



Use this form to provide proof of your identity for your passport application if you:

- have resided outside of NZ for the majority of your life, and
- cannot find a witness with a valid NZ passport.

## Before you apply

### Witness requirements

The witness must:

- be aged 16 years or over
- have a valid New Zealand passport
- not be a relative or partner of the applicant
- not live at the same address as the applicant.

The witness must have known the applicant (you or your child):

- for more than 1 year, or
- since birth (if the applicant is under 12 months old).

A valid passport does not mean 'valid for travel'. A valid New Zealand passport can be expired, but cannot be reported as lost, stolen or damaged.

### If you cannot find a witness who has a valid New Zealand passport

If you cannot find a witness with a valid New Zealand passport, you can use a witness from one of the following professions:

- a lawyer
- a police officer
- a teacher
- a kaumatua
- a minister of religion, or
- a registered medical professional.

The alternative witness must still meet all the other standard criteria. These include:

- being over 16
- having known the applicant for at least 12 months
- not being the applicant's relative or partner
- not living at applicant's address.

### Photo requirements

If you have already submitted your passport application and passport photo, we will insert your submitted passport photo on page 7.

If you have not submitted your passport application, you must provide 2 identical passport-style photos. The photos need to be signed by the witness named on page 5 of this application.

The photos must be:

- of yourself
- less than 6 months old
- in colour
- clear, sharp and in focus.

The photos must show:

- your head and shoulders
- your face looking directly at the camera
- your eyes open and clearly visible — not covered by hair or sunglasses
- your face in a neutral expression, not smiling or frowning and with your mouth closed
- a plain and neutral background.

Prescription glasses are permitted as long as your eyes are still visible.

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

## **Making a statutory declaration**

On pages 3 and 4, you will need to make a statutory declaration that you cannot find a witness with a valid NZ passport.

A statutory declaration is a written statement declaring something to be true in the presence of an authorised witness. It is an offence to give any altered, false, incomplete or misleading information or to make a false statement or declaration.

## **People authorised to take a statutory declaration**

The statutory declaration on pages 3 to 4 must be signed and dated in front of someone who has the authority to take statutory declarations. They must also sign to confirm that you have signed the declaration in front of them.

The person who takes your statutory declaration must be one of the following:

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

You may need to make an appointment with your witness to sign this declaration in front of them.

## **Contact details**

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

## **Privacy statement**

All relevant information about you is collected in line with the Passports Act 1992 and is held securely by the New Zealand Passports Office, Department of Internal Affairs, PO Box 1568 Wellington. Under the Privacy Act 2020 you may access and request a correction of any of your personal information.

For more information visit [www.dia.govt.nz](https://www.dia.govt.nz).

## **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. 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 keynumber; and any other information relating to your passport that may be required.

# Alternate witness declaration



Internal Affairs  
Te Tari Taiwhenua

PAS210

How to answer:

- You should fill in the statutory declaration on pages 3 to 4 of this form and sign it in front of a person authorised to take statutory declarations.
- Your witness should fill in and sign pages 5 to 7 of this form.
- You can complete this form by hand or on-screen using Adobe Acrobat Reader.
- You can use the tab key to move to the next fillable form field in Adobe Acrobat Reader.
- Once you have completed the application, you must still print it off and sign it by hand.

## Section 1: Statutory declaration

Applicant to complete.

### 1. Applicant's name and date of birth

This information will help us match this declaration to the correct application

If you are filling in this declaration for yourself, write your name and date of birth.

If you are filling in this declaration for someone else, write their name and date of birth.

Full name

Date of birth (dd/mm/yyyy)

Application number (if known)

### 2. Your name and contact details

This applies to the person filling out the form. This can be the applicant or a person filling out the form on behalf of an applicant.

Full name (if different from above)

Street number and name

Suburb

Town or city

Country

Postcode

Contact phone number

**I solemnly and sincerely declare that I:**

- have resided outside of NZ for the majority of my life, and
- cannot find a suitable witness with a valid NZ passport.

**3. I have made the following attempts to locate a witness who holds an NZ passport:**

Describe any and all attempts

**Warning**

It is an offence to make a statement which is false in any particular for the purpose of gaining a New Zealand travel document. If a New Zealand travel document 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, imprisoned, or both.



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

I make this solemn declaration believing it to be true by virtue of the Oaths and Declarations Act 1957.

**Declared at** (town or city, and country if not in New Zealand)

**this day of** (dd/mm/yyyy)

**by** (signature of declarant)



**5. The person authorised to take a statutory declaration must complete this section**

**Signature** (authorised person signs here)

**Full name of authorised person**

**Qualification of authorised person**

Tick your title:

- ☐ Legal Executive (NZILE)
- ☐ Justice of Peace
- ☐ Member of Parliament
- ☐ Lawyer
- ☐ Government Officer

## Section 2: Witness Declaration

Witness to complete.

### 6. Details of your profession

If you do not have a valid New Zealand passport, you must belong to one of the following professions in order to be a witness for a passport application. See guide notes on page 1 for more information.

#### 6a. Tick your profession:

- |   |                                   |  |
|---|-----------------------------------|--|
| <input type="checkbox"/> lawyer         | <input type="checkbox"/> teacher  | <input type="checkbox"/> minister of religion            |
| <input type="checkbox"/> police officer | <input type="checkbox"/> kaumatua | <input type="checkbox"/> registered medical professional |

#### 6b. Name and street address of your business or organisation:

This cannot be a Post Office Box (PO Box) number or a Private Bag number.

Organisation name

Street number and name

Suburb

Town or city

Country

Postcode

### 7. Your name

First name and middle names

Surname or family name

### 8. Your date of birth

Date of birth (dd/mm/yyyy)

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For more information visit [www.dia.govt.nz](http://www.dia.govt.nz)

### 9. Your residential address and contact details

Street number and name

Suburb

Town or city

Country

Postcode

Contact number

Email address

### 10. Name of the applicant whose photo you are witnessing

Full name of applicant

### 11. How many years (or months, for applicants under 12 months old) have you known the applicant?

Years or months

### 12. Photo identification

If there is no photo inserted on the next page, the applicant must provide you with 2 physical passport-style photos. Both photos must be identical.

On the back of 1 of the photos, you must:

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

This must be handwritten by you (the witness), not by the applicant.

Failure to correctly witness 1 of the photos will delay the applicant's passport application.

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

**Photo identification for existing applications (office use only):**

Click to insert photo

**Reference number**

**13. Witness declaration**

I declare that:

- I am 16 years of age or over.
- I have known the applicant for more than 1 year, or since their birth.
- The information I have given is complete and correct to the best of my knowledge.
- The person shown in the attached photo is the applicant named in question 10.
- If the applicant has supplied a physical photo, I have written the full name of the applicant, signed my name and written the date on the back of one photograph.
- I understand that if I have provided false information, the passport can be cancelled and I can, by law, be fined or imprisoned.

**Signature of witness**

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

**Warning**

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