

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**

Please call our helpline if you need any assistance to complete this form

INTERNAL AFFAIRS
Te Tari Taiwhenua

How to complete this application form

Use 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

Complete this form yourself. If you cannot complete 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, unless using the editable pdf. If entering text into the PDF on your computer, you must still print off the application form and sign by hand where applicable.
- Write in CAPITAL letters inside each box like this ABC 123, NOT like this a q C 78 6
- Put a line through mistakes like this ~~ABC~~. 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

We are 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 have your married name endorsed in 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** 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. 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 or stolen New Zealand Passport, or other New Zealand travel document

Fill in this section only if your last passport or travel document has been lost or stolen.

Fill in this section only if your most recent passport or other travel document has been lost or stolen and you are applying for a replacement.

The declaration must include details of how, when and where the passport was lost or stolen.

If your passport has been lost or stolen and you do not wish to apply for a replacement passport immediately, you must notify the Police and 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 or stolen 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** 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.

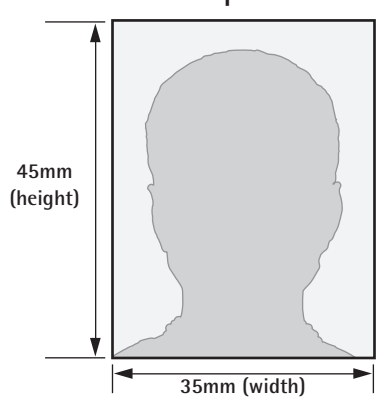
Glasses

- 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.

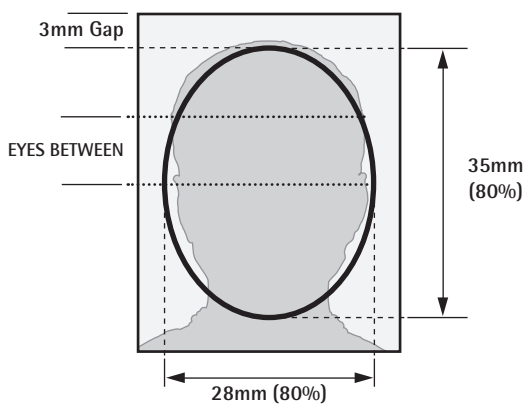
Head covering or headband

- 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.

Actual photo size



Actual head size
(including hair)



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 Fee Sheet included with this application or visit **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 by secure delivery service at no additional cost to you. The delivery service is courier in New Zealand, Express Post 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** 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

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

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

Post or courier to:
New Zealand Passport Office
Department of Internal Affairs
New Zealand House
80 Haymarket
London SW1Y 4TQ
United Kingdom

OTHER COUNTRIES

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 High Commission or Embassy 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**

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 (including, but not limited to, the Citizenship Office and the Registrar-General of Births, Deaths and Marriages) using an authorised information-matching programme (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 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.

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	☐	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	☐	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	☐	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	☐	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	☐	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	☐	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 the 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 + COUNTRY CODE AREA CODE PHONE NUMBER

Work phone + COUNTRY CODE AREA CODE PHONE NUMBER

Mobile phone + COUNTRY CODE CARRIER CODE PHONE NUMBER

▶ *e.g.* + 0 6 4 | 0 2 1 | 1 2 3 4 5 6 7 8

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 OR *Post Box number* *Post Box holder name*

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.*

7 Name change by statutory declaration or deed poll

Fill in this section only if you have ever changed your name by statutory declaration or deed poll. **Otherwise leave this page blank.**

Write the details of your **most recent** name change by statutory declaration or deed poll

Name changed from

*Surname or family name **before** this name change*

*First and middle names **before** this name change*

Name changed to

*Surname or family name **after** this name change*

*First and middle names **after** this name change*

Date of name change / /

City or town

Country

Write the details of your **second most recent** name change by statutory declaration or deed poll

Name changed from

*Surname or family name **before** this name change*

*First and middle names **before** this name change*

Name changed to

*Surname or family name **after** this name change*

*First and middle names **after** this name change*

Date of name change / /

City or town

Country

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

***Send us** the original name change document if you were **born overseas** and your name change was registered **in New Zealand before 25 January 2009**.*

*If you have had **more than two 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.*

8 Statutory Declaration Read section 8 of the Guide Notes before you complete this section.

Fill in this section only if one of the following is applicable. **Otherwise leave this page blank.**

- you are completing this application on behalf of someone else aged 16 years or over
- you wear a head covering or headband in your passport photos for religious or medical reasons
- you wish to provide, or have been requested to provide, additional information.

This statutory declaration must be signed in the presence of either a Justice of the Peace, a Lawyer, a Legal Executive (fellow of NZILE), a Member of Parliament or a Government Officer who has authority to take statutory declarations.

Statutory Declaration

If you are completing this application on your own behalf, **tick** any boxes that apply.

I declare that

☐ I wear a head covering or headband in the supplied photo for ☐ medical or ☐ religious reasons.

☐ I wish to provide additional information to the Department of Internal Affairs.

If you are completing this application for someone else, **tick** the first box below. Then **tick** any of the following boxes **if** they apply to the person you are completing the form for.

I declare that

☐ I have completed this application form for someone else aged 16 years or over because they have a disability or language difficulty.

☐ The applicant wears a head covering or headband in the supplied photo for ☐ medical or ☐ religious reasons.

☐ The applicant wishes to provide additional information to the Department of Internal Affairs.

Provide additional information or explanations for your selected declarations here

If you do not have enough space, write further details on a separate piece of paper and send it to us with this application. Ensure that both you and your authorised witness sign each separate piece of paper.

Write your name and contact details here

Full name

Residential address

Home phone + COUNTRY CODE | AREA CODE | PHONE NUMBER

Mobile phone + COUNTRY CODE | CARRIER CODE | PHONE NUMBER

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

Sign your declaration in front of an authorised witness ▶

Declared at

Date signed / /

Authorised Witness sign here ▶

OFFICIAL STAMP

Please **tick** your title

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

PRINT & SIGN
Digital signatures not allowed

9 Declaration for a lost or stolen passport or other travel document

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

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

☐ Passport ☐ Refugee Travel Document ☐ Certificate of Identity

Tick what happened to the document

☐ Lost ☐ Stolen *Date lost or stolen?* ▶ / /

Explain when and how the document was lost or stolen

Write in as many details as possible. Include the address where the loss or theft 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 or theft 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 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 passport 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. To do so may result in a fine, imprisonment, or both.

Sign your Declaration here

▶

Date signed

/ /

PRINT & SIGN
Digital signatures not allowed

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 in my own handwriting.

☐ 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 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

Sign your Applicant Declaration here

▶ APPLICANT SIGN HERE

Date signed / /

PRINT & SIGN
Digital signatures not allowed

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 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 / /

PRINT & SIGN
Digital signatures not allowed

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 Fee Sheet included with this application or visit **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 .

International courier fee . ▶ *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.*

TOTAL AMOUNT .

☐ ☐ ☐

Tick the method of payment you want

- ☐ Credit card
- ☐ Debit card

} *Please complete the payment card details section*

- ☐ Cheque
- ☐ Money order
- ☐ Cash or EFTPOS *(in person only)*

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

DEC11

Supporting Documents

	IN	NPC	NTW	O/S
BC				
MC				
CUC				
Cit/Des				
NCDoc				
GDoc				
POrd				
Let				
Other				

Previous Travel Documents

	IN	EC	BTA	NTW
NZPPT				
NZDIP				
NZOFF				
RTD				
COI				
ETD				
Foreign				
C/use				

Requested Passport Type

DIP	OFF	ADD

Other Products

	IN	DEP	O/S
Cit			
BDM			

	IN	CA	HC	NOF	TBI	IC
Photos x2						

RBDB	HFETDR

Date received:

Completed by:

Approved by:

Payment witnessed by:

Payment card details (Payment will be taken when your application is received, please ensure sufficient funds are available)

Tick card type ▶ ☐ Visa ☐ MasterCard ☐ AMEX ☐ Debit card

Card number _____ *Card expiry date* ____ / ____ *CSV / CSC* _____ *UK Only (Last 3 numbers on the reverse side of credit card)*
(provide this number only if you are applying to the London office)

Name as it appears on 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* _____

Cardholder's signature ▶ CARDHOLDER SIGN HERE

I authorise the Department of Internal Affairs to charge the total amount across to my credit or debit card.

PRINT & SIGN
Digital signatures not allowed

INTERNAL AFFAIRS
Te Tari Taiwhenua

Fees Sheet

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 1996, and are set on a cost recovery basis.

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 30/11/2015.

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 £99.00
Urgent Service (up to 3 working days)	NZD $360.00	AUD $430.00	GBP £198.00
Callout Service (by appointment only)	NZD $730.00	AUD $826.00	GBP £379.00

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.

International Courier Fees

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 $10.00	Included in application fee	Lodge your application in Australia
United Kingdom	NZD $25.00	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	Lodge your application in New Zealand or Australia
United States	NZD $20.00	AUD $28.00	GBP £22.50
Europe (Excluding the UK)	NZD $25.00	Lodge your application in the United Kingdom	GBP £13.50
the 'Rest of World'	NZD $25.00	Lodge your application in New Zealand or the United Kingdom	GBP £29.50

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.

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.