



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, email or fax your signed declaration to us

NEW ZEALAND

New Zealand Passport Office
PO Box 1568
109 Featherston Street
Wellington 6140
New Zealand
Freephone: 0800 22 50 50
Phone: +64 4 463 9360
Fax: +64 4 382 3410

AUSTRALIA

New Zealand Passport Office
GPO Box 365
Sydney, NSW 2001
Australia
Freephone: 1300 559 535
Phone: +61 2 9225 2300
Fax: +61 2 9223 0223

UNITED KINGDOM

New Zealand Passport Office
New Zealand House
80 Haymarket
London SW1Y 4TQ
United Kingdom
Phone: +44 20 7968 2730
Fax: +44 20 7968 2739

Website: www.passports.govt.nz 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, 120 Victoria Street (PO Box 10-526), Wellington.

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

For more information, visit www.dia.govt.nz

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 an authorised information matching programme in accordance with Part 10 of the Privacy Act 1993.

For more information, including a list of authorised information matching programmes, visit 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.

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
<input type="text"/>	<input type="text"/>	<input type="text"/> DD / MM / YYYY

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

[illegible][illegible]

Date of birth / / Phone / /

[illegible]

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



Date signed

DD / MM / YYYY