



# Application for a New Zealand Passport

*Uruwhenua Aotearoa*

# Adult

**USE THIS FORM** if you are 16 years or over and are applying for a New Zealand Passport and:

- ▶ you are applying for the first time **OR**
- ▶ you are renewing your passport and your name has changed since your previous passport was issued **OR**
- ▶ you are renewing your passport because your previous passport has been lost or stolen **OR**
- ▶ you are applying for a replacement of your emergency travel document.

Use the **Adult Renewal form** if you are 16 years or over, and your name has not changed since your previous passport was issued and your previous passport is not lost or stolen.

## 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 your identity and entitlement to a New Zealand Passport.



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

## What you need to complete this application

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

## Sending original documents

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



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

## How to contact us

**New Zealand:** Freephone 0800 22 50 50  
Phone +64 4 463 9360 Fax +64 4 382 3410

**Australia:** Freephone 1300 559 535  
Phone +61 2 9225 2300 Fax +61 2 9223 0223

**United Kingdom:** Phone +44 20 7968 2730 Fax +44 20 7968 2739

Website: [www.passports.govt.nz](http://www.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 and quote this application number:



# 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**

**Fill in this form yourself.** You must use your own handwriting. **If you cannot fill in this form yourself** because you have a disability or a language difficulty, someone else can fill in the form for you. This person must complete the statutory declaration (in section **8**).

**Check you have answered all the questions on this form that relate to you.** We can only process your application if you complete the form accurately. If you miss out any details we may need to contact you and there may be a delay in processing your 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 and complete in your own handwriting.

► 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 

<del>A</del>	<del>B</del>	<del>C</del>
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. DO NOT use correction fluid or correction paper.

## **1 Your personal details**

### **Names**

Write the name you want to appear in your passport. This name must be a name that is officially registered; for example, a name by birth, marriage, civil union, a name changed by statutory declaration or deed poll, or the name on your citizenship certificate.

Do not use nicknames or names that you are "commonly known as".

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

### **Name Endorsements**

The Department is no longer able to include "also known as" name endorsements into a passport. If your current passport contains an also known as name, this will not be included in your new passport.

If you already have your married name endorsed into your current passport and want your new passport issued in this name, then write this name in question 1.

### **Height and eye colour**

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

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

## **2 Your 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 you are a New Zealand citizen.**

### **Born in New Zealand**

If you were born in New Zealand tick this option to indicate your entitlement.

### **Born in Niue, the Cook Islands or Tokelau**

If you were born in Niue, the Cook Islands or Tokelau, you are entitled to a New Zealand Passport. You will need to send us your original birth certificate if you are applying for a passport for the first time.

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

If you were born outside New Zealand and have obtained New Zealand citizenship either by grant or by descent, fill in your name and citizenship certificate number in the spaces provided.

If you believe you are entitled to citizenship but have not obtained a citizenship certificate, you will need to contact the Citizenship Office (You must determine your citizenship status through the New Zealand Citizenship Office before we can issue you with a New Zealand Passport. Visit [www.citizenship.govt.nz](http://www.citizenship.govt.nz) for more information).

### **Entitlement for another reason**

If you believe you are entitled to a New Zealand Passport for any other reason, please send us documents to support your claim.

### 3 Names at birth

To confirm that you are entitled to a New Zealand Passport, we need to know your name at birth. We also need to know your parents' names that appear on your birth certificate and your mother's name at her birth.

If you were legally adopted, write the names of your adoptive parents and the names you were given after adoption.

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

### 4 Your contact and delivery details

#### Your home address

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

#### Your contact details

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

► Example of how to write your phone number:

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

#### Your delivery address

- If you want your 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 your passport delivered to a business, write the name and the address of the business
- If you want your passport delivered by international courier you must provide a street address, not a Post Box number.

### 5 Your previous New Zealand Passport or other New Zealand travel document

If you have 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 your previous New Zealand Passport in with your application.

**WARNING** Once your passport application has been received, your 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 your previous New Zealand Refugee Travel Document, Certificate of Identity or Emergency Travel Document, with your application whether it is expired or not. This travel document will be cancelled and retained by the Passport Office.

#### Emergency Travel Document

If you are applying for a replacement of your Emergency Travel Document, please complete this form in full and send your Emergency Travel Document with your application.

If your travel document has been lost or stolen, fill in section 9.

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

### 6 Name change by marriage or civil union

If you have changed your name by marriage or civil union and you want this name to appear in your passport, you must fill in this section.

We need details of all your marriages or civil unions. Fill in the form starting with the most recent. The form has space for your two most recent marriages or civil unions. If you have had more than two marriages or civil unions, write the details on a separate piece of paper and send it with this application form.

If any of these marriages or civil unions took place outside New Zealand, send the original certificates to us with this application form.

### 7 Name change by statutory declaration or deed poll

If you have ever changed your name by statutory declaration or deed poll, you must fill in this section.

Begin by filling in your most recent name change. If you have changed your name more than twice, 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.

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

### 8 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?

#### Filling this application in yourself

If you are filling in this application yourself, complete the statutory declaration only if any of the following apply to you:

- you are wearing a head covering or headband in your passport photos for medical or religious reasons
- you wish to provide additional information, or an explanation, about your application

Tick the declaration statement that applies to you.

Write your name, residential address and contact details. Provide additional information as necessary.

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

#### Filling in this application for someone else

If you are filling in this application for someone else, you need to complete the statutory declaration. You will need to explain why the applicant cannot complete the form themselves.

You can only fill in this form for someone else if that person has a disability or a language difficulty preventing them from completing the form.

Tick the declaration statement "I have completed this form for someone else aged 16 years or over because they have a disability or language difficulty".

Tick any of the other declaration statements that relate to the applicant:

- the applicant is wearing a head covering or headband in their passport photos for medical or religious reasons
- the applicant wishes to provide additional information, or an explanation, about their application

Write your name, residential address and contact details in this section (not those of the person applying for the passport).

You, the person filling in the form for the applicant, 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 your 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.

## 9 Declaration for a lost, stolen or damaged passport, or other New Zealand travel document

**Fill in this section only if your 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 your 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 your 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 passport has been lost, stolen or damaged outside New Zealand, and you require assistance or advice on how to obtain an emergency passport, please contact the nearest New Zealand Passport Office, New Zealand Embassy or High Commission.

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

## 10 Your emergency contact

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

If you have an accident, become sick, or are involved in an incident while you are travelling overseas, someone can be contacted on your behalf. We recommend that you choose a person who is not likely to be travelling with you.

## 11 Your Applicant Declaration

**You must sign this declaration if:**

- you have filled in your application form yourself
- you can sign your own name but someone else has filled in the application form for you.

If you cannot sign your own name, then the person who filled in the application form for you should complete and sign the statutory declaration. In this case, leave this section unsigned.

## 12 Witness section



**Please get your witness to read this section of the Guide Notes before they fill in section 12.**

### Your witness

Your witness must fill in this section in their own handwriting and write **your** name on the back of one photo and sign and date the back of the photo.

Your witness must write in CAPITALS and cross out any mistakes.

### Who can be your witness?

Your witness must:

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

Your witness needs to provide their passport number, name, date of birth and contact details, including a day-time phone number.

### Your witness writes on the back of one photo

Your witness must write **your** 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

Your witness must sign the declaration and date it to show they understand their obligations under the law.

### Photos – getting passport quality photos

Provide two identical colour photos that are less than 6 months old and send them with this application. Do not staple or paperclip the photos to the application as this will damage them and we may not be able to use them in your passport.

New technology has been introduced to scan your photos and ensure that they meet international travel standards. We strongly recommend that you obtain your photos from a business that provides a passport photo service, as the business will help ensure that your photos meet our requirements.

Photographs that do not meet our requirements will NOT be accepted and this will delay the issue of your 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 [www.passports.govt.nz](http://www.passports.govt.nz) or phone us at the contact numbers listed on the front cover of these Guide Notes.

### Photographic image requirements

#### Photo age

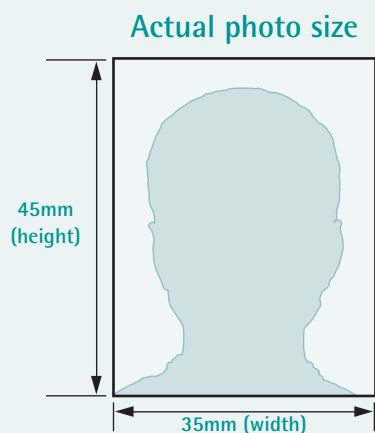
- photos must be less than 6 months old.

#### 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 quality

- photo must be a true image, not altered in any way
- photo must be in focus, with no red-eye and no reflected light on the face.

### Background

- the background must be plain and light, but not white
- there must be strong contrast between image and background, with no shadows.

### Pose

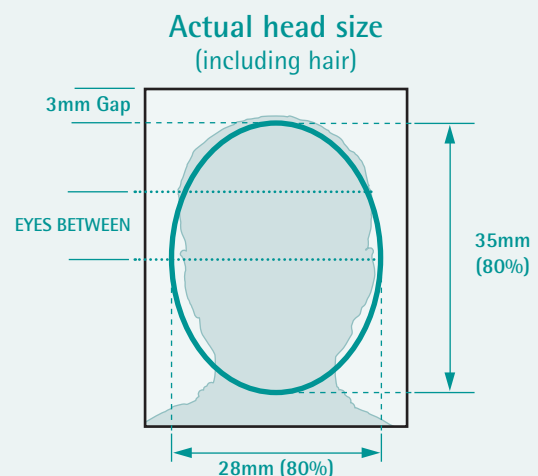
- face the camera straight on, with your head straight, eyes open and mouth closed
- maintain a neutral expression, not smiling or frowning
- ensure you have no hair across your face or eyes as eyes must be clearly visible.

### Glasses

- eyes must be clearly showing through glasses, with no reflection
- remove glasses with heavy-rimmed frames
- do not wear sunglasses, or glasses with tinted lenses that obscure your eyes.

### Head covering or headband

- no head covering or headband should be worn in the photo, unless you must wear either for religious or medical reasons. In this case you must complete the statutory declaration at section 8 of the form.





## Photographic image requirements – examples

Please note that these example photos are not actual size.

### Head size and facial expression

Acceptable



Unacceptable



Head too big



Expression not neutral

### Glasses, head covering, scarves and hair

Acceptable



Unacceptable

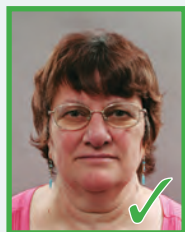


Frames too heavy



Frames obscuring eyes

Acceptable



Unacceptable



Light reflection on lenses



Tinted lenses obscuring eyes

Acceptable



Unacceptable



Scarf covering chin/edges of face



Face partially covered by head covering

### Contrast and lighting

Acceptable



Unacceptable



Shadows on background



Contrast too dark

## 13 Application fees and payment

### Choosing a level of service

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

**Standard service:** up to 10 working days

**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 fees

To find out the cost of application fees and courier fees, refer to the Fees Sheet on page 11 of this application, visit [www.passports.govt.nz](http://www.passports.govt.nz) or phone one of the following numbers:

#### New Zealand:

Freephone 0800 22 50 50 within New Zealand  
+64 4 463 9360 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 your 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

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

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

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

### If you pay by cheque or money order

- fill in all parts of the cheque or money order and make it payable to the Department of Internal Affairs
- if your cheque is dishonoured you will have to pay additional bank or debt collection charges.

### If you pay by credit card or debit card

- provide all requested details in section 13 of the form
- note that Diners card is not accepted.

### Delivery details

If your delivery address for your new passport is in the same country where you are lodging your application, it will be sent at no additional cost to you. The delivery service is courier in New Zealand, courier in Australia or First Class Mail in the United Kingdom.

If you want your new passport sent to an address outside the country where you are lodging your application, you will need to pay a fee for delivery by international courier. The international courier fee is available on the Fee Sheet included with this application form or visit [www.passports.govt.nz](http://www.passports.govt.nz) or phone one of the numbers above.

## 14 Send your application to us

Send us your application.

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

### NEW ZEALAND

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#### Post to:

New Zealand Passport Office  
Department of Internal Affairs  
PO Box 1568  
Wellington 6140  
New Zealand

#### Courier to:

New Zealand Passport Office  
Department of Internal Affairs  
Level 3, 109 Featherston Street  
Wellington 6011  
New Zealand

### AUSTRALIA

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#### 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 10, 55 Hunter Street  
Sydney NSW 2000  
Australia

### UNITED KINGDOM

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#### Post or courier to:

New Zealand Passport Office  
Department of Internal Affairs  
New Zealand House  
80 Haymarket  
London SW1Y 4TQ  
United Kingdom

### OTHER COUNTRIES

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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 [www.mfat.govt.nz](http://www.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 you provide helps us establish your identity and determine if you are eligible for a New Zealand passport.

We may obtain information from other sources using authorised information matching or information sharing programmes. Examples include, but not limited to, information matching programmes with the Citizenship Office and the Registrar-General of Births, Deaths and Marriages under section 78A of the Births, Deaths, Marriages and Relationships Registration Act 1995 or section 26A of the Citizenship Act 1977).

### How is your privacy protected?

All relevant information about you is collected in line with the Passports Act 1992 and is held securely by the New Zealand Passport Office, Department of Internal Affairs, 120 Victoria Street (PO Box 10-526), Wellington.

Under the Privacy Act 1993 you may access and request a correction of any of that personal information.

### When may information from your passport records be disclosed?


Under the Passports Act 1992 and the Privacy Act 1993, 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 authorised information matching programmes and information sharing agreements in accordance with the Privacy Act 1993.

For more information, including a list of authorised information matching and information sharing programmes, visit [www.dia.govt.nz](http://www.dia.govt.nz)

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.

## Checklist

- Have you checked your application form and ensured it has been correctly completed?
- Have you included the correct payment for your application?
- Have you signed the declarations in sections **8** and **9** if applicable?
- Have you signed the applicant declaration in section **11** of your application form?
- Have you supplied 2 identical recent colour photos of yourself?
- Has your witness completed section **12** 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 your application form. DO NOT send photocopies or certified photocopies. All original documents will be returned to you with your passport.

### **2** Your entitlement to a New Zealand Passport

Born in New Zealand	-	No document required
Born in Niue, the Cook Islands or Tokelau	<input type="checkbox"/>	Your original Birth Certificate (showing place of birth and parents' names)
New Zealand citizenship by grant or descent	-	No document required
Entitlement for another reason	<input type="checkbox"/>	Any documentary evidence that supports your claim

### **5** Your previous New Zealand Passport or other New Zealand travel document

If you hold a New Zealand Passport	-	No document required
If you hold a New Zealand Refugee Travel Document, Certificate of Identity or Emergency Travel Document	<input type="checkbox"/>	Your New Zealand Refugee Travel Document, Certificate of Identity or Emergency Travel Document

### **6** Name change by marriage or civil union

Marriage or civil union registered in New Zealand	-	No document required
Marriage or civil union registered overseas	<input type="checkbox"/>	Your overseas Marriage Certificate or overseas Civil Union Certificate

### **7** 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"/>	Your original name change document
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 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 your details by computer.



Detach the Guide Notes here







# Application for a New Zealand Passport

Uruwhenua Aotearoa

# Adult



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.

## 1 Your personal details

**Write** your full name

Surname or family name

First and middle names

**Write** your place of birth

City or town you were born in

Country you were born in

**Write** your date of birth

 /  / 

▶ e.g. 29 / 09 / 1968

**Tick** your gender

Male

Female

**Write** your height

  (centimetres)

**Write** your eye colour

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

## 2 Your entitlement to a New Zealand Passport

**Tick only one** of the boxes below

I was born in New Zealand

I was born in Niue, the Cook Islands or Tokelau



If you were born in Niue, the Cook Islands or Tokelau, you will need to **send your original birth certificate** with this application if you are applying for a New Zealand Passport for the first time.

I have obtained New Zealand citizenship by grant or descent


**Write** your Citizenship Certificate number ▶

**Write** all your names exactly as they are on your Citizenship Certificate

Surname or family name (if different from section 1)

First and middle names (if different from section 1)



I am claiming entitlement for another reason  **Send us evidence** to support your claim.



### 3 Names at birth

**Write** your mother's name at **your** birth

Surname or family name

First and middle names

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

Surname or family name

**Write** your father's name at **your** birth

Surname or family name

First and middle names

**Write** your name at your birth

Surname or family name (if different from section 1)

First and middle names (if different from section 1)

### 4 Your contact and delivery details

**Write** your home address

Unit and/or house number

Street name

Suburb

City or town

Post code

State

Country

**Write** your contact details

Home phone +

Work phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

COUNTRY CODE

AREA CODE

PHONE NUMBER

Mobile phone +

▶ e.g. + 0 6 4 0 2 1 1 2 3 4 5 6 7 8

COUNTRY CODE

CARRIER CODE

PHONE NUMBER

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

Email

@

**Write** the address you want your passport **delivered** to if different from your home address



If you want your 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

Post code

State

Country

## 5 Your previous New Zealand Passport or other New Zealand travel document



**Fill in this section if** you have ever had one of the following documents issued by the New Zealand Department of Internal Affairs.

**Tick** the box below that applies to your **most recent** document

New Zealand Passport

New Zealand Refugee Travel Document

New Zealand Certificate of Identity

New Zealand Emergency Travel Document

**Write** in the number and your names exactly as they appear in your **most recent** New Zealand Passport or other New Zealand travel document

Document number

Surname or family name

First and middle names



**Send us** your most recent New Zealand Refugee Travel Document, New Zealand Certificate of Identity or New Zealand Emergency Travel Document with this application. If your document has been lost or stolen fill in section **9**.



If your most recent document is a New Zealand Passport, you do not need to send it to us.



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

## 6 Name change by marriage or civil union



**Fill in this section if** the name you entered in section 1 as the name you want to appear in your passport is a name that was acquired by marriage or civil union. **Otherwise leave this page blank.**

We need details of **ALL** your marriages or civil unions.

Details of your **most recent** marriage or civil union

**Tick one box**

Marriage

Civil union

**Write** the details of this marriage or civil union

Surname or family name **before** this marriage or civil union

Date of marriage or civil union

City or town

 /  / 

Country

Your spouse's or partner's surname

Your spouse's or partner's first names

Details of your **second most recent** marriage or civil union

**Tick one box**

Marriage

Civil union

**Write** the details of this marriage or civil union

Surname or family name **before** this marriage or civil union

Date of marriage or civil union

City or town

 /  / 

Country

Your spouse's or partner's surname

Your spouse's or partner's first names



**Send us** the original marriage or civil union certificate for each marriage or civil union **registered outside New Zealand.**




If you have had **more than two marriages or civil unions**, write the details (using the same format) on a separate piece of paper and send it with this application form.







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

 **Fill in this page only if** your New Zealand Passport or New Zealand travel document from section 5 has been lost, stolen or damaged. **Otherwise leave this page blank.**

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


Passport       Refugee Travel Document       Certificate of Identity

**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 damaged occurred

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

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

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  
 /  /

### Declaration

- ▶ I declare that the information above is correct.
- ▶ I acknowledge that in notifying the loss, theft or damaged of my 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.



**WARNING** Once you declare your 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** your Declaration here



Date signed  
 /  /

## 10 Your emergency contact

**Write** the name and contact details of a person who can be contacted in case of emergency

Surname or family name

First and middle names

**Write** their address and contact details

Unit and/or house number

Street name

Suburb

City or town

Post code

State

Country

Home phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

Day-time phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

Email

@

## 11 Your Applicant Declaration

**Tick one box**

I have completed this application myself.

Someone else has filled in this application for me because I have a disability or language difficulty.



*If someone else has filled in this application for you but you are able to sign your own name, you must sign this section.*

*If you are unable to sign your own name, the signature in this section must be left blank. The person who filled in the application form for you must not sign this section but must sign the statutory declaration in section **8**.*

- ▶ 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 my 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 myself which will assist the Passport Office in determining my entitlement to be issued with, or continue to hold, a New Zealand Passport.
- ▶ 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 I am 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 me 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\$250,000, or both.



**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.



Date signed

**Sign** your Applicant Declaration here

## 12 Witness section



Before completing this section the witness must read section 12 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 applicant 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 applicant ►  years

**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

Post code

State

Country

Home phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

Day-time 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.
- I have known the applicant for more than 1 year.
- The information I have given is in my own handwriting and complete and correct to the best of my knowledge.
- The person in this photo is the person named in section 1.
- 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, 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

### 13 Application fees and payment



Before completing this section, read section 13 of the Guide Notes. To find out the cost of application and courier fees, refer to the Fees Sheet on page 11 of this application, visit [www.passports.govt.nz](http://www.passports.govt.nz) or phone your nearest Passport Office.

**Tick** the level of service you want

- Standard - up to 10 working days
- Urgent - up to 3 working days
- Callout - by phone appointment only

**Write** the amount you need to pay

Application fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
International courier fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<b>TOTAL AMOUNT</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>

▶ You only need to pay the international courier fee if you want your passport delivered to a different country from the office where you are lodging your application.

**Tick** the method of payment you want

- Credit card
  - Debit card
  - Cheque
  - Money order
  - Cash or EFTPOS (in person only)
- } Please complete the payment card details section

### 14 Send your application to us

Send us your completed application form by courier or post.

Refer to the Guide Notes section 14 to find the New Zealand Passport Office nearest to you.

OFFICE USE ONLY	Supporting Documents				Previous Travel Documents				Requested Passport Type			Date received:			
		IN	NPC	NTW	O/S		IN	EC	BTA	NTW	DIP	OFF	ADD	<input type="text"/>	
	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"/>	<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"/>	<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			Completed by:	
	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	<input type="text"/>
	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by:
	Let	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C/use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					Payment witnessed by:	
Photos x2	IN	CA	HC		NOF		TBI	IC						<input type="text"/>	



## Fees – effective from November 2015

The Minister for Internal Affairs, Hon Peter Dunne, has announced that New Zealand adult passports issued from Monday 30 November 2015 will be valid for 10 years.

Child passports will remain valid for five years.

Fees for all New Zealand passports and travel documents also changed on 30 November 2015.

ADULT	Lodged in New Zealand	Lodged in Australia	Lodged in the United Kingdom
Standard Service (up to 10 working days)	NZD \$180.00	AUD \$215.00	GBP £124.00
Urgent Service (up to 3 working days)	NZD \$360.00	AUD \$430.00	GBP £248.00
Callout Service (by appointment only)	NZD \$730.00	AUD \$826.00	GBP £475.00


CHILD	Lodged in New Zealand	Lodged in Australia	Lodged in the United Kingdom
Standard Service (up to 10 working days)	NZD \$105.00	AUD \$126.00	GBP £72.00
Urgent Service (up to 3 working days)	NZD \$285.00	AUD \$341.00	GBP £196.00
Callout Service (by appointment only)	NZD \$655.00	AUD \$737.00	GBP £423.00

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

Application fees are regulated by the Passport (Fees) Regulations 2015.

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 09/10/2016.

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 International Courier Fees apply. A summary of fees exclusive of GST is available at [www.passports.govt.nz](http://www.passports.govt.nz)

See over for International Courier Fees 

## Payment card details

Payment will be taken when your application is received.

Please ensure sufficient funds are available or your application will be delayed.

[Tick card type](#) ▶

Visa  MasterCard  AMEX  Debit card

Card number

-     -     -

Card expiry date

/

**UK Only**  
CSV

Paying with a UK credit card

(Last 3 numbers on the reverse side of credit card)

▶ *If you are paying by a UK debit card write the start date and issue number below (if applicable)*

Debit card start date

/

Debit card issue number

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.

## International Courier Fees

If you want your passport delivered to a country different from the country where you are lodging your application, you will need to pay an international courier fee for delivery.

DELIVERY ZONE	Lodged in New Zealand	Lodged in Australia	Lodged in the United Kingdom
New Zealand	Included in application fee	Lodge your application in New Zealand	Lodge your application in New Zealand
Australia	NZD \$15.00	Included in application fee	Renew your passport online or lodge your application in Australia
United Kingdom	NZD \$25.00	Renew your passport online or lodge your application in the United Kingdom	UK First Class Mail – included in application fee Courier - GBP £9.00
Asia Pacific countries	NZD \$15.00	AUD \$24.00	Renew your passport online or lodge your application in New Zealand or Australia
United States	NZD \$20.00	AUD \$28.00	GBP £27.50
European countries (excluding the UK)	NZD \$25.00	Renew your passport online or lodge your application in the United Kingdom	GBP £18.50
'Rest of World'	NZD \$30.00	Renew your passport online or lodge your application in New Zealand or the United Kingdom	GBP £34.50

### NOTE:

- If your delivery address is in Pakistan or the Ukraine – please lodge your application in the United Kingdom.
- If your delivery address is in Iran – please contact the New Zealand Embassy in Tehran for further advice.
- If your delivery address is in Morocco or Libya - please contact our London Office prior to submitting your application.

Please note that 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.

International courier fees have recently been reviewed. This review resulted in a slight increase for some delivery zones effective from 09/10/2016.