



Declaration for a Lost or Stolen New Zealand Passport or Travel Document

Uruwhenua Aotearoa

USE THIS FORM to report your New Zealand Passport or Travel Document lost or stolen and you do not want to immediately apply for a replacement passport or travel document.

Use the Adult, Child, or Certificate of Identity or Refugee Travel Document form if you would like a new passport or travel document now.

It is very important that all Lost and Stolen passports are invalidated so they cannot be used for travel and to help prevent identity theft.

Declaring a New Zealand Passport or Travel Document lost or stolen

- ▶ If your passport or travel document has been lost or stolen in **New Zealand**, you must report the loss or theft of your passport or travel document to the Department of Internal Affairs. If your passport is still valid you will also need to report the loss or theft to the local police and obtain a police report or reference number.
- ▶ If your passport or travel document has been lost or stolen **outside New Zealand** you should report the loss or theft of your passport to the local police and the nearest New Zealand Passport Office, New Zealand Embassy or New Zealand High Commission. To find the contact details of your nearest New Zealand High Commission or Embassy visit www.mfat.govt.nz.

What you need to complete this form

- ▶ If your passport is still valid you will need a local police report or reference number.

How to complete this form

Fill in as many details as you can about the loss or theft of your passport or travel document, include details of when, where and how the passport or travel document was lost or stolen.

The person named on the passport or travel document must sign the declaration unless they are under 16 years of age. In this case, the parent or guardian of the child must sign the declaration.

Send or email your signed declaration to us

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
1 Pall Mall East
London SW1Y 5AU
United Kingdom

Email: passports@dia.govt.nz

Privacy statement

How is your privacy protected?

All relevant information about you is collected in line with the Passports Act 1992 and is held securely by the New Zealand Passport Office, Department of Internal Affairs, Level 2, 7 Pipitea Street (PO Box 10-526), Wellington. Under the Privacy Act 2020 you may access and request a correction of any of your personal information.

When may information from your passport records be disclosed?

Under the Passports Act 1992 and the Privacy Act 2020, this information may be disclosed, subject to agreement in writing between the Secretary of Internal Affairs and the Chief Executive of the organisation requesting the information, to any appropriate agency, body, or person to aid border security, facilitate the processing of passengers, verify the identity of a holder of a travel document, or determine whether a person is a New Zealand citizen. Information may also be disclosed under an authorised information matching programme in accordance with Part 10 of the Privacy Act 2020.

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

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



Te Tari Taiwhenua
Internal Affairs

Declaration for a lost or stolen passport or other travel document

Tick one box to show which document has been lost or stolen

Passport Refugee Travel Document Certificate of Identity Emergency Travel Document

Write the passport or travel document number, and the place and date of issue, if you know these

Document Number Place it was issued Date it was issued

Write your name and date of birth as they appeared in the passport or travel document

Surname or family name

First and middle names

Date of birth Phone

Email

Tick what happened to the document

Lost Stolen Date lost or stolen?

Explain how the document was lost or stolen

Write in as many details as possible. Include the address where the loss or theft occurred if known.

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

If your passport or travel document is still valid you must report the loss or theft of your passport or travel document to the New Zealand Police and you must send us the original police report or provide the reference number.

Tick to confirm I have enclosed a police report Police reference number

If the passport holder is under 16 years of age write your name and relationship to the holder

Name Relationship

Declaration

- I declare that the information above is correct
- I acknowledge that in notifying the loss or theft of my 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 your passport or travel document lost or stolen, 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 or stolen 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 or travel document. To do so may result in a fine, imprisonment, or both.

Sign your declaration here

DECLARANT SIGN HERE Date signed