

Application for a New Zealand passport

Uruwhenua Aotearoa

Child (aged 15 years and under)



Internal Affairs
Te Tari Taiwhenua

PAS305

Use this form if you are:

- applying for your child's first New Zealand passport
- renewing your child's passport
- replacing your child's lost, stolen, or damaged passport
- changing the name in your child's passport, or
- replacing your child's emergency travel document.

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 child's identity and entitlement to an NZ passport and maintain the integrity of NZ passports.

A child passport is valid for a maximum of 5 years.

What you need to complete this application

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

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 your child's application.

1 Child's personal details

Names

Write the name you want to appear in your child's passport. This name must be a name that is officially registered. For example, their name by birth, their name changed by statutory declaration or deed poll, or the name on their 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 your child has apart from their surname.

If the child only has one name, write it in the the surname or family name field.

If your child's 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 the application without this information.

Write your child's height in centimetres.

Choose the eye colour that is closest to your child's. For example, brown, blue, green, grey, hazel or black.

Gender

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

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 the child's preferred gender in Section 1 on

page 1 of the passport application form. 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 letterhead.

Your child's New Zealand passport can be issued in their preferred gender without needing to change these details on their 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 be asked to provide your child's gender information as either male or female when travelling.

You may wish to check the entry requirements of any country your child is going to visit or transit through with that country's embassy or high commission.

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

2 Child's home and delivery address

Child's home address

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

Child's delivery address

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

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

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

If your child has 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 child's previous New Zealand passport with the application.

 **Warning:** Once your child's passport application has been received, their 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 child's original previous New Zealand refugee travel document, certificate of identity, or emergency travel document with the application whether it is expired or not. This travel document will be cancelled and retained by the Passport Office.

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 your child is a New Zealand citizen.

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.

If your child was born in New Zealand, your child's New Zealand birth record will clearly state if the child born is not a citizen by birth.

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

Born in New Zealand and a citizen by birth

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

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

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

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

New Zealand citizenship by grant or descent

If your child has New Zealand citizenship either by grant or by descent, enter your child's name and citizenship certificate number in the fields provided.

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

5 Names at birth

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

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

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

6 Name change by statutory declaration or deed poll

If your child's name has ever been changed by statutory declaration or deed poll, you must complete this section.

Write your 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 form.

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 your child.

8 Declaration for a lost, stolen or damaged passport or other 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 the child's identity.

Complete this section only if your child's most recent 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 the 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 the passport can be invalidated and cannot be used for travel. To report the child's passport as lost, stolen, damaged or involved in a data breach or scam, go to: passports.govt.nz/lost-stolen-passport

If your child's 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, embassy or high commission.

9 Written statement

Complete the written statement only if any of the following apply to the child:

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

Select the declaration statement that applies to the application and provide additional information where necessary. Write your name, residential address and contact details in this section (not those of your child).

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
- 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 of the child. 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, 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 child's other parents or guardians.

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 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 child's application or if we need to contact you about the child's passport. Enter your phone number(s) and 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 consenting parent or guardian named on application page 10, unless the consenting parent or guardian 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

 Your child's witness must read these guide notes before they complete Section 11: Witness section on application page 12.

Child's witness

Your child's witness must complete this section. Provide your child's witness with 2 identical colour passport photos of your child. On the back of one of the photos, the witness must write the child's 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 child's witness?

Your child's witness must:

- be aged 16 years or over
- have known your child for 1 year or more, or since birth if your child is aged under 1 year
- have a current or expired New Zealand passport
- agree to be your child's witness
- be available if we call or email them to verify details about your child's application — this will help avoid delays.

Your child's witness must not:

- be part of your child's immediate or extended

family (this includes cousins)

- live at the same address as the child.

The child's 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

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

Getting passport quality photos

Provide 2 identical colour photos of the child that are less than 6 months old 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 the child's passport.

We strongly recommend that you use a professional passport photo service to 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

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

- Your child must face the camera straight on with their head straight, eyes open and mouth closed.
- Your child must maintain a neutral expression, not smiling or frowning.
- Ensure there is no hair across your child's 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.
- Your child must not wear sunglasses or glasses with tinted lenses that obscure their eyes.

Head covering or headband

- No head covering or headband should be worn in the photo, unless your child must wear either for religious or medical reasons.
- If your 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 your child's hairline or ears.

Photographic image requirements – examples

These example photos are not actual size.

Acceptable



Unacceptable



Hands covering face



Eyes closed and head too big



Hand in photo



Blanket covering face



Person in background

Acceptable



Unacceptable



Wearing sunglasses on head



Wearing a hat



Hair obscuring eyes and face

12 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 child's application. You can choose standard or urgent processing. Delivery time is additional.

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

To speed up the processing of your child's passport, check that their photo meets the technical requirements and make sure your child's information is complete by following all the instructions.

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

The timeframes web page is updated regularly.

Application fees

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 question 22 on application page 15.

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

If your child resides outside of New Zealand, and you are sending your child's 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 child's travel is for a bereavement or a 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 2 on application page 2.

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 the Department.

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:

- 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; or
- 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.

Privacy statement

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

Delivery

Depending on where your child's 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 and the child's identity and confirm their 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 the child's 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 child's passport, the status of their passport, DIA's passport database key number, and other information relating to their 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 the child's 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 child's 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 of your child with your child's application.

The Department may use your child's 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 child's details
- one to one comparisons – to provide assurance that your child matches 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 child's most recent application in our database for future comparisons. We do this to efficiently deliver services to you, protect your child's 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 child's e-passport (the chip contained in the travel document that we issue your child).

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

Will you need to send any documents with this application?

Check the table to see whether you need to send any original documents with your child's application. Do not send photocopies or certified photocopies. All original documents will be returned to you with your child's passport. If the documents are not in English, you must get them translated. You must send us original documents as well as the English translations.

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

If your child holds a New Zealand passport	-	No document required
If your child holds a New Zealand refugee travel document, certificate of identity or emergency travel document	☐	Your child's original New Zealand refugee travel document, certificate of identity or emergency travel document

Section 4: Child's entitlement to a New Zealand passport

Born in New Zealand	-	No document required
Born in Niue, the Cook Islands or Tokelau	☐	Your child's original birth certificate (showing place of birth and parents' names)
New Zealand citizenship by grant or descent	-	No document required

Section 6: Name change by statutory declaration or deed poll

Born in New Zealand and was name changed in New Zealand	-	No document required
Name changed overseas	☐	Your child's original name change document
Born overseas, name changed in New Zealand	-	No document required

Section 10: Consent for issue of a passport to a child

Court appointed guardian or additional guardian	☐	The original guardianship order issued by a New Zealand court or issued by an overseas court registered in New Zealand
Testamentary guardian	☐	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 your 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	☐	Your original name change document
Marriage or civil union registered overseas	☐	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	☐	Your original New Zealand name change by statutory declaration or deed poll

We will contact you for further information or original documents if we cannot verify your details.

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Application for a New Zealand passport

Uruwhenua Aotearoa

Child (aged 15 years and under)



Internal Affairs
Te Tari Taiwhenua

PAS305

How to answer:

- You can complete this form by hand using a black or blue ballpoint pen.
- You can also complete this 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: Child's personal details

1. Child's 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 child's gender different to what is on their birth or citizenship certificate, or previous passport?

- ☐ Yes
- ☐ No

Height (in centimetres)

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

Section 2: Child’s home and delivery address

2. Child’s home address

Street number and name (include unit number, if applicable)	
Suburb	Town or city
Postcode	State or province
Country	

2a. Child’s delivery address (if different from their home address)

 If you want the child’s 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 3: Child's previous New Zealand passport or other New Zealand travel document

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



3. Previous New Zealand passport or other New Zealand travel document

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

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

3a. Document details

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

Document number

Place it was issued or issuing authority

Date it was issued (dd/mm/yyyy)

Surname or family name

First and middle names

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

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

 **Warning:** Once your 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.

Section 4: Child's entitlement to a New Zealand passport



4. Child's entitlement (tick one)

- ☐ The child was born in New Zealand and is a New Zealand citizen by birth ► Go to Section 5 on page 5.
- ☐ The child was born in Niue, the Cook Islands or Tokelau and is a New Zealand citizen by birth ► Go to Section 5 on page 5.
- ☐ The child has obtained New Zealand citizenship by grant or descent ► Continue to question 5.

 If your 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 their first New Zealand passport.

5. Child's citizenship certificate details

Citizenship certificate number (if known)

Surname or family name (if different from name entered on application page 1)

First and middle names (if different from name entered on application page 1)

Section 5: Names at birth

6. Child’s name at birth

Surname or family name

First and middle names

6a. Mother/Parent 1’s name at the child’s birth

Surname or family name

First and middle names

6b. Mother/Parent 1’s surname or family name at their birth

Surname or family name

6c. Father/Parent 2’s name at the child’s birth

Surname or family name

First and middle names

Section 6: Name change by statutory declaration or deed poll

Complete this section only if your child's name has been changed 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

City or town of name change

Country of name change



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



If your child has 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 7: Child’s emergency contact

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

Complete this section only if your child's most recent New Zealand passport or other New Zealand travel document has been lost, stolen or damaged. If you do not include enough detail, your child's 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.



9. Details for the child's most recent lost, stolen or damaged New Zealand passport or other 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 child's 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. 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.

- I declare that the information about the lost, stolen or damaged travel document 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, high commission or consulate, that it will be permanently cancelled and rendered unusable.

Your signature

Date signed (dd/mm/yyyy)

Section 9: Written statement

The consenting parent should complete this section only if at least one of the following applies:

- your child wears a head covering or headband in their passport photos for religious or medical reasons, or
- 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.

10. Declaration

I declare that:

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

11. 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



12. Your signature

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.

 **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.

Full name

Your signature

Date signed (dd/mm/yyyy)

Section 10: Consent for issue of a passport to a child

 You must complete this section. Consent can only be given by a parent named on the child's birth record or by the child's legal guardian. Read guide note page 4 before you complete this section.

13. Details of consenting parent

Select the box below that shows your relationship to the child:

☐ Mother

☐ Other parent

☐ Father

☐ Legal guardian

 If you are the child's legal guardian, send us the original copy of the parent's will appointing you as a testamentary guardian and the parent's death certificate. Alternatively, send us the original Guardianship Order, if you are a court appointed guardian of the child. A parenting order, also known as a custody order, cannot be used as evidence of legal guardianship.

Surname or family name

First and middle names

Date of birth (dd/mm/yyyy)



14. Details of consenting parent's name change (if applicable)

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

☐ My name has not changed

☐ My name has changed by civil union

☐ I am using my birth name

☐ My name has changed by statutory declaration or deed poll

My name has changed by marriage

Date of name change (dd/mm/yyyy)

City or town of name change

Country of name change

 If your marriage, civil union or name change took place outside of New Zealand, send us the original marriage certificate, civil union certificate or name change document.

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

 If you have had more than 1 marriage, civil union, name change by statutory declaration or deed poll since the child's birth records or guardianship papers were issued, write the details on a separate piece of paper.

15. Consenting parent's 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 number

Mobile phone number

Email address

16. Declaration of consent

 **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.

I declare that:

- I give my consent for a passport to be issued to the child named in Section 1 of this application.
- 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 purpose 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.
- The child is 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 the child 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.

Your signature

Date signed (dd/mm/yyyy)

Section 11: Witness section

Witness instructions

You (the witness) must complete and sign page 12 to page 13 of this form.

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 child
- have known the child for more than 1 year or since birth if the applicant is under 12 months old.

The applicant needs to provide 2 identical photos.

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

- write the full name of the child
- 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 child is not related to me, and we do not live at the same address.

18. Witness details

NZ passport number

Months or years you have known the child
years months

Surname or family name

First and middle names

Your date of birth (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.

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. Full name of child whose photo you are witnessing

Also write the child's full name on the back of 1 photo.

Name of child

21. Witness declaration

I declare that:

- I am aged 16 years 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 applicant. I have written the full name of the child, 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 child'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.

Witness signature

Date signed (dd/mm/yyyy)

Section 12: 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 child's 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 the delivery destination and where you lodge your child's application.

If the delivery address is in:

- Russia, Iran, Nepal or Belarus, your child's passport will need to be delivered to a New Zealand embassy or consulate
- Morocco, contact our London office prior to submitting your child's 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 child's application in NZ	Lodge your child's application in NZ
Australia	NZD \$16.00	AUD \$15.00	Lodge your child's application in Australia
United Kingdom	NZD \$38.00	Lodge your child's application in the UK	GBP £18.00
Asia Pacific countries	NZD \$36.00	AUD \$31.00	Lodge your child's application in NZ 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 child's application in the UK	GBP £30.00
Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Libya, Macedonia, Malta, Pakistan, Switzerland, Serbia, Ukraine	NZD \$78.00	Lodge your child's application in NZ or the UK	GBP £37.00
Russia, Iran, Nepal, Belarus	NZD \$64.00	AUD \$59.00	GBP £31.00
Rest of world	NZD \$62.00	Lodge your child's application in NZ or the UK	GBP £28.00

Level of service and application fees



Application fees are correct as at the form version date and are 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 \$144.00	AUD \$168.00	GBP £86.00
Urgent service (we aim for 3 working days)	NZD \$391.00	AUD \$454.00	GBP £233.00
Callout service	NZD \$898.00	AUD \$982.00	GBP £504.00



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

INNPCNTWO/S

BC☐

MC☐

CUC☐

Cit/Des☐

NCDoc☐

GDoc☐

POrd☐

Let☐

Other☐

Photos☐

x2☐

CA☐

HC☐

Previous Travel Documents

INECBTANTW

NZPPT☐

NZDIP☐

NZOFF☐

RTD☐

COI☐

ETD☐

Foreign☐

C/use☐

NOF☐

TBI☐

IC☐

Requested Passport Type

DIPOFFADD

☐☐☐

Other Products

INDEPO/S

CIT☐

BDM☐

RBDB☐

HFETDR☐

Date received:

Completed by:

Approved by:

Payment witnessed by:



Checklist

- ☐ Ensure you have completed your child's application form correctly.
 - ☐ Sign the declarations in Section 8 and Section 9, if applicable.
 - ☐ Sign Section 10 of the application form.
 - ☐ Supply 2 identical recent colour photos of the child.
 - ☐ Ensure your child's witness has completed Section 11 and signed the back of 1 photo.
 - ☐ Supply all required documents  where asked.
- Select the correct fee on application page 15.
- Enter payment details on application page 17.

Next steps

Enter payment details on application page 17.

Print the application form and ensure it is signed.

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

We recommend you send your 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, post or courier your child's 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 child's 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

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