



# Application for a New Zealand Passport

Uruwhenua Aotearoa

## Child

GO ONLINE anytime to:

- ▶ Renew an existing or out of date child's passport
- ▶ Replace a lost, stolen or damaged child's passport
- ▶ Change the name in your child's passport
- ▶ Renew a passport in a hurry

No paper, postage or visit to our office.

Go to [passports.govt.nz](https://passports.govt.nz)



The easiest and fastest way to renew a child's passport is online.  
Paper applications take longer as they require extra processing.

USE THIS FORM for a child who is under 16 years of age and:

- ▶ you are applying for the child's first New Zealand passport, OR
- ▶ you do not have internet access.

### Our New Zealand passport

Our passport is valued and respected around the world for its integrity. We ask you to provide a range of information so that we can maintain its integrity by confirming the child's identity and entitlement to a New Zealand passport.

A child's passport is valid for a maximum period of 5 years. The validity period starts from the date of issue and runs until the date of expiry.



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

- ▶ 2 identical recent colour photos of the child
- ▶ Someone to act as a witness who is over 16 years of age and has a valid New Zealand passport
- ▶ The correct application fee and courier cost

### 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.

### How to contact us

New Zealand: Freephone 0800 22 50 50  
Phone +64 4 462 0650

Australia: Freephone 1300 559 535  
Phone +61 2 9225 2300

United Kingdom: Phone +44 20 7968 2730

Website: [passports.govt.nz](https://passports.govt.nz)

TEAR OFF AND KEEP FOR YOUR REFERENCE



Please call our helpline if you need any assistance to complete this form

New Zealand: Freephone 0800 22 50 50

Australia: Freephone 1300 559 535

United Kingdom: +44 20 7968 2730

If you have any queries about your application form, phone the helpline.



Internal Affairs  
Te Tari Taiwhenua

# How to complete this application form

Tear off this guide section 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

Check you have answered all the questions on this form that relate to the child. We can only process the 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.

This application form will be scanned and processed using computer software. We ask you to follow the instructions below to improve the accuracy and efficiency of our scanning and data capture.

- ▶ Use a BLACK or BLUE ballpoint pen
- ▶ Write in CAPITAL letters inside each box like this 

A	B	C	1	2	3
---	---	---	---	---	---

, NOT like this 

a	q	C		7	8	6
---	---	---	--	---	---	---
- ▶ Put a line through mistakes like this 

A	B	C
---	---	---

. DO NOT use correction fluid or correction paper.

### 1 Child's personal details

#### Names

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

- Surname or family name is also known as last name
- First and middle names are also known as given names. These are any names the child has apart from their surname
- If the child only has one name, write it in the space provided for surname or family name
- If the child's name includes a diacritic please contact us for advice.

#### Height and eye colour

Height and eye colour is important information. We can't process the application without it.

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

#### Gender diverse (X) and changing your child's gender identity

If you would like your child's passport issued in a gender that is different to their birth record, citizenship record or previous passport, write your child's preferred gender in the changing gender identity section of the passport application form or you may request gender X by ticking the gender X box. You will also need to provide a letter from a registered medical counsellor or medical professional which supports this change. This letter must be on the practitioner's official letter head.

#### Gender X and international travel

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 child's gender information as either male or female when travelling. You may want to check with the embassy or high commission of any country you wish to visit or transit through to enquire about any entry requirements. For more information, please visit our website [passports.govt.nz/what-you-need-to-renew-or-apply-for-a-passport/information/](https://passports.govt.nz/what-you-need-to-renew-or-apply-for-a-passport/information/).

### 2 Child's contact and delivery details

#### Child's home address and phone number

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

▶ Example of how to write a phone number:

+	0	6	4			0	4			4	7	4	8	1	0	0
	COUNTRY CODE			AREA CODE			PHONE NUMBER									

#### Child's delivery address

- If you want the child's passport delivered to a home address in New Zealand, 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 the child's passport delivered to a business, write the name and the address of the business
- If you want the child's passport delivered by international courier you must provide a street address, not a Post Box number.

### 3 Child's previous New Zealand passport or other New Zealand travel document

If the child has ever had a New Zealand passport or other New Zealand travel document, you must fill in this section.

#### New Zealand passport

You are not required to send the child's previous New Zealand passport in with this application.

**WARNING:** Once the child's new passport application has been received, the old passport will be cancelled immediately and cannot be used for travel. Anyone attempting to travel on a cancelled passport will be refused travel.

#### Other New Zealand travel document

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

If the child's travel document has been lost or stolen, fill in section **8**.

The Department of Internal Affairs reserves the right to request the return of any travel document at any time.

### **4** Child's 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 the child is a New Zealand citizen.**

Children born in New Zealand, Niue, the Cook Islands or Tokelau before 1 January 2006 are automatically New Zealand citizens by birth.

Children born on, or after 1 January 2006 are only New Zealand citizens if at least one of their parents was a citizen or permanent resident of New Zealand, Niue, the Cook Islands or Tokelau at the time of the child's birth.

The child's birth record will clearly state if a child born on, or after 1 January 2006 is not a citizen by birth.

If a child is not a New Zealand citizen by birth, he or she must obtain citizenship before they are entitled to a New Zealand passport.

#### **Born in New Zealand and a citizen by birth**

If the child was born in New Zealand and is a citizen by birth tick this option to indicate their entitlement.

#### **Born in Niue, the Cook Islands or Tokelau and a citizen by birth**

If the child was born in Niue, the Cook Islands or Tokelau and is a citizen by birth, tick this option to indicate their entitlement.

You will need to send us the child's original birth certificate if you are applying for the child's first passport.

#### **New Zealand citizenship by grant or descent**

If the child has obtained New Zealand citizenship either by grant or by descent, fill in the child's name and citizenship certificate number in the spaces provided.

If you believe the child is entitled to citizenship but has not obtained a citizenship certificate, you will need to contact the Citizenship Office (you must determine the child's citizenship status through the New Zealand Citizenship Office before we can issue them with a New Zealand passport. Visit [citizenship.govt.nz](http://citizenship.govt.nz) for more information).

### **5** Names at birth

To confirm that the child is entitled to a New Zealand passport, we need to know their name at birth. We also need to know the names of the parents as they appear on the child's birth record, and the mother's name at her birth.

If the child was legally adopted, write the names of the adoptive parents and the names that the child was given after adoption.

This information should match what is written on the child's birth record.

### **6** Name change by statutory declaration or deed poll

**If the child's name has ever been changed by statutory declaration or deed poll, you must fill in this section.**

Write the child's most recent name change. If the name has been changed more than once, 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.

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

### **7** Child's emergency contact

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

If the child has an accident, becomes sick, or is involved in an incident while they are travelling overseas, someone can be contacted on their behalf. We recommend that you choose a person who is not likely to be travelling with you or the child.

### **8** Declaration for a lost, stolen or damaged passport, or other travel document

**Fill in this section only if the child's passport or travel document has been lost, stolen or damaged.**

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

If your child's 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 their passport can be invalidated and cannot be used for travel. Please contact your nearest New Zealand Passport Office for advice on how to do this.

If your child's passport or travel document has been lost, stolen or damaged outside New Zealand, and you require assistance or advice on how to obtain an emergency passport, please contact your nearest New Zealand Passport Office, Embassy or High Commission.

The loss or theft of a passport or travel document is a serious matter. If the child's passport or travel document has been lost or stolen, processing may take longer as we may need to make further enquiries.

### **9** Statutory declaration

**What is a statutory declaration?**

A statutory declaration is a written statement declaring something to be true in the presence of an authorised witness.

**Will I need to complete this section?**

Complete the statutory declaration only if any of the

following apply to the child:

- the child is wearing a head covering or headband in their passport photos for medical or religious reasons
- you wish to provide additional information, or an explanation, about the child's application.

Tick the declaration statement that applies to the application and provide additional information as necessary.

Write your name, home address and contact details in this section (not those of the child).

You will need to find an **authorised witness** before you sign and date the declaration.

#### Who can be an authorised witness for a statutory declaration?

The witness for a statutory declaration must be one of the following:

- Justice of the Peace
- Member of Parliament
- Lawyer
- Registered Legal Executive (Fellow of NZILE)
- Government officer authorised to take statutory declarations.

When you have found a witness, you may need to make an appointment with them and take the child's application form with you.

You must sign and date the statutory declaration section in front of the witness, and then the witness must sign to confirm that you have signed the declaration in front of them.

## 10 Consent for issue of a passport to a child

### Who can give consent?

Consent to issue a passport 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.

### Legal guardianship

If you are the child's legal guardian send us the original:

- guardianship order if you are a court appointed guardian of the child, OR
- the parent's will appointing you as a testamentary guardian and the parent's death certificate.

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.

If your current name is different from what is written on the child's birth record or guardianship order, write the place and date that the name change took place.

Send us your original marriage, civil union or name change certificate if your marriage, civil union or name change took place outside New Zealand.

Send us your original name change by statutory declaration or deed poll certificate if you were born overseas and your name change was registered in New Zealand before 25 January 2009.

### 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 or if we need to contact you about the child's passport. 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 permission to talk to someone else.

### Court orders

A court order can be made that prevents a child from leaving New Zealand. 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 to the child until directed by the court.

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

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

## 11 Witness section



Please get your witness to read this section of the guide notes before they fill in section 11.

### Child's witness

The child's witness must fill in this section in their own handwriting and write the child's name on the back of one photo, and sign and date the back of the photo.

The child's witness must write in CAPITALS and cross out any mistakes.

### Who can be the child's witness?

The child's witness must:

- have a valid New Zealand passport
- have known the child 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 the child or part of the child's extended family group
- not live at the same address as the child.

The child's witness needs to provide their passport number, name, date of birth and contact details, including a daytime phone number.

### Child's witness writes on the back of one photo

The child's witness must write the child's full name, their own signature and the date on the back of one photo. A business that takes passport photos will usually supply one photo with a pre-printed label on the back.



Witness declaration

The child's witness must sign and date the declaration to show they understand their obligations under the law.

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 passport photos and ensure that they meet international travel standards. We strongly recommend that you obtain the child's photos from a business that provides a passport photo service, as the business will help ensure that the photos meet our requirements.

Photographs that do not meet our requirements will NOT be accepted and this will delay the issue of the child's 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](https://passports.govt.nz) or phone us at the contact numbers listed on the front cover of these guide notes.

Photographic image requirements

Photo age

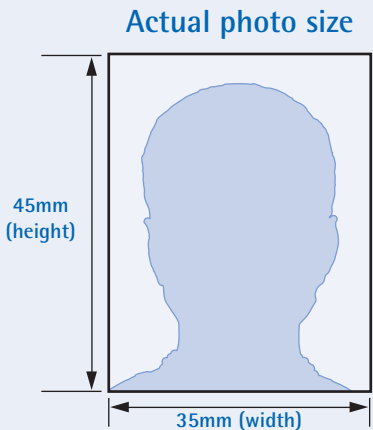
- photos must be less than 6 months old.

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
- 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
- there must be no other people in the photo with the child.

Pose

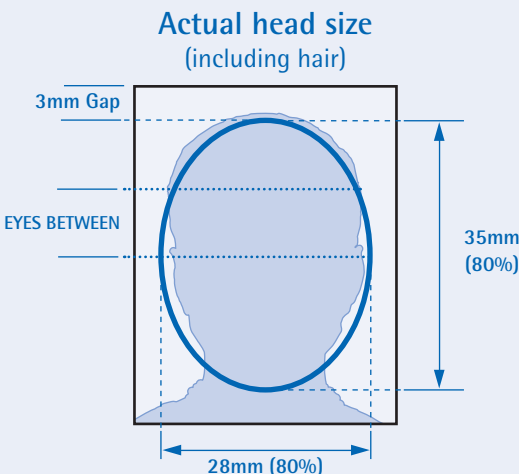
- face the camera straight on, with the child's head straight, eyes open and mouth closed
- maintain a neutral expression, not smiling or frowning
- make sure that nothing is covering the child's face
- make sure the child has no hair across their face or eyes as eyes must be clearly visible.

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 the child's eyes.

Head covering or headband

- a head covering or headband should only be worn in the photo for religious or medical reasons. If this is the case, complete the statutory declaration at section 9 of the form
- if the child wears a head covering, make sure the head covering is not covering any of the child's face
- if the child wears a headband, make sure it does not cover the child's hairline or ears.



Photographic image requirements – examples

Please note that these example photos are not actual size.

Head size and facial expression

Acceptable



Unacceptable



Wearing sunglasses on head



Wearing a hat



Hair obscuring eyes and head too big

Acceptable



Unacceptable



Hands covering face



Not facing camera



Eyes closed and head too big



Hand in photo



Blanket covering face



Person in background

12 Application fees and payment

Choosing a level of service

When we have all the information we need and the correct payment, we will process the child's application within the following service times.

**Standard service:** for current timeframes, visit [passports.govt.nz/passport-timeframes](https://passports.govt.nz/passport-timeframes)

**Urgent service:** up to 3 working days

**Callout service:** outside business hours by appointment only

*Remember to add on delivery time to and from the Passport Office for Standard and Urgent service.*

Urgent service

There is an extra fee for using the Urgent service.

Callout service

There is an extra fee for using the Callout service.

This service is available by appointment outside business hours, 7 days a week, for emergency situations. Contact us for more information.

Cost of your application and courier costs

To find out the cost of application fees and courier costs, refer to the sections on pages 11 and 12 of this application, visit [passports.govt.nz](https://passports.govt.nz) or phone one of the following numbers:

New Zealand:

Freephone 0800 22 50 50 within New Zealand  
+64 4 462 0650 from overseas

Australia:

Freephone 1300 559 535 within Australia  
+61 2 9225 2300 from overseas

United Kingdom:

+44 20 7968 2730

If you are using the Urgent or Callout service because the child's travel is for bereavement or serious illness, you may not have to pay the extra fee or we may refund the extra fee. Send us a letter (in English) from a doctor, hospital or the police to explain the circumstances.

How to pay

The child's application fee must be paid in the currency of the country where you are sending the application to be processed.

If you apply by mail you can pay your fee by credit card or debit card. **DO NOT POST CASH.**

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

If you pay by credit card or debit card

- provide all requested details in section 12 of the form
- note that Diners card is not accepted.

Delivery details

Delivery is by courier. Refer to the courier costs section on page 12 for more information.

**13 Send the child's application to us**

Send us the child's application.  
We recommend you send the child's 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, either post or courier your application to the New Zealand Passport Office nearest you.

Alternatively, contact your nearest New Zealand Embassy or High Commission to see if you can submit your application via their office for an additional fee. **NB Not all offices provide this service.**

To find the contact details of your nearest New Zealand High Commission or Embassy visit [mfat.govt.nz](https://mfat.govt.nz).

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

Under the terms of the Passports Act 1992, the Minister 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
- the applicant is on bail or is subject to a community-based sentence under subpart 2 of Part 2 of the Sentencing Act 2002; or
- a sentence of home detention under subpart 2A of Part 2 of the Sentencing Act 2002; or
- 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.

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.


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](https://passports.govt.nz).

For delivery within the United Kingdom your email address and contact phone number will only be used if there are any issues with delivery. You will not receive a tracking number.

The Department may, under a written agreement between the Secretary of 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](https://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.

## Checklist

- ☐ Have you checked the application form and ensured it has been correctly completed?
- ☐ Have you included the correct payment for the application?
- ☐ Have you signed the declarations in sections **8** and **9** if applicable?
- ☐ Have you signed the consent section **10** of the application form?
- ☐ Have you supplied 2 identical recent colour photos of the child?
- ☐ Has the child's witness completed section **11** and signed the back of one photo?
- ☐ Have you supplied all required 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 the child's application. DO NOT send photocopies or certified photocopies. All original documents will be returned with the child's passport.

### **3** Child's previous New Zealand passport or other New Zealand travel document

If the child holds a New Zealand passport	-	No document required
If the child holds a New Zealand refugee travel document, certificate of identity or emergency travel document	<input type="checkbox"/>	The child's New Zealand refugee travel document, certificate of identity or emergency travel document

### **4** Child's entitlement to a New Zealand passport

Born in New Zealand	-	No document required
Born in Niue, the Cook Islands or Tokelau	<input type="checkbox"/>	The child's original birth certificate (showing place of birth and parents' names)
New Zealand citizenship by grant or descent	-	No document required

### **6** Name change by statutory declaration or deed poll

Born in New Zealand and name changed in New Zealand	-	No document required
Name changed overseas	<input type="checkbox"/>	The child's original name change document
Born overseas, name changed in New Zealand on, or after 25/01/2009	-	No document required
Born overseas, named changed in New Zealand before 25/01/2009	<input type="checkbox"/>	The child's original New Zealand name change by statutory declaration or deed poll

### **10** Consent for issue of a passport to a child

Court appointed guardian or additional guardian	<input type="checkbox"/>	The original guardianship order issued by a New Zealand court or issued by an overseas court and registered in New Zealand
Testamentary Guardian	<input type="checkbox"/>	The parent's original will appointing you a testamentary guardian and the parent's original death certificate

If your current name is different from your name as it appears on the child's birth record or guardianship order, check this table to see if you need to send us any of your documents.

Born in New Zealand and name changed in New Zealand	-	No document required
Marriage or civil union registered in New Zealand	-	No document required
Name changed overseas	<input type="checkbox"/>	Your original name change document
Marriage or civil union registered overseas	<input type="checkbox"/>	Your original overseas marriage certificate or original overseas civil union certificate
Born overseas, name changed in New Zealand on, or after 25/01/2009	-	No document required
Born overseas, name changed in New Zealand before 25/01/2009	<input type="checkbox"/>	Your original New Zealand name change by statutory declaration or deed poll

Please note that 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 yours, or the child's, details by computer.



Detach the guide notes here







# Application for a New Zealand Passport

Uruwhenua Aotearoa

# Child



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

**You may not have to complete every section of this form.** If the child has had a New Zealand passport before and it has not been lost or stolen, you will only have to complete sections **1**, **2**, **3**, **10**, **11**, **12** and **13**.

**You will need to complete ALL of the sections if:**

- this is the child's first passport, OR
- the child's last passport has been lost or stolen, OR
- the child has had a passport before, but some details have changed since it was issued.

## 1 Child's personal details

**Write** the child's name

Surname or family name

First and middle names

**Write** the child's place of birth

City or town they were born in

Country they were born in

**Write** the child's date of birth

/  /

e.g. 29 / 09 / 2008

**Tick** the child's gender

☐

Male

☐

Female

Gender X

☐

See page 1 of the guide notes

**Write** the child's height

(centimetres)

Changing gender?

Write child's new gender here

**Write** the child's eye colour

e.g. BROWN, BLUE, GREEN, GREY, HAZEL, BLACK

## 2 Child's contact and delivery details

**Write** the child's home address and phone number

Unit and/or house number

Street name

Suburb

City or town

Postcode

State

Country

Contact  
phone

+

e.g. +

064 021 12345678

COUNTRY CODE

AREA CODE

PHONE NUMBER



**Write** the address you want the child's passport **delivered** to if **different** from the **home address**



If you want the child's passport delivered by **international** courier, you must provide a street address, **not** a Post Box number.

Business name (if required)

Unit and/or house number

Post Box number

Post Box holder name

OR

Street name

Suburb

City or town

Postcode

State

Country

**3** Child's previous New Zealand passport or other New Zealand travel document



**Fill in this section if** the child has ever had one of the following travel documents issued by the New Zealand Department of Internal Affairs. **Otherwise leave this section blank and go to section 4.**

**Tick** the box below that applies to the child's **most recent** travel document

☐

Passport

☐

Refugee travel document

☐

Certificate of identity

☐

Emergency travel document

**Write** the child's names exactly as they appear in their **most recent** New Zealand passport or New Zealand travel document

Surname or family name (if different from section **1**)

First and middle names (if different from section **1**)

**Write** the passport or travel document number, and the place and date of issue

Document Number

Place it was issued

Date it was issued

 /  / 

**Send us** the child's most recent New Zealand refugee travel document, New Zealand certificate of identity or New Zealand emergency travel document with this application.



If the child's most recent document is a New Zealand passport, you **do not** need to send it to us.



**WARNING:** Once the child's application has been received the old passport will be cancelled immediately and cannot be used for travel. Anyone attempting to travel on a cancelled passport will be refused travel.



If the child's passport has **not** been lost or stolen, **go to section 10**.

#### 4 Child's entitlement to a New Zealand passport

Read section 4 of the guide notes before you complete this section.

**Tick only one** of the boxes below

The child was born in New Zealand and is a citizen by birth

The child was born in Niue, the Cook Islands or Tokelau and is a citizen by birth.



 *If the child was born in Niue, the Cook Islands or Tokelau, you will need to **send their original birth certificate** with this application if you are applying for the child's first New Zealand passport.*

The child has obtained New Zealand citizenship by grant or descent

**Write the child's Citizenship Certificate number ►**

*Write all the child's names exactly as they are on their Citizenship Certificate*

*Surname or family name (if different from section 1)*

First and middle names (if different from section 1)

## 5 Names at birth

**Write the mother's name at the child's birth**

Write the mother  
Surname or family name

*First and middle names*

**Write the mother's name at her birth (mother's maiden name)**

*Surname or family name*

**Write** the name of the father or other parent at **the child's** birth

*Surname or family name*

*First and middle names*

**Write the child's name at birth**

*Surname or family name (if different from section 1)*

First and middle names (if different from section 1)



**8** Declaration for a lost, stolen or damaged passport or other travel document



**Fill in this page only if** the child's New Zealand passport or New Zealand travel document from section **3** has been lost, stolen or damaged. **Otherwise leave this page blank.**

**Tick** what happened to the document

☐ Lost

☐ Stolen

Date lost or stolen? ▶   /   /

**Explain** where and how the document was lost, stolen or damaged

Write in as many details as possible. Include the address where the loss, theft or damage occurred.



**Send us** a separate piece of paper with further details if you have run out of space to write on this page.

**Declaration**

- ▶ I declare that the information above is correct.
- ▶ I acknowledge that in notifying the loss, theft or damage of the child's passport or travel document to the Passport Office or to a New Zealand Embassy or High Commission, that it will be permanently cancelled and rendered unusable.



**WARNING:** Once you declare the child's passport 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 passport that has been lost, stolen or damaged will be refused travel. It is an offence against the Passports Act 1992 to knowingly or recklessly make a false statement to obtain another passport. To do so may result in a fine, imprisonment, or both.

**Sign** the declaration here



Date signed

/   /





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

### Written statement

I declare that

The child wears a head covering or headband in the supplied photo for  medical or  religious reasons.

I wish to provide additional information to the Department of Internal Affairs.

Provide additional information or explanations for your selected declarations here.



*If you do not have enough space, write further details on a separate piece of paper and send it to us with this application. Ensure that both you and your authorised witness **sign** and **date** each separate piece of paper.*

**Write** your name and contact details here

Full name

Home  
address

Home +  
phone

Mobile +  
phone

I make this statement believing it to be true to the best of my knowledge, and I make it knowing that I may be liable to prosecution if I have stated anything in it which I know to be false or do not believe to be true.

**Sign** your declaration  
in front of an  
authorised witness



Signed at

*Date signed*

\_\_\_\_ / \_\_\_\_ / \_\_\_\_



**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.

**Authorised witness sign here**



OFFICIAL STAMP

OFFICIAL STAMP

Please **tick** your title

Legal Executive (NZILE) Justice for the Peace

Lawyer


Kaumatua

*Member of Parliament*

Government Officer


**10** Consent for issue of a passport to a child

You must complete this section. Read section 10 of the guide notes before you complete this section.


 Consent can only be given by a parent named on the child's birth record or by a legal guardian.

Tick the box below that shows your relationship to the child named in section 1

☐ Mother      ☐ Father      ☐ Other parent      ☐ Legal guardian

 Send us the original Guardianship Order if you are a court appointed guardian of the child.

OR


 Send us the original copy of the parent's will appointing you as a testamentary guardian and the parent's death certificate.

Write your current name

Surname or family name

First and middle names

Write your date of birth      /      /      ▶ e.g. 2 9 / 0 9 / 1 9 6 8

 Has your name changed since the child's birth was registered or the guardianship order was issued?

Tick the box that applies.

☐ My name has not changed

☐ I am using my birth name

☐ I have changed my name by


☐ marriage      ☐ civil union      ☐ statutory declaration or deed poll


Write the details of your name change


Date of name change

City or town

Country

 Send us the original marriage certificate, civil union certificate or name change document if your marriage, civil union or name change took place outside New Zealand.

 Send us the original name change by statutory declaration or deed poll if you were born overseas and your name change was registered in New Zealand before 25 January 2009.

 If you have had more than one marriage, civil union, name change by statutory declaration or deed poll since the child's birth records or guardianship papers were issued, please write the details on a separate piece of paper.

Please continue over the page ...

Write your address and contact details

Unit and/or house number

Street name

Suburb

City or town

Postcode

State

Country

Home phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

Work phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

Mobile phone +

COUNTRY CODE

CARRIER CODE

PHONE NUMBER

e.g. + 0 6 4 0 2 1 1 2 3 4 5 6 7 8

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

Email

@

Your declaration of consent

- I give my consent for a passport to be issued to the child named in section 1 of this application.
- 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 the child's passport 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.
- I agree that, for the purposes of this application, other government agencies may release personal information about the child or myself which will assist the Passport Office in determining the child's entitlement to be issued with, or continue to hold, a New Zealand passport.
- I understand that if I 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.
- I confirm that I have read the section relating to section 4(3)(b) of the Passports Act 1992 in the guide notes, and I declare that the child is not subject to any of the matters listed in that section, that there is no court order, sentence, or other condition that may prevent the issue of a passport to the child under the Passports Act 1992.



Date signed

/

/

Sign your consent here



**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.

11 Witness section



Before completing this section the witness must read section 11 of the guide notes.  
The witness must fill in this section and complete the details on the back of one photo.

Tick this box to make sure you can be a witness

☐

I hold a valid New Zealand passport AND the child is not related to me AND we do not live at the same address

Write your New Zealand passport number ▶

Write how many years you have known the child ▶  years, or  months (if the child is less than 1 year old)

Write your name

Surname or family name

First and middle names

Write your date of birth ▶  /  /

Write your address and contact details

Unit and/or house number

Street name

Suburb

City or town

Postcode

State

Country

Home phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

Daytime phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

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

Ensure your photo has been correctly witnessed to avoid delays in processing.

I declare that

- ▶ I am 16 years of age or over.
- ▶ The information I have given is in my own handwriting and complete and correct to the best of my knowledge.
- ▶ The child in this photo is the child named in section 1.
- ▶ I have written the full name of the child, signed my name and written the date on the back of one photograph.
- ▶ I understand that if I have provided false information, this passport can be cancelled and I can, by law, be fined or imprisoned.



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

Signature of witness



Date signed

12 Application fees and payment



Before completing this section, read section 12 of the guide notes.

You will be charged the following:

- application fee – based on the level of service you select below, plus
- courier cost – based on your delivery address.

For current applciation fees and courier costs, visit: [passports.govt.nz/passport-costs](https://passports.govt.nz/passport-costs)

Tick the level of service you want

- ☐ Standard – for current timeframes, visit [passports.govt.nz/passport-timeframes](https://passports.govt.nz/passport-timeframes)
- ☐ Urgent – up to 3 working days
- ☐ Callout – by phone appointment only

Tick the method of payment you want

- ☐ Credit, debit or prepaid card (for example, Prezzy card) ▶ [Complete payment card details section on page 11.](#)
- ☐ EFTPOS (in person only)



Do not send cash, cheques, money orders or card.

13 Send the child's application to us

Send us the child's completed application form by courier or post.

Refer to the guide notes section 13 to find the New Zealand Passport Office nearest to you.

OFFICE USE ONLY

	Supporting Documents					Previous Travel Documents				Requested Passport Type			
	IN	NPC	NTW	O/S		IN	EC	BTA	NTW	DIP	OFF	ADD	
BC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZPPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZDIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
CUC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZOFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Cit/Des	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RTD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Products			
NCDoc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cit	IN	DEP	O/S
GDoc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ETD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BDM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POrd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foreign	<input type="checkbox"/>							
Let	<input type="checkbox"/>				C/use	<input type="checkbox"/>							
Other	<input type="checkbox"/>												
Photos x2	IN	CA	HC		NOF	TBI	IC			RBDB		HFETDR	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		

Date received:

Completed by:

Approved by:

Payment witnessed by:



Application fees – effective from 2 May 2025

A Child passport is valid for a maximum period of 5 years.

You will be charged the application fee based on the level of service you select in section **12**.

Application fees are correct as at the current form version date. Fees are set by the Passports (Fees) Regulations 2025 and may change when the regulations are amended. For current fees, visit: [passports.govt.nz/passport-costs](https://passports.govt.nz/passport-costs)

Level of service	Lodged in New Zealand	Lodged in Australia	Lodged in the United Kingdom
Standard service (see guide notes)	NZD \$144.00	AUD \$168.00	GBP £86.00
Urgent service (up to 3 working days)	NZD \$391.00	AUD \$454.00	GBP £233.00
Callout service (by appointment only)	NZD \$898.00	AUD \$982.00	GBP £504.00

For current standard service timeframes, visit: [passports.govt.nz/passport-timeframes](https://passports.govt.nz/passport-timeframes)

Application fees must be paid in the currency of the location where you are lodging your application.

As fees are all regulated in New Zealand dollars, from time to time the fees for lodging your application in Australia or the UK are reviewed to reflect the current exchange rate. The latest review took effect from 2 May 2025.

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 above New Zealand application fees. Please note that courier cost applies.

See over for courier costs 

Payment card details

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

[Tick card type](#) ▶

☐ Visa ☐ MasterCard ☐ AMEX ☐ Debit card

Card number

-

-

-

Card expiry date

/


If you are making payment with a credit card at our UK office include the CSV number (last 3 or 4 digit number of the reverse side of the card)

CSV Number

(UK Office only)

Name as it appears on card

Cardholder's signature

▶

I authorise the Department of Internal Affairs to charge the total amount across to my credit or debit card.

## Courier costs – effective from 1 July 2025

You will be charged a courier cost based on the delivery address in section **2**.

Courier costs are correct as at the current form version date. Costs are subject to price changes by the Department's contracted courier providers (New Zealand Post and DHL). For current courier costs, visit: [passports.govt.nz/passport-costs/passport-courier-costs](https://passports.govt.nz/passport-costs/passport-courier-costs)

Delivery destination	Paper application lodged in New Zealand	Paper application lodged in Australia	Paper application lodged in the United Kingdom
New Zealand	NZD \$5.30 (including GST)	Lodge your application online or in New Zealand	Lodge your application online or in New Zealand
Australia	NZD \$13.65	AUD \$12.45	Lodge your application online or in Australia
United Kingdom	NZD \$28.00	Lodge your application online or in the United Kingdom	GBP £14.00
Asia Pacific countries	NZD \$23.00	AUD \$21.00	Lodge your application online or in New Zealand or Australia
United States	NZD \$34.00	AUD \$32.00	GBP £17.00
European countries (excluding the UK and countries listed below)	NZD \$45.00	AUD \$42.00	GBP £22.00
Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Macedonia, Malta, Switzerland, Serbia, Libya, Pakistan, Ukraine	NZD \$54.00	AUD \$49.00	GBP £26.00
Russia, Iran, Nepal, Belarus	NZD \$64.00	AUD \$58.00	GBP £30.00
Rest of world	NZD \$47.00	AUD \$44.00	GBP £23.00

### NOTE:

- If your delivery address is in Libya, Pakistan or Ukraine – please lodge your application online or in the United Kingdom.
- If your delivery address is in Russia, Iran, Nepal or Belarus your passport will need to be delivered to a New Zealand Embassy or Consular.
- If your delivery address is in Morocco – please contact our London Office prior to submitting your application.

International deliveries may be subject to additional fees and charges, imposed for example by the courier company and/or customs 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 the Department.