Application for an

emergency travel document

Aotearoa Tuhinga Haere Ohorere

USE THIS FORM if you are outside New Zealand, and:

- ▶ your passport has been lost, stolen, expired or damaged, AND
- you need to travel urgently, AND
- if you applied to a New Zealand Passport Office, your passport would not arrive in time for your travel

Use the Adult, Adult Renewal or Child form if your travel is not urgent.

Emergency travel documents

The New Zealand emergency travel document will have a restricted validity to enable you to return to your country of residence or travel to a place where you can apply for a replacement passport.

You will need to return your emergency travel document when you apply for a new passport and it will be destroyed along with any visas in the document. If you plan to travel through several countries or if you need a long-term visa, it may be better to apply for a new passport.

Multiple entry visas, residence permits and other "long-life" endorsements should not be entered into emergency travel documents.



This icon is used when you need to take extra care. The instructions with this icon will help you to understand whether you need to complete a particular section, or remind you not to miss out important details.

What you need to complete this application

- ▶ Two (2) identical recent colour photos of yourself
- Someone to act as an identity referee who is over 16 years of age and has a valid New Zealand passport
- The correct application fee

Sending original documents

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



We will make it clear by using this icon when you need to send us an original document.

If you cannot send in original documents, please contact your nearest New Zealand Embassy or High Commission for advice.

How to contact us

Go to safetravel.govt.nz to locate your nearest New Zealand Embassy or High Commission.

New Zealand Passport Office: Phone +64 4 462 0650

Website: passports.govt.nz



Te Tari Taiwhenua Internal Affairs

How to complete this application form

<u>Use this guide section</u> to help you to fill in the form. The numbers in this guide will take you through each step in the form.



READ ALL INSTRUCTIONS CAREFULLY

<u>Check you have answered all the questions on this form that relate to you.</u> 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 the application.

▶ Use a BLACK or BLUE ballpoint pen and complete in your own handwriting.

Your personal details

Names

The name in your emergency travel document will be the same as in your last passport.

Write your name exactly as it appeared in your last passport.

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

Height and eye colour

Height and eye colour is important information. We cannot process your application without it.

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

2 Travel plans

Please tell us:

- the dates of your intended travel
- why your travel is urgent
- which country or countries you will be travelling through.

3 Your New Zealand passport

Passport number

Write your passport number exactly as it appears in your passport.

Lost or stolen passport

If your passport has been lost or stolen outside New Zealand, contact your nearest New Zealand Passport Office, or New Zealand Embassy or High Commission, and report the loss or theft to local police. You will need to obtain either a local police report or a police report reference number.

Please provide 2 original forms of identification if you can. At least one of these must have a photo on it.

Your contact and delivery details

Your home address

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

Your contact details

We need your contact details in case we have questions about your application. Write in phone numbers and an email address so we can contact you.

Example of how to write your phone number:



Your delivery address

- If you want your emergency travel document delivered to a home address, you will need to have someone 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 emergency travel document delivered to a business, write the name and the address of the business.
- If you want your emergency travel document delivered by international courier you must provide a street address, not a Post Box number.

Consent for issue of an emergency travel document to a child under 16 years old

Who can give consent?

Consent to issue an emergency travel document to a child must be given by a parent named on the child's birth record or by a legal guardian.

A legal guardian is someone who has been appointed through a court process or in a parent's will.

Tick the box if you signed the consent page on the child's last passport application; otherwise leave it blank.

Legal guardianship

A parenting order (also known as a custody or access order) does not give you legal guardianship. A step-parent is not a child's legal guardian unless they have been appointed through a court process or in a parent's will.

The Care of Children Act 2004 requires that, where possible, all the guardians of a child must be consulted when making decisions about important matters affecting the child. The parent or guardian completing the application for the child is responsible for consulting with the other parents or guardians of the child.

Your name and date of birth

Write the name you currently use and your date of birth.

Your home address

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

Your contact details

We need your contact details in case we have questions about the child's application. Write in phone numbers and an email address so we can contact you.

Who can discuss this application with us?

We can only discuss the details of a child's application with the parent or guardian giving consent on the form, unless the parent or guardian giving consent gives us written permission.

Court orders

A court order can be made that prevents a child from travelling. If the order has been made in a New Zealand court, or made overseas and registered in New Zealand, we will not issue a passport or emergency travel document to the child until the order is lifted.

A parenting order will not prevent the other parent or guardian(s) from getting a passport or emergency travel document for the child.

If you are unsure about court orders, you may wish to contact a lawyer for advice.

6 Your identity referee

Who can be your identity referee? Your identity referee must:

- · have a valid New Zealand passport
- have known you for 1 year or more, or since birth for a child under 1 year old
- be 16 years of age or older
- not be related to you or part of your extended family group
- not be your spouse or partner
- not live at the same address as you.

You need to provide your identity referee's New Zealand passport number, name and daytime phone number.

Your applicant declaration

Head covering

If you wear a head covering for religious or medical reasons, please tick this option.

If you did not wear a head covering in your last passport, please complete a statutory declaration form telling us why you now wear one, and send it to us with your application.

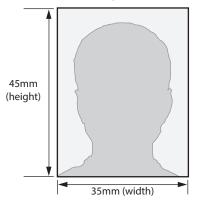
You must sign this declaration if:

- you have filled in this application for a child under 16 years of age
- you have filled in your application form yourself
- you can sign your own name but someone else has filled in the application form for you.

If you cannot sign your own name, please leave the section unsigned and tick this option.

If you were able to sign your name in your last passport, the person who filled in the application form for you must complete a statutory declaration form stating the reason why you are now unable to sign this application. Please send the statutory declaration to us with your application.





Write on the back of one photo

Write your full name and the date on the back of one photo.

Photos — 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.

New technology has been introduced to scan your photos and ensure that they meet international travel standards. 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 our requirements.

Photographs that do not meet our requirements will NOT be accepted and this will delay the issue of your emergency travel document.

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 phone us at the contact number listed on the front cover of these guide notes.

Photographic image requirements

Photo age

• photos must be less than 6 months old.

Photo size

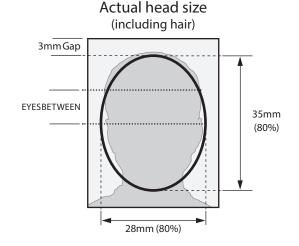
standard size 35mm x 45mm.

Head size

- head, including hair, should fit within the oval shown in the template below
- maximum size of head, including hair, must be 80% of photo
- 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 papers as long as the printer is high resolution
- DO NOT use matt paper, heavy-backed thermal paper or an ink-jet printer.



Photographic image requirements - examples

Unacceptable

Please note that these example photos are not actual size.

Head size and facial expression

Acceptable







Head too big

Expression not neutral

Glasses, head covering, scarves and hair

Acceptable Unacceptable







Acceptable Unacceptable



Acceptable





Light reflection

on glasses lens

Scarf covering chin/ edges of face





Tinted lenses

obscuring eyes

Face partially covered by religious

Contrast and lighting Unacceptable Acceptable





Shadows on background



Contrast too dark

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 • eyes 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. In this case you must tick the box in the applicant declaration at section 7. If you did not wear a head covering or headband in your last passport please complete a statutory declaration form and send it to us with your application.

Application fees and payment

How to pay

An emergency travel document costs NZ\$685.00 and must be paid in the currency of the country where you are sending your application to be processed.

A New Zealand Embassy or High Commission cannot process credit card payments; however, it may be possible to have your credit card payment processed in New Zealand.

Contact the nearest New Zealand Embassy or High Commission to confirm the actual amount you need to pay in the local currency and to discuss your payment options.

Replacement passport

The fee for your emergency travel document covers the cost of a full replacement passport. To receive your replacement passport, you will need to send your emergency travel document, 2 photos and a fully completed application for a New Zealand passport to the New Zealand Passport Office in Wellington, London or Sydney before your emergency travel document expires.

Submit your application

Take your completed application form to a New Zealand Embassy or High Commission or send it to us by courier or post.

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

To find the contact details of your nearest New Zealand Embassy or High Commission visit safetravel.govt.nz.

head covering

Frames obscuring eyes

🖖 Checklist

Have you checked your application form and ensured it has been correctly completed?

Have you included the correct payment for your application?

Have you signed the declarations in sections 3 and 5 if applicable?

Have you signed the applicant declaration in section 🔽 of your application form?

Have you supplied 2 identical recent colour photos of yourself?

Have you written your name and the date on the back of one photo?

Have you supplied all required original documents 📳 where asked?

Will you need to send any documents 📳 with this application?

Please 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 emergency travel document.

If you cannot send in original documents, please contact your nearest New Zealand Embassy or High Commission for advice.

3 Your New Zealand passport

If you still have your New Zealand passport	Your most recent New Zealand passport or New Zealand travel document
If your New Zealand passport was lost or stolen	A local police report if available
	One form of photo identification
	One form of other identification (may also have a photo)

Please note that in some circumstances we may need to contact you for further information or original documents if we cannot verify your details by computer.

Privacy statement

The information you provide helps us establish your identity and determine if you are eligible for a New Zealand emergency travel document. We may obtain information from other sources (including, but not limited to, the Citizenship Office and the Registrar-General of Births, Deaths and Marriages) using an authorised information-matching programme (under the Births, Deaths, Marriages and Relationships Registration Act 2021 or the Citizenship Act 1977).

How is your privacy protected?

All relevant information about you is collected in line with the Passports Act 1992 and is held securely by the New Zealand Passport Office, Department of Internal Affairs, Level 2, 7 Waterloo Quay, Pipitea (PO Box 1568).

Under the Privacy Act 2020 you may access and request a correction of any of that personal information.

When may information from your passport or emergency travel document records be disclosed?

Under the Passports Act 1992 and the Privacy Act 2020, this information may be disclosed, subject to agreement in writing between the Secretary of Internal Affairs and the Chief Executive of the organisation requesting the information, to any appropriate agency, body, or person to aid border security, 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. Information may also be disclosed under an authorised information matching programme in accordance with the Privacy Act 2020.

For more information, including a list of authorised information matching programmes, visit dia.govt.nz.

The information that may be disclosed includes the information recorded in your emergency travel document; your eye colour; your height; the status of your emergency travel document; our passport database key number; and any other information relating to your emergency travel document that may be required.



Application for an emergency travel document Aotearoa Tuhinga Haere Ohorere



Please use a BLACK or BLUE ballpoint pen and write in CAPITAL letters in the centre of each box so that our computer software can accurately capture your information.

1	Your personal details
	Write your name as it appears in your passport
	Surname or family name
	First and middle names
	Write your place of birth
	City or town you were born in
	Country you were born in
	<u>Write</u> your date of birth D D / M M / Y Y Y Y • e.g. 2 9 / 0 9 / 1 9 6 8
	Tick your gender Male Female
	Write your height (centimetres)
	Write your eye colour
2	Travel plans
	Write the date you intend to travel
	Write the reason you need to travel urgently
	Write which countries you are travelling to or through



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Passport number	rt number, and the place and d Place it was issued	late of issue, if you know these Date it was issued
Tick what happene	ed to the passport	
Lost Sto	len Damaged Expire	ed Date lost or stolen D D D / M M / Y Y
	assport was lost or stolen ails as possible. Include the addre	ess where the loss or theft occurred.
Sand us a senara	te niece of namer with further details	if you have run out of space to write on this page.
		est New Zealand Passport Office, New Zealand Embas
		, and provide a local police report or reference numbe
<u>Tick</u> to confirm►	l have reported it to the Department of Internal Affairs or Ministry of Foreign Affairs and Trade	Police reference number I have enclosed a police report
		WARNING: Once you declare your passport los
Declaration	rmation above is correct and undertake	stolen, it cannot be used for travel. It will be ca
 I declare that the infor that if the lost or stoler return it immediately 	n passport is found or returned to me, I wil for cancellation to the Passport Office or to ssy or High Commission.	that has been lost of stolen will be refused the
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4 Your contact and delivery details

Write your home address

Unit and	/or house nur	nber Street	t name												
Suburb															
City or to	own							F	Postco	ode					
State	Countr	y													
<u>Write</u> y	our conta	ct details													
Home phone+				V	Vork bhone ⁺				Г						
	COUNTRY CODE	AREA CODE	PHONE NUMBER			COUNTRY CODE	AR	EA CODE		РНО	NE NUM	BER			
Mobile phone+					►e.g.	+ 0 6	4	2	1	1	2 3	4 5	6	7	8
	COUNTRY CODE	CARRIER CODE	PHONE NUMBER												

Please write your email address in CAPITAL letters so that our computer software can accurately capture your information.

Email	U	S	E				E														
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<u>Write</u> the address you want your emergency travel document delivered to if different from your home address

If you want your emergency travel document delivered by international courier, you must provide a street address, not a Post Box number.

Business name	(if required)									
Unit and/or ho	use number	Post Box nu	ımber	Post Bo	ox holder r	name				
	OR									
Street name										
Suburb										
City or town							Postco	de		
State	Country									

Fill in this section only if this application is for someone who is under 16 years old. Otherwise leave this page blank. Consent can only be given by a parent named on the child's birth record or by a legal gu Read section C of the guide notes before you complete this section. Tick the box below that shows your relationship to the child named in section C Mother Father Other parent Guardian Surged the consent page of the child's last passport application I signed the consent page of the child's last passport application Surname or family name Write your date of birth D D / M M / Y Y Y Y eg. 2 9 / 0 9 / 1 9 6 8 Write your address and contact details if different from section C Unit and/or house number Street name Suburb Street name State Country
Consent can only be given by a parent named on the child's birth record or by a legal gu Read section i of the guide notes before you complete this section. Tick the box below that shows your relationship to the child named in section i Mother Father Other parent Guardian Tick the box below if you signed the consent page on the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last
Mother Father Other parent Guardian Cick the box below if you signed the consent page on the child's last passport application I signed the consent page of the child's last passport application I signed the consent page of the child's last passport application Virite your current name First and middle names Virite your date of birth D / M M / Y Y Y Y e.g. Virite your address and contact details if different from section Virite your address Street name City or town Father City or town Father State Country Father Other parent Gunty State Country Country Country C
Tick the box below if you signed the consent page on the child's last passport application I signed the consent page of the child's last passport application Write your current name Surname or family name First and middle names Write your date of birth DD/MM/YYYYee.g. 29/09/1968 Write your address and contact details if different from section a Suburb City or town Postcode State Country
I signed the consent page of the child's last passport application Write your current name First and middle names Write your date of birth D / M M / Y Y Y > e.g. 29/09/1968 Write your address and contact details if different from section 3 Unit and/or house number Street name City or town Postcode State Country Labeled and a labeled
Write your current name First and middle names Write your date of birth D Mrite your address and contact details if different from section Write your address and contact details if different from section Suburb City or town Postcode State Country
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Write your address and contact details if different from section Unit and/or house number Street name Suburb City or town Postcode State Country
Write your address and contact details if different from section Unit and/or house number Street name Suburb City or town State Country Country
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Mobile phone + e.g. + 0 6 4 0 2 1 1 2 3 4 5 6 7
Please write your email address in CAPITAL letters so that our computer software can accurately capture your information
@ INTERNETPROVIDER

Sign your consent here



Date signed

6 Your identity referee Write your identity referee's New Zealand passport number ► Write your identity referee's name Surname or family name First and middle names Write your identity referee's daytime phone number

Daytime phone +			
	COUNTRY CODE	AREA CODE	PHONE NUMBER

7

Your applicant declaration

Tick one box

I have completed this application for a child who is under 16 years of age.

I wear a head covering or headband for religious or medical reasons.

I am unable to sign my name.



If someone else has filled in this application for you but you can sign your own name, you must sign this section. If you cannot sign your own name, this section must be left blank. The person who filled in the application form for you must not sign this section.

- ► lagree to surrender this emergency travel document to the New Zealand Passport Office once I have completed the travel that this emergency travel document was issued for.
- ▶ I understand that I am entitled to a replacement passport at no extra cost, if I surrender my emergency travel document with an application and 2 photos to the New Zealand Passport Office before the date it expires.
- ► 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 this emergency travel document can be cancelled and I can, by law, be fined or imprisoned.
- ▶ I confirm that I have read the section relating to privacy in the guide notes for this application.
- ► lagree that, for the purposes 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 emergency travel document.
- ► 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\$250,000, or both.

Do not staple, glue or paperclip photos to the application as this may cause damage. Ensure your photo has your name and date on the back of one photo to avoid delays in processing.

<u>Write</u> your name and the date on the back of one of your photos

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 emergency travel document.

Sign your applicant declaration here





8 Application fees and payment

Before completing this section, read section **8** of the guide notes. To find out the cost of application, contact your nearest New Zealand Embassy or High Commission.

Write the amount you need to pay

Application fee

Write the currency you are paying in

Currency

9 Submit your application

<u>Take</u> your completed application form to a New Zealand Embassy or High Commission or send it to us by courier or post.

To find the contact details of your nearest New Zealand Embassy or High Commission visit safetravel.govt.nz

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EON						
CE US			DIA authorisation code:			
OFFICE USE ONLY						
0			ETD number:			
			Label number:			RECEIPT DETAILS
						Receipt No:
						Date:
	Supporting Documer	nts:		IN	OUT	Juic.
						Amount:
						Currency:
						Items paid for:
	Checks – Pre issuance	e Waiting for:				Copy Attached Undertaking to repay
	PDS					DISPATCH
	POI					Collect Mail Courier
	ID					
	RDIA					Pack No:
		Observation label text:				Collected by:
	ADIA					
	Checks – Post issuanc	ce				Relationship to applicant:
	CETDR					
	PAS1c	Name:	Signature:			Identification
	FAX	DE	Signature.			
	DIPB					Signature
		AUTH				
	PCE	ISS				
	PCP					Date: