

Delivery

Depending on where your New Zealand passport is being delivered, we will provide your email address and contact phone number to our trusted courier providers. This will allow them to provide you with your tracking number and contact you if there are any issues with delivery. You can find a current list of our courier providers at passports.govt.nz

Information sharing

We may use information sharing agreements, authorised by law, to obtain information from other sources (such as the Citizenship Office and Births, Deaths and Marriages) to establish your identity and confirm your eligibility for a New Zealand passport.

DIA may, under a written agreement between the Secretary for Internal Affairs and the Chief Executive of the organisation requesting the information, share information from your passport records with an organisation that requires the information to facilitate the processing of passengers, verify the identity of a holder of a travel document, or determine whether a person is a New Zealand citizen. This information sharing is authorised under the Passports Act 1992 and the Privacy Act 2020. More information can be found at dia.govt.nz

The information that may be shared includes, but is not limited to, the information recorded in your passport, the status of your passport, the Department's passport database key number, and other information relating to your passport that may be required.

You have a right to access and request a correction of any personal information collected under the Privacy Act 2020.

The information collected in your application may be used in statistical analysis and reporting for service improvement and business management purposes. Personal information will only be used where necessary for those purposes.

Data is stored, accessed and retained in accordance with our Privacy Policy, Information Management Policy, and the DIA Code of Conduct which incorporates our ICT and security policies, and in compliance with the Privacy Act 2020 and the Public Records Act 2005.

We may validate Australian life event information against records held by the electronic confirmation service Verifi.

Facial recognition

The Department uses facial recognition to protect your identity, prevent fraud and process travel document applications more efficiently. As part of applying for a New Zealand travel document, you must provide a photo with your application.

The Department may use your application photo to carry out the following checks using facial recognition algorithms:

- one to many comparisons – to determine whether a travel document record held by the Department already exists in your details
- one to one comparisons – to provide assurance that you match an existing travel document record held by the Department, such as a previous passport or a citizenship record.

The Department will store a biometric template of the photo you provide with your most recent application in our database for future comparisons. We do this to efficiently deliver services to you, protect your identity, and maintain the integrity of our identity services.

The Department may use this information in photo matching for our other services, such as citizenship by grant and RealMe. The checks we perform across services are authorised under the Identity Services Approved Information Sharing Agreement (AISA) and Customer Nominated Services AISA.

The Department stores a digital version of the photo on your e-passport (the chip contained in the travel document that we issue you).

You have a right to complain to the Privacy Commissioner about any action that the Biometric Processing Privacy Code 2025 applies to.

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Adult (aged 16 years or over)

Internal Affairs
Te Tari Taiwhenua

PAS310

How to answer:

- You can complete this form by hand using a black or blue ballpoint pen.
- You can also complete the form on-screen using Adobe Acrobat Reader.
- You can use the tab key to move to the next fillable form field in Adobe Acrobat Reader.
- You must still print off the application and sign where applicable by hand.
- When you see this icon ✋ it means you need to take extra care with your answers.

Section 1: Your personal details

1. Your details

Surname or family name

First and middle names

Place of birth (town or city)

Country of birth

Date of birth (dd/mm/yyyy)

Gender (tick one)

- ☐ Male
- ☐ Female
- ☐ X (gender diverse)

Is your gender different to what is on your birth or citizenship certificate, or previous passport?

- ☐ Yes
- ☐ No

Height (in centimetres)

Eye colour (e.g. brown, blue, green, grey, hazel)

Section 2: Your entitlement to a New Zealand passport

2. Your entitlement (tick one)

- ☐ I was born in New Zealand and am a New Zealand citizen by birth.
- ☐ I was born in Niue, the Cook Islands or Tokelau and am a New Zealand citizen by birth.

If you were born in Niue, the Cook Islands or Tokelau, you will need to send your original birth certificate with this application if you are applying for your first New Zealand passport.

- ☐ I have New Zealand citizenship by grant or descent.

Citizenship certificate number (if known)

Surname or family name (if different from Section 1)

First and middle names (if different from Section 1)

Section 3: Names at birth

3. Your name at birth (if different from Section 1)

Surname or family name

First and middle names

3a. Mother/Parent 1's names at your birth

Surname or family name

First and middle names

3b. Mother/Parent 1's surname or family name at their birth (if different from surname at your birth)

Surname or family name on Mother/Parent 1's birth record

3c. Father/Parent 2's names at your birth

Surname or family name

First and middle names

Section 4: Your address and contact details

4. Home address and contact details

Include area code for landline phone numbers and country code for international phone numbers.

Street number and name (include unit number, if applicable)

Suburb

Town or city

Postcode

State or province

Country

Home phone number

Work phone number

Mobile phone number

Email address

4a. Your delivery address (if different from your home address)

If you want your passport delivered by international courier, you must provide a street address, not a PO Box number.

Business name

PO Box number and holder (NZ only)

Street number and name (include unit number, if applicable)

Suburb

Town or city

Postcode

State or province

Country

Section 5: Your previous New Zealand passport or other New Zealand travel document

Complete this section if you have ever had a New Zealand passport or other New Zealand travel document issued by the New Zealand Department of Internal Affairs (DIA).

5. Most recent New Zealand passport or other New Zealand travel document

Select the box below that applies to your most recent document issued by DIA.

- ☐ New Zealand passport
- ☐ New Zealand refugee travel document
- ☐ New Zealand certificate of identity
- ☐ New Zealand emergency travel document

5a. Document details

Write the number and names exactly as they appear in your most recent New Zealand passport or other New Zealand travel document.

Document number (if known)

Surname or family name

First and middle names

Send us your most recent New Zealand refugee travel document, New Zealand certificate of identity or New Zealand emergency travel document with this application.

If your most recent document is a New Zealand passport, you do not need to send it to us unless requested.

Warning: Once your application has been received your old passport will be cancelled immediately and cannot be used for travel. Anyone attempting to travel on a cancelled passport will be refused travel.

Section 6: Name change by marriage or civil union

Complete this section if the name you want to appear in your passport entered in Section 1 is a name that was acquired by marriage or civil union. We will need details of all your marriages or civil unions.

6. Details of your most recent marriage or civil union (tick one)

☐ Marriage.

☐ Civil union.

Your surname or family name before marriage or civil union

Date of marriage or civil union (dd/mm/yyyy)

City or town of marriage or civil union

Country of marriage or civil union

Your spouse or partner's surname

Your spouse or partner's first and middle names

6a. Details of your second most recent marriage or civil union (if applicable)

☐ Marriage.

☐ Civil union.

Your surname or family name before marriage or civil union

Date of marriage or civil union (dd/mm/yyyy)

City or town of marriage or civil union

Country of marriage or civil union

Your spouse or partner's surname

Your spouse or partner's first and middle names

Send us the original marriage or civil union certificate for each marriage or civil union registered outside New Zealand.

If you have had more than 2 marriages or civil unions, write the details (using the same format) on a separate piece of paper and send it with this application.

Section 7: Name change by statutory declaration or deed poll

Complete this section only if you have ever changed your name by statutory declaration or deed poll.

7. Most recent name change by statutory declaration or deed poll

Surname or family name before this name change

First and middle names before this name change

Surname or family name after this name change

First and middle names after this name change

Date of name change (dd/mm/yyyy)

City or town of name change

Country of name change

7a. Second most recent name change by statutory declaration or deed poll

Surname or family name before this name change

First and middle names before this name change

Surname or family name after this name change

First and middle names after this name change

Date of name change (dd/mm/yyyy)

City or town of name change

Country of name change

Send us the original name change document if your name change was registered outside New Zealand.

Send us the original name change document if you were born overseas and your name change was registered in New Zealand before 25 January 2009.

If you have had more than 2 name changes by statutory declaration or deed poll, write the details (using the same format) on a separate piece of paper and send it with this application.

Section 8: Written statement

Complete this section only if one of the following is applicable.

- You are completing this application on behalf of someone else aged 16 years and over.
- You wear a head covering or headband in your passport photos for religious or medical reasons.
- You wish to provide, or have been requested to provide additional information.

We will contact you if we need you to sign a statutory declaration in front of an authorised witness.

8. Select all that apply:

If you are completing this form on behalf of the applicant, select all that apply to the applicant's application.

- ☐ I wear a head covering or headband in the supplied photo for medical reasons.
- ☐ I wear a head covering or headband in the supplied photo for religious reasons.
- ☐ I wish to provide additional information to the Department of Internal Affairs.

9. Additional information or explanations for your selected declarations

If you do not have enough space, write further details on a separate piece of paper and send it to us with this application.

Additional information or explanations for your selected declarations

10. Are you completing this application for someone else?

☐ Yes, I have completed the form for someone else because they have a disability or language difficulty that prevents them from completing their own application ▶ continue to question 11.

☐ No, I am completing this form on my own behalf ▶ go to question 14 on application page 9.

11. Name and contact details of person completing this form on behalf of the applicant

Include area code for landline phone numbers and country code for international phone numbers.

Surname or family name

First and middle names

Residential address

Home phone number

Mobile phone number

Email address

12. Is the applicant able to sign their own name?

If the applicant is unable to sign their own name, they will require an endorsement in their passport to say that they are unable to sign their passport.

☐ Yes ▶ they must sign Section 11: Applicant declaration on page 11 and their passport when they receive it.

☐ No ▶ sign this written statement on behalf of the applicant. An endorsement will be added to their passport to indicate that they are unable to sign.

13. Sign and date

This must be signed by the applicant or the person named in question 11 who is filling out this application on behalf of the applicant.

Your signature

Date signed (dd/mm/yyyy)

⚠ WARNING: It is an offence to make a statement which is false in any particular for the purpose of gaining a New Zealand passport. If a New Zealand passport is obtained by fraud, false representation or the concealment of any material fact, it can be cancelled and the person concerned can, by law, be fined or imprisoned, or both.

Section 9: Declaration for a lost, stolen or damaged passport or travel document

Complete this section only if your most recent New Zealand passport or New Zealand travel document has been lost, stolen or damaged. If you do not include enough detail, your passport application will be delayed. Send us a separate piece of paper with further details if you have run out of space on this page.

14. Details for your most recent lost, stolen or damaged passport or travel document

Select which document has been lost, stolen or damaged.

- ☐ New Zealand passport
- ☐ Refugee travel document
- ☐ Certificate of identity

Select what happened to the document.

- ☐ Lost
- ☐ Stolen
- ☐ Damaged

Date lost, stolen or damaged (dd/mm/yyyy)	**Document number** (if known)
Place issued or issuing authority (if known)	**Date issued** (if known)
Surname or family name on document	**First and middle names on document**
Date of birth on document (dd/mm/yyyy)	**City or town the event took place in**
Country the event took place in	**Police report number** (if reported)

Details of the event (explain how the document was lost, stolen or damaged, including the address)

⚠ WARNING: Once you declare the passport or travel document lost, stolen or damaged, it cannot be used for travel. It will be cancelled immediately and Interpol and border authorities will be advised. Anyone attempting to travel on a travel document that has been lost, stolen or damaged will be refused travel.

- I declare that the information provided about the lost, stolen, or damaged travel document is correct.
- I acknowledge that in notifying the loss, theft or damage of the passport or travel document to the Passport Office or to a New Zealand embassy, high commission or consulate, that it will be permanently cancelled and rendered unusable.
- I agree that if the lost or stolen passport is found or returned to me, I will return it immediately for cancellation to the Passport Office or to a New Zealand embassy, high commission or consulate.

Your signature	**Date signed** (dd/mm/yyyy)

Section 10: Your emergency contact

15. Emergency contact person's details

Include area code for landline phone numbers and country code for international phone numbers.

Surname or family name

First and middle names

Street number and name (include unit number, if applicable)

Suburb

Town or city

Postcode

State or province

Country

Home phone number

Daytime phone number

Email address

Section 11: Applicant declaration

You must complete and sign this declaration.

16. Declaration

Select one of the following:

☐ I have completed this application myself.

☐ Someone else has filled in this application for me because I have a disability or language difficulty.

If someone else has filled in this application for you but you are able to sign your own name, you must sign this section. If you are unable to sign your own name, the signature in this section must be left blank. An endorsement will be included in your passport stating that you are unable to sign. The person who filled in the application form for you must not sign this section but must sign the written statement in Section 8.

I declare that:

- the information I have given in this application is, to the best of my knowledge, true, complete and correct
- I understand that if I have provided false information my passport can be cancelled and I can, by law, be fined or imprisoned
- I have read the section relating to privacy in the guide notes for this application
- I agree that, for the purpose of this application, other government agencies may release personal information about myself which will assist the Passport Office in determining my entitlement to be issued with, or continue to hold, a New Zealand passport
- I am not subject to any of the matters listed in section 4(3)(b) of the Passports Act 1992, and that there is no court order, sentence, or other condition that may prevent the issue of a passport to me under the Passports Act 1992
- I understand that if I use, or have possession of, a forged or false New Zealand travel document, I may be liable on conviction to imprisonment for a term not exceeding 10 years, a fine not exceeding NZ$25,000, or both.

WARNING: It is an offence against the Passports Act 1992 to knowingly or recklessly make a statement that is false or misleading in a material particular for the purposes of gaining a New Zealand passport.

Your signature	**Date signed** (dd/mm/yyyy)

Section 12: Witness section

Witness instructions

You (the witness) must complete and sign this section.

You must:

- be aged 16 years or over
- not be related to the applicant, or part of their extended family
- not live at the same address as the applicant
- have known the applicant for more than 1 year.

The applicant needs to provide 2 identical colour photos of themselves.

On the back of one of the photos, you must:

- write the full name of the applicant
- sign your own name, and
- write the date.

17. Witness eligibility

Select this box to make sure you can be a witness.

☐ I hold a valid New Zealand passport, the applicant is not related to me, and we do not live at the same address.

18. Witness details

NZ passport number

Number of years you have known the applicant

Surname or family name

First and middle names

Date of birth (dd/mm/yyyy)

19. Witness address and contact details

Include area code for landline phone numbers and country code for international phone numbers.

Street number and name (include unit number, if applicable)

Suburb

Town or city

Postcode

State or province

Country

Home phone number

Daytime phone number

Email address

20. Name of applicant whose photo you are witnessing

Write the applicant's full name on the back of 1 photo.

Name of applicant

21. Witness declaration

I declare that:

- I am 16 years of age or over.
- I have known the applicant for more than 1 year.
- The information I have given is complete and correct to the best of my knowledge.
- The person in this photo is the applicant. I have written the full name of the applicant, signed my name and written the date on the back of the photo.
- I understand that if I have provided false information, this passport can be cancelled and I can, by law, be fined or imprisoned.
- I have consented to act as a witness.
- I am aware DIA may contact me to verify the applicant's identity.

⚠ WARNING: It is an offence against the Passports Act 1992 to knowingly or recklessly make a statement that is false statement to help anyone get a passport.

Your signature

Date signed (dd/mm/yyyy)

Office use only:

Do not staple, glue or paperclip photos to the application as this may cause damage.

Make sure 1 photo is witnessed correctly to avoid delays in processing.

Section 13: Application fees and payment

Application fees and courier costs are subject to change. You will be charged the application fee and courier cost that applies at the time your application is lodged. For current fees, visit: passports.govt.nz/passport-costs

Courier costs and where to lodge your application

Courier costs will be charged based on your delivery destination and where you lodge your application.

If your delivery address is in:

- Russia, Iran, Nepal or Belarus, your passport will need to be delivered to a New Zealand embassy or consulate.
- Morocco, contact our London office prior to submitting your application.

Delivery destination	Paper application lodged in New Zealand	Paper application lodged in Australia	Paper application lodged in the United Kingdom
New Zealand	NZD $7.00 (including GST)	Lodge your application in New Zealand	Lodge your application in New Zealand
Australia	NZD $16.00	AUD $15.00	Lodge your application in Australia
United Kingdom	NZD $38.00	Lodge your application in the United Kingdom	GBP £18.00
Asia Pacific countries	NZD $36.00	AUD $31.00	Lodge your application in New Zealand or Australia
United States	NZD $50.00	AUD $43.00	GBP £23.00
European countries (excluding the UK and countries listed below)	NZD $63.00	Lodge your application in the United Kingdom	GBP £30.00
Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Libya, Macedonia, Malta, Pakistan, Switzerland, Serbia, Ukraine	NZD $78.00	Lodge your application in New Zealand or the United Kingdom	GBP £37.00
Russia, Iran, Nepal, Belarus	NZD $64.00	AUD $59.00	GBP £31.00
Rest of world	NZD $62.00	Lodge your application in New Zealand or the United Kingdom	GBP £28.00

Level of service and application fees

Application fees are correct as at the current form version date and subject to change.

For current fees, visit: passports.govt.nz/passport-costs

For current processing timeframes, visit: passports.govt.nz/passport-timeframes

Level of service	Lodged in New Zealand	Lodged in Australia	Lodged in the United Kingdom
Standard service (allow at least 4 weeks)	NZD $247.00	AUD $286.00	GBP £147.00
Urgent service (we aim for 3 working days)	NZD $494.00	AUD $572.00	GBP £294.00
Callout service	NZD $1,001.00	AUD $1,100.00	GBP £565.00

22. Level of service and payment method

22a. Select the level of service you want

- ☐ Standard
- ☐ Urgent
- ☐ Callout — by phone appointment only

22b. Select your payment method

- ☐ Credit, debit or prepaid (for example, Prezzy card)
- ☐ EFTPOS (in person only).

Do not post cash, cheques, money orders or physical card.

OFFICE USE ONLY

Supporting Documents

	IN	NPC	NTW	O/S
BC				
MC				
CUC				
Cit/Des				
NCDoc				
GDoc				
POrd				
Let				
Other				

Photos x2	IN	CA	HC

Previous Travel Documents

	IN	EC	BTA	NTW
NZPPT				
NZDIP				
NZOFF				
RTD				
COI				
ETD				
Foreign				
C/use				

	NOF	TBI	IC

Requested Passport Type

DIP	OFF	ADD

Other Products

	IN	DEP	O/S
CIT			
BDM			

RBDB	HFETDR

Date received:

Completed by:

Approved by:

Payment witnessed by:

Checklist

- ☐ Have you checked your application form and ensured it has been correctly completed?
- ☐ Have you selected the correct fee and entered your payment details on application page 17?
- ☐ Have you signed the applicant declaration in Section 11 of your application form?
- ☐ Have you supplied 2 identical recent colour photos of yourself?
- ☐ Has your witness completed Section 12 and signed the back of 1 photo?
- ☐ Have you supplied all required documents where asked?

Will you need to send any documents with this application?

Check the following table to see whether you need to send any original documents with your application form. Do not send photocopies or certified photocopies. All original documents will be returned to you with your passport.

If you need to submit documents with your passport application and they are not in English, you must get them translated. You must send us your original documents as well as the English translations. If your translations are not acceptable, the Passport Office will contact you.

In some circumstances where the table shows 'No document required' we may need to contact you for further information or original documents if we are unable to verify your details.

Section 2: Your entitlement to a New Zealand passport	
Born in New Zealand	No document required
Born in Niue, the Cook Islands or Tokelau	Your original birth certificate (showing place of birth and parents' names)
New Zealand citizenship by grant or descent	No document required
Section 5: Your previous New Zealand passport or other New Zealand travel document	
If you hold a New Zealand passport	No document required
If you hold a New Zealand refugee travel document, certificate of identity or emergency travel document	Your original New Zealand refugee travel document, certificate of identity or emergency travel document
Section 6: Name change by marriage or civil union	
Marriage or civil union registered in New Zealand	No document required
Marriage or civil union registered overseas	Your original overseas marriage certificate or overseas civil union certificate
Section 7: Name change by statutory declaration or deed poll	
Born in New Zealand and name changed in New Zealand	No document required
Name changed overseas	Your original name change document
Born overseas and name changed in New Zealand on or after 25/01/2009	No document required
Born overseas and name changed in New Zealand before 25/01/2009	Your New Zealand name change by statutory declaration or deed poll

23. Payment

Do not post cash or card. Do not email credit card details.

Funds must be available in your account when your application arrives or it will be delayed.

I authorise the Department of Internal Affairs to charge the total amount to my credit or debit card (Visa, MasterCard, American Express, Prezzy Card):

Card number

Card expiry date

		/	

CSV/CVC/CVV number (for applications lodged in the UK only)

If you are lodging your application at our UK office, include the CSV number. This is the last 3 or 4 digit number on the reverse side of your card.

Name on card

Cardholder's signature

Next steps

Print the application form and ensure it is signed.

Send us your completed form by courier or post.

We recommend you send your application to us by courier so you can track delivery.

New Zealand

Post to:

New Zealand Passport Office
Department of Internal Affairs
PO Box 1568
Wellington 6140
New Zealand

Courier only to:

New Zealand Passport Office
Department of Internal Affairs
Level 2, 7 Waterloo Quay
Pipitea
Wellington 6011
New Zealand

Australia

Post to:

New Zealand Passport Office
Department of Internal Affairs
GPO Box 365
Sydney NSW 2001
Australia

Courier to:

New Zealand Passport Office
Department of Internal Affairs
Level 22, 20 Bond Street
Sydney NSW 2000
Australia

United Kingdom

Post or courier to:

New Zealand Passport Office
Department of Internal Affairs
1 Pall Mall East
London SW1Y 5AU
United Kingdom

Other countries

If you live outside New Zealand, Australia, or the United Kingdom, post or courier your application to the New Zealand Passport Office nearest you.

You can also contact your nearest New Zealand embassy or high commission to see if you can submit your application using their office for an additional fee. Not all offices provide this service. To find the contact details of your nearest New Zealand high commission or embassy visit mfat.govt.nz