

Application for Registration of New Zealand Citizenship by Descent

Please read the following information carefully before completing the application form:

Who fills in this form?

Fill this form in yourself if you are 16 years of age or over. If you are under 16 years of age then one of your parents must complete the form on your behalf.

Applicant = person being registered

Claim parent = parent who is a New Zealand citizen otherwise than by descent (if both parents are New Zealand citizens you can choose either one).

Who may be registered as a New Zealand citizen by descent?

Any person born outside New Zealand on or after 1 January 1978 and whose mother or father was a New Zealand citizen otherwise than by descent at the time of that person's birth or adoption.

How do I know if my mother or father was a 'New Zealand citizen otherwise than by descent' at the time of my birth?

In general, to be a New Zealand citizen otherwise than by descent your mother or father will have been either born in New Zealand or will have received a **grant** of New Zealand citizenship **before** you were born. There are other ways that a person can be a New Zealand citizen otherwise than by descent. The Citizenship Office can provide more information concerning these.

What does registration do?

Having your citizenship by descent registered confirms that you are a New Zealand citizen by descent. It also provides evidence of your citizenship for passport and other purposes.

How long will it take?

Processing an application takes **20 working days** on receipt of a **complete** and **correct** application, except for overseas adoptions. Please note the application is not correct until any required documents are received and translations are completed. Extra time should also be allowed for delivery to and from the Citizenship Office. Applicants are advised not to confirm travel arrangements until they receive their passport documents.

Is my father named on my birth certificate?

If your father is not named on your birth certificate, and the claim for citizenship is through your father, paternity will need to be established. Please contact the Citizenship Office.

Was I adopted?

A person who has been adopted outside New Zealand by a parent who is a New Zealand citizen otherwise than by descent may be a New Zealand citizen by descent. The adoption must fulfil several criteria. The Citizenship Office of the Department of Internal Affairs will be able to provide you with information concerning the criteria and any other documents required.

Documents in a language other than English

All documents not in English must be translated and original documents must be sent in with the English translation. We will accept official translations of documents into English by the issuing Government agency or a New Zealand diplomatic post. In addition, we will accept translations made by a court in the country of origin if they have been authenticated by that country's diplomatic post in New Zealand. International language documents (multi lingual) are available from many countries.

If you need an English translation, the Department can arrange this through the Department of Internal Affairs Translation Service. Please include NZ\$50.00 / AU\$45.00 / GBP£20.00 for each document that requires translation. The Citizenship Office will organise an official translation, which will be returned to you with your documents.

Alternatively, you may contact one of the agencies approved by the Citizenship Office to provide translations. A list of these can be found on our website www.citizenship.govt.nz or you can contact our office.

Will my children be New Zealand citizens?

The registration of your citizenship confirms and provides evidence of your status as a New Zealand citizen by descent. **It does not enable you to pass on New Zealand citizenship to any children that you may have who are born outside New Zealand.**

You may wish to contact the Citizenship Office to determine your eligibility to apply for a **grant** of New Zealand citizenship. Any children that you have who are born outside New Zealand after you have received the grant of citizenship may have a claim to New Zealand citizenship by descent.

Fee

The fee of NZ\$204.40/AU\$180/GBP£94 provides for the registration and issue of one certificate of New Zealand citizenship by descent. We are not authorised to issue refunds once the application has been lodged with the Department. The fee is for investigating the claim and is not dependant on the outcome.

Applying from overseas

Unless a courier fee is paid by the applicant all documents to be returned to an overseas address (outside the country in which the application is lodged) will be sent by standard air mail (which is unsecured and untraceable). For confirmation of the price please contact the Citizenship Office in the country in which you are applying.

What documents do I need to send with this application?

Original documents are required. No photocopies will be accepted.

Documents Required (where a tick is present)		Applicant to provide		Claim Parent to provide	
		Applicant Under 16	Applicant Over 16	Applicant Under 16	Applicant Over 16
Full official state-issued birth certificate:	This document records your name, place and date of birth, gender and your parent's names.	✓	✓		
Proof of identity/ passport photos:	This section must be completed and 2 passport photos must be provided for all citizenship applications. If you are also applying for a passport you must provide a total of 4 photos.	✓	✓		
Current Passport or state-issued photographic identification	This is required as evidence of identity for the applicant (if available) and the claim parent.	✓	✓	✓	✓
Change of name documents: (If applicable)	All official state-issued change of name documents are required eg. statutory declaration certificate or marriage certificate, where applicable.	✓	✓	✓	✓
Claim parent's proof of citizenship. Signed consent (see page 4)	The Citizenship office can check details of a person's birth in New Zealand or citizenship by grant details electronically. If we cannot confirm this information internally we will contact you for further information. If your claim parent was born in the Cook Islands, Niue or Tokelau please send original documents.			✓	✓
Adoption order:	This is required if you have been adopted outside New Zealand. (Please refer to question 'Was I adopted?' on page 1).	✓	✓		
Evidence of name used in the community	Please provide two pieces of evidence for the applicant or claim parent to show use of identity in the community. All documents must be original. Evidence may include: ✓ utility account (eg: telephone, electricity) issued within 12 months ✓ current drivers licence ✓ proof of name on an electoral roll ✓ current photo identification cards ✓ bank or tax statements issued within 12 months ✓ current cards issued for Government services		✓	✓	

Photograph requirements

Please provide 2 identical passport size photos of the applicant.

Both photos must be the same in all aspects – two prints from the same negative – taking care they are not damaged by staples, pins, paperclips, folding or ink. **Photos are required for all applicants.**

The Photos must be:

- Recent, less than 6 months old.
- Be a full front, close up view of the head and shoulders with the head covering 70% to 80% of the photograph.
- Be taken with a neutral expression (not laughing or frowning) with your mouth closed.
- Show you looking straight at the camera, and your head not tilted.
- Show your eyes open and clearly visible, and no hair in your eyes.
- Without sunglasses. Tinted prescription glasses may be worn as long as eyes are still visible.
- A true image and not altered in any way.
- Clear, sharp and in focus with minimum reflective light on face. No redeye.
- With a plain light coloured background (not white).
- Be of good quality colour and on high quality photographic paper, with no ink marks on the image (no inkjet printers).
- 45mm x 35mm in size.
- Glasses frames must not obscure the eyes.

(Do not trim your photos)



CERTIFIED TRUE LIKENESS OF

ANA MARIE WELLS
(Full Name of Applicant)

J. Mitchell
(Signature of Witness/Identifier)

Date 01/06/2009

The witness must write the full name of the applicant on the back of one photo, and sign and date it. Please note that the photo must be signed on the same date as the proof of identity page is completed.

Please note: Businesses that specialise in taking passport size photos will usually supply one with a preprinted label on the back. See www.citizenship.govt.nz if you require further information on photographic image requirements.

Application for Registration of New Zealand Citizenship by Descent

1. Name

Show names in full from full birth certificate of the person being registered unless name has been legally changed (eg. by marriage, civil union, deed poll, statutory declaration).

Please tick: Mr Mrs Ms Miss Master Other

Family/ Last name(s):

Given/ First name(s):

Other Names: (eg. birth name, unmarried name, name change, alias, English names if used etc)

Why has your name changed?

Please tick: Married/ Civil Union Declaration Common use Adoption

Other: (explain)

2. Identification

Town/ City of birth:

Date of birth: (day / month / year)

Country of birth:

Gender:

Please tick: Male Female

Passport Number(s):

Date of adoption:

Issuing Country:

3. Parent who is a New Zealand citizen

Name as it appears on New Zealand birth certificate or New Zealand citizenship certificate unless it has been legally changed (eg. by marriage, civil union, deed poll or statutory declaration).

Please enclose documents required for this application.

Please tick: Mr Mrs Ms Miss Master Other

Family/ Last name(s):

Given/ First name(s):

Other Names: (eg. birth name, unmarried name, name change, alias, English names if used etc)

Why has your name changed?

Please tick: Married/ Civil Union Declaration Common use

Other: (explain)

Town/ City of birth:

Date of birth: (day / month / year)

Country of birth:

Gender:

Please tick: Male Female

Claim parent's **date** of Marriage/ Civil Union

Claim parent's **place** of Marriage/ Civil Union

Passport Number(s) (if known)

Issuing Country

Parent's claim to New Zealand citizenship:

Please tick: Birth in New Zealand Grant of New Zealand citizenship → Claim date

Relationship to child: Citizen of Niue, Tokelau or Cook Islands

Please tick: Birth parent Adoptive parent Other: (explain)

4. Details of other parent

Details of other parent to be completed by the person completing this application.

Please tick: Mr Mrs Ms Miss Master Other

Family/ Last name(s):

Given/ First name(s):

Other Names: (eg. birth name, unmarried name, name change, alias, English names if used etc)

Date of birth: (day / month / year)

Passport Number(s) (if known)

Issuing Country

5. Person making application for registration

Please provide full contact details of person who completed this application form.

PLEASE NOTE:

This is the address that the completed certificate will be sent to.

In most cases the courier service cannot deliver to Post Office boxes. If you are unsure please contact us.

Informant Details:

Please tick: Mr Mrs Ms Miss Master Other

Family/ Last name(s):

Given/ First name(s):

Other Names: (eg. birth name, unmarried name, name change, alias, English names if used etc)

Relationship to applicant:

Address: Number

Street Name

Suburb

Town/ City

Province

Country

Post Code

Telephone: Home

Work

Mobile

Fax

Email

6. Privacy Act

Collection and use of information provided in support of application.

This application form requires you to produce certain information in support of your application. The decision to supply the information is voluntary. If you do not produce sufficient information to enable a claim to New Zealand citizenship by descent to be determined, the application will be declined.

The collection of this information is required to see if the requirements of the Citizenship Act 1977 are met, to process the application and for other lawful purposes. The information you provide in this form is collected and held by: Department of Internal Affairs, PO Box 10-680, Wellington, New Zealand.

You have a right of access to and correction of personal information you have provided under the Information Privacy Principles of the Privacy Act 1993.

- I declare that the statements made in this application are to the best of my knowledge true, complete and correct.
- I understand that if false information has been provided any citizenship certificate issued on the basis of that information may be cancelled and the matter referred to the New Zealand Police.
- I confirm that I have read and understood the statement above relating to Privacy.
- I consent to information being obtained about me for the purposes of determining eligibility with respect to this application by an authorised information matching programme in accordance with section 78A of the Births, Deaths, Marriages and Relationships Registration Act 1995.
- I authorise any additional enquiries necessary for determining this claimant's eligibility for the registration of New Zealand citizenship by descent.

Authorised information matching programmes

Information held by Citizenship can be used in authorised information matching programmes by the Electoral Enrolment Centre, the Department of Internal Affairs, the Inland Revenue Department, the Land Transport Safety Authority, the Ministry of Education, the Ministry of Social Development and Immigration New Zealand, Department of Labour as authorised by statute. Details are available on the Department of Internal Affairs website – www.dia.govt.nz or call 0800 22 51 51.

Applicant or person completing this form

Full Name

Signature

Date

Parent who is New Zealand citizen

Full Name

Signature

Date

Other parent

Full Name

Signature

Date

Proof of Identity

7. Can you act as a witness?

This form must be completed by your witness in their own handwriting.

Please provide 2 identical passport size photos of the applicant – See “Photo Identification” below.

To act as a witness you must:

- Be aged 16 years or over
- Hold either a NZ passport or be a member of the employment group below
- Have known the applicant for more than 12 months or since birth, if the child is under 12 months old

To act as a witness you must NOT:

- Be a relative or part of the family group of the applicant
- Be a wife, husband, de facto, partner or civil union partner of the applicant
- Live at the same address as the applicant

7.1 Do you (the witness) hold a current New Zealand passport?

Yes → If yes what is your current New Zealand passport number?

Now go to Question 8 - Personal details of witness

No → Go to question 7.2

7.2 Do you fit into one of the following groups?

Yes → Please tick which group applies to you and complete the address box.

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Lawyer | <input type="checkbox"/> Teacher | <input type="checkbox"/> Minister of religion |
| <input type="checkbox"/> Police Officer | <input type="checkbox"/> Kaumatua | <input type="checkbox"/> Registered medical professional |
| <input type="checkbox"/> Employer of person being registered | | |

Name and street address of business or organisation

No → If the answer is NO, the person applying for the Descent Registration must look for someone else who meets the witness requirements.

8. Personal details of the witness

Family/ Last name(s):

Given/ First name(s):

Date of birth: (day / month / year)

 / /

Residential Address: Number

Street Name

Suburb

Town/ City

Province

Country

Post Code

Telephone: Home

Work

Mobile

Fax

Email

9. Witness declaration

Warning.

It is an offence under the Citizenship Act 1977 to make any statement known to be false.

I declare that I have known:

Family/ Last name(s):

Given/ First name(s):

for / year(s) (or state number of months if child is under 12 months of age) and can confirm their identity).

I have written the FULL name of the applicant, dated and signed my own name on the back of one photograph.

I understand that it is an offence to provide any information known to be false.

Signature of witness

 / /

Date

Photo identification

CERTIFIED TRUE LIKENESS OF

ANA MARIE WELLS

(Full Name of Applicant)

J. Mitchell
(Signature of Witness/Identifier)

Date 01/06/2009

Have you written the full name of the person who is applying for citizenship, signed your name and dated the back of one photo?

Important: This must be handwritten by you, the witness, not the applicant.

See Page 2 for more information.

11. Fees and payment

Payment details in New Zealand and Australia

Please enclose a fee of NZ\$204.40 / AU\$180.00 per applicant.

The translation fee for birth and marriage certificates in a language other than English (if required) is NZ\$50.00 / AU\$45.00 per translation.

PLEASE DO NOT SEND CASH

I wish to pay the fee in the following method:

Cheque or money order made out to: 'Department of Internal Affairs'

or

Please charge my:

Credit Debit (Australia Only) (Diners credit cards not accepted)

Card Number Expiry date /

Visa MasterCard Amex

Print full name of cardholder:

Amount: \$

Please charge the return courier fee to my credit card

Please charge the fee for translations to my credit card (number of translations)

Signature of cardholder

Payment details in the United Kingdom

Please enclose a fee of GBP£94.00 per applicant.

The translation fee for birth and marriage certificates in a language other than English (if required) is GBP£20.00 per translation.

PLEASE DO NOT SEND CASH

I wish to pay the fee in the following method:

Cheque or money order made out to: 'Department of Internal Affairs'

or

Please charge my:

Credit Debit (Diners credit cards not accepted)

Card Number Expiry date /

Visa MasterCard Switch/ Solo Amex

Security code/ CSC Switch/ Solo start date or issue number

(last 3 numbers on the reverse side of card)

Print full name of cardholder:

Amount: £

Please charge the fee for translations to my credit card (number of translations)


Signature of cardholder

Please charge credit card for the cost of international or UK domestic courier fee (I understand this amount is additional to the total sum enclosed above including any courier fee recoveries levied after despatch)


Receipting OFFICE USE ONLY


Completed applications or any queries concerning registration of New Zealand Citizenship by Descent can be sent to:

New Zealand


 The Citizenship Office
Identity Services
Department of Internal Affairs
PO Box 10-680, Wellington 6143
New Zealand

Courier Address:
Level 1
AC Neilson Building
120 Victoria Street
Wellington 6011


 **Telephone**
+64 4 474 8123 (outside New Zealand)
0800 22 51 51 (within New Zealand)

 **Fax** +64 4 382 3561

Contact Centre Opening Hours:
Monday - Thursday - 8am - 7pm
Friday - 9am - 7pm
Saturday - 9am - 2pm


 **Email** staykiwi@dia.govt.nz
www.citizenship.govt.nz


Australia


 Department of Internal Affairs
GPO Box 365
Sydney NSW 2001
Australia
(Express Post, Standard Mail, Registered Mail)

Physical Address:
Level 10
55 Hunter Street
Sydney NSW 2000
Australia
(Lodging at Counter, Courier, Platinum Express Post)

Opening Hours:
Monday - Friday, 9am - 4pm, except Wednesday, 9.30am - 4pm

 **Telephone**
+61 2 9225 2300 (outside Australia)
1300 559 535 (within Australia)


 **Fax** +61 2 9223 0223


 **Email** staykiwi@dia.govt.nz
www.citizenship.govt.nz


United Kingdom

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

Opening Hours:
Monday - Friday, 10am - 2pm
(Use the secure green drop box located on the ground floor)

 **Telephone** +44 20 7968 2730

 **Fax** +44 20 7968 2739

 **Email** staykiwi@dia.govt.nz
www.citizenship.govt.nz