

Application for a New Zealand Passport

Lodged in United Kingdom

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua

>> Please read these Notes before completing the form

Who can get a Passport?

What if I was born overseas?

New Zealand passports are issued to New Zealand citizens.

If you were born overseas and one of your parents was a New Zealand citizen at the time of your birth, you may be eligible for New Zealand citizenship by descent. **You must determine your citizenship status through the New Zealand Citizenship Office before we can issue you with a New Zealand passport.** Please contact the Office in either Wellington (ph: +64 4 382 3518, fax: +64 4 382 3406), or London (+44 20 7968 2730); or contact a New Zealand Embassy, High Commission or Consulate for more information.

Who needs to fill out this Passport application?

Fill in this form **yourself** if you are 16 years of age or over.

The form **must not** be filled in by your wife, husband, de facto, partner, civil union partner, parent or friend unless you are under 16 years of age or have a disability or language difficulty that prevents you filling it in yourself.

The Statutory Declaration on page 13 will need to be completed where an application has been filled in on your behalf due to a disability or language difficulty.

Who needs an application?

A **separate application** form must be completed for each adult and each child.

You will need to fill in an application if (a) you are applying for a passport for the first time, (b) you wish to replace your current passport, (c) your passport has expired, (d) your passport has been lost, stolen or damaged.

What documents do I need to send with this application?

How can I prove my New Zealand citizenship and identity?

We may be able to verify your entitlement and name details by computer. Please check the following table to see if you need to send documents with the application. If we can't verify your details by computer, we will contact you for further information or original documents.

First Time Applicants

Entitlement - Proof of New Zealand Citizenship

	Documents not required	Send original documents with application
Born in New Zealand and entitled to citizenship	●	
Born in the Cook Islands, Niue, Tokelau		●
New Zealand Citizenship by Grant	●	
New Zealand Citizenship by Descent Registration after 1 January 1978	●	
Confirmation of New Zealand Citizenship by other means		●

Previous New Zealand Passport Holders

Proof of entitlement

Enclose previous New Zealand passport		●
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All Applicants

Name taken by Marriage/Civil Union*:

In New Zealand	●	
Outside New Zealand (*only Civil Unions recognised in NZ)		●

Change of Name by Statutory Declaration or Deed Poll:

Born in New Zealand and changed name in New Zealand	●	
Born in New Zealand and changed name outside New Zealand		●
Born outside New Zealand and changed name in or out of New Zealand		●

Born outside New Zealand and reverting to birth name

		●
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Where required, send only original documents (not photocopies or certified photocopies). All documents will be returned with your passport.

What if I have changed my name or taken a new name by Marriage/Civil Union?

If you want your passport in a new name, please also complete the appropriate section on page 7. If we are unable to verify your name change by computer, you will be required to provide one of the following documents:

- Marriage Certificate
- Statutory Declaration Change of Name or Deed Poll
- Civil Union Certificate
- Birth Certificate that shows your parents' names



Contact us

If you have any questions about filling in this form, or you have any difficulties in completing it, please contact us.

The New Zealand Passport Office,
Department of Internal Affairs, New Zealand House
80 Haymarket, London SW1Y 4TQ, United Kingdom
Phone: +44 20 7968 2730 Fax: +44 20 7968 2739
Email: londonpassportenquiries@dia.govt.nz or staykiwi@dia.govt.nz
www.passports.govt.nz



page 1

How long will it take?

Standard Service

The processing time begins when we have received a correctly completed application, and we have all the information we need to issue a passport. Extra time should be allowed for delivery to and from the Passport Office.

The standard time to process an application is up to 10 working days.

Urgent Service

The urgent processing of an application is up to 3 working days.

The urgent fee can be waived or reimbursed when the need to travel is due to bereavement or serious illness. Written evidence (in English) on official letterhead from a doctor, hospital, funeral director or police is required to explain the circumstances.

Standard & Urgent Delivery

If your delivery address is in the UK, your passport will be sent by first class mail. Alternatively you can provide a pre-paid special/recorded delivery bag or provide payment for UK domestic courier. You can also collect your passport from our office at NZ House in London between 12 noon – 2pm business days. For delivery outside the UK, passports will be sent by registered post or you can provide payment for international courier.

Call-out Service

If you need an emergency passport outside of office hours, please call us for further information. (Family call-out rate applies)

Overseas Service

If you are outside the UK you can send your application to either the London Office or to the Passport Office in New Zealand. If it is an emergency you can contact the nearest New Zealand Embassy, High Commission or Consulate who may assist you. For contact details refer to www.mfat.govt.nz.

How much will it cost?

A fee is payable for the processing of each application.

All payments to the London office must be made in UK pounds.

	Total cost for each application Standard Service	Total cost for each application Urgent Service	Total cost for each application Call-out
Adult >	£70	£140	£270
Child > (under 16 years)	£36	£106	£236

Payment can be made by VISA, MASTERCARD, SWITCH, SOLO, AMEX, cheque or money order. Make cheques and money orders payable to 'Department of Internal Affairs'. **Payment by personal cheque will not be accepted for either the urgent or call-out services.**

Do not send cash through the post

If you are applying for a passport while overseas please check the correct fees with the office where your application will be processed.

How do I pay if my application is sent from overseas?

New Zealand Fees

	Standard	Urgent
Adult	NZ\$150	NZ\$300
Child	NZ\$80	NZ\$230

Warning

If you are sending your application to London for processing, payment can either be made by credit card (DINERS credit cards not acceptable) or by bank draft or bank cheque made out in Great British Pounds Sterling.

If you choose to send your application to New Zealand for processing, payment can either be made by credit card (DINERS credit cards not acceptable) or by bank draft or bank cheque made out in New Zealand dollars drawn on a New Zealand bank.

If your cheque is dishonoured by the bank, you will be liable for any costs the Department of Internal Affairs incurs in recovering that fee. Additional costs will include bank and debt collector charges.

Where fees have not been paid for an issued passport, we may amend your passport details on our computer so that it cannot be used for travel.

How long is a Passport valid for?

Your New Zealand passport will be valid for travel until the expiry date shown in the passport. This will usually be a maximum of 5 years from the date of issue. It is a requirement of some governments that a passport needs to have at least 6 months validity remaining after the date of intended departure from the country being visited.

What if my Passport or Travel Document has been lost, stolen or damaged?

If your passport or travel document has been lost or stolen **you must** report it to Police. If you require a replacement passport, complete this application form, including the Declaration of Loss, Theft or Damage on page 12 and enclose Police report or signed Police acknowledgement slip quoting crime reference number. The Passport Office may at its discretion, issue a replacement passport for a period less than the full period of validity.

The loss or theft of a passport or travel document is a serious matter, and there may be some delay while enquiries are made before a replacement can be issued. If your Passport or Travel Document is lost or stolen outside of New Zealand, then contact your nearest New Zealand Passport Office or New Zealand Embassy, High Commission or Consulate, and report to local police.

Do I need a visa?

Some countries will require you to have an entry visa. Check with your travel agent or contact the nearest Embassy, High Commission or Consulate of the countries you are planning to visit.

Proof of identity

Witness Information

Ask someone you know who can identify you to fill in the 'Proof of Identity' information on page 11 and certify one of your photos. This person will be called your **witness** and needs to meet the requirements outlined below.

We advise you and your witness to read all of this page carefully before writing anything.

Who can act as a Witness? *A witness is required for new and renewal applications*

A witness 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.

A witness must:

- Have known the person applying for the passport for at least 12 months, or since birth for a child under 12 months
- Be aged 16 years or over
- Have a daytime contact telephone number and be available during normal business hours
- Be willing to provide all the information requested on the Proof of Identity page of the passport application, and either
- Be the holder of a valid New Zealand passport, or
- Be from one of the groups listed following.

Where an applicant is unable to find a witness who is the holder of a valid New Zealand passport, they may choose someone from one of the following groups who has known them for at least 12

Completing this section correctly will help ensure that a passport is issued without delay.

If you are filling out this passport application for yourself, or for your child, you must not write on the 'Proof of Identity' page, or write anywhere on the passport photo, not even the name.

The Proof of Identity information on page 11 must be completed in full.

months and meets the other witness requirements.

- Lawyer • Teacher • Minister of Religion • Police Officer
- Kaumatua • Registered Medical Professional • Justice of the Peace • Applicant's Employer • Other (if unable to find someone from the above group)

Note: For **Urgent Applications** – Witnesses from the above group must complete *all sections* on the Proof of Identity page 11 and the back of the photo.

For **Standard Applications** – Witnesses from the above group may just give their name, work address, day phone and complete the back of the photo. The Passport Office will make up to two attempts to contact the witness for the rest of their details. If the witness can't be contacted the applicant will be asked to find another witness.

A witness will:

- Complete all of the Proof of Identity page in their **OWN handwriting**
- Write the full name of the person applying for the passport on the back of one of the photos, sign their own name and date the back of the same photo in their **OWN handwriting**.

Photographs

Please provide 2 identical passport photos of yourself. Both photos must be the same in all ways – two prints from the same negative/image – taking care they are not damaged by staples, pins, paperclips, folding or ink.

The photos must be:

- Recent photos, less than six months old
- A full-front view of face, head and shoulders, looking straight at the camera with eyes open and head straight
- Without hat, head band or head covering. If you wear these for religious or medical reasons, please state the reason on the Statutory Declaration on page 13. (In all cases, facial features from bottom of chin to top of forehead and both edges of face must be clearly shown)
- Without sunglasses. Tinted prescription glasses may be worn as long as eyes are still visible. No light reflection on glasses. Thick / heavy rimmed frames must be removed
- A true image and not altered in any way
- Clear, sharp and in focus with minimum reflective light on face. No red-eye
- With a plain, light coloured background showing clear contrast between the background and the subject, and no background shadow. A light blue background is required for people with white, blond, fair or grey hair
- Of high quality colour showing natural skin tones (black and white photos are not acceptable), with strong definition between your image and the background
- Taken with a neutral expression with your mouth closed
- Shown with your eyes open and clearly visible, and no hair across face or eyes
- On high quality photographic paper of high resolution, instant colour film or low gloss coated thermal papers providing the printers are high resolution printing systems.
- No ink jet printers, extremely high gloss paper or heavily backed thermal paper
- Photo size: actual 45mm height x 35mm width
- Head size: max 80% of photo (36mm) / min 70% of photo (32mm).

The witness who identifies you on page 11 must write your full name on the back of one photo, and then sign and date it.

Your photo will be rejected if it does not meet our requirements.

- **Please note:** A business that specialises in taking passport photos will usually supply one photo with a preprinted label on the back. Contact the Passport Office for further information on photographic image requirements.



CERTIFIED TRUE LIKENESS OF

ANA MARIE WELLS

(Full Name of Applicant)

J Mitchell

(Signature of Witness/Identifier)

Date **01/04/2008**

How do I transfer my UK Residency Stamps or Visas into my new Passport?

The New Zealand Passport Office has no authority to transfer visas issued for the UK or other countries from one NZ passport to another. When your new passport is issued your cancelled passport will be returned to you and you will need to approach the UK Home Office (phone 0870 606 7766 or

visit its website www.ind.homeoffice.gov.uk) to arrange the transfer of UK visas. To transfer visas for countries outside the UK you will need to approach the respective Embassy for assistance.

Applying for a Passport for a Child?

Children require their own passport to travel. An application for a passport can be made on behalf of a child who is aged under 16 years.

To apply for a passport for a child:

- Complete a separate application form for each child, and
- Fill out the whole application, including page 10 'Consent for Passport for Child Under the Age of 16'.

The consent of at least **one parent** named on the child's birth registration or of **one guardian**, as evidenced by guardianship documentation, is required. However, the Care of Children Act 2004 requires that all the guardians of a child must be consulted, where that is practicable, when making decisions about important matters affecting the child. The parent or guardian making the application for the child is responsible for consulting with the other parent or guardians of the child.

A parenting order (formerly known as custody or access orders) that gives day-to-day care or contact to one parent or guardian will not prevent the other parent or guardian from obtaining a passport for the child. A passport will be refused only if there is a court order made in New Zealand,

or an overseas court order registered in New Zealand, which has the intent or effect of preventing the issue of a passport or removal of the child from his or her country of residence.

If you are unsure about these matters, you may wish to contact a solicitor for advice.

Guardians who are not the child's parents

If consent is given by a legal guardian who is not a parent of the child, documentary proof of guardianship is required.

This may be:

- a guardianship order issued by a New Zealand court;
- an additional guardian appointment form approved by a New Zealand court; or
- a copy of the parent's will appointing the person as a testamentary guardian together with the parent's death certificate.

A parenting order is not sufficient for this purpose. A step-parent is not, in a legal sense, a child's guardian unless appointed as a guardian through a court process or under a parent's will. Please provide original documents.

Who can make enquiries about a Child's Passport application?

We can only discuss the details of a child's application with the **consenting parent or guardian** as stated on the form, unless prior handwritten permission is provided by the consenting parent or guardian.

When must a Statutory Declaration be completed?

You will need to complete the 'Statutory Declaration' on page 13 and provide us with additional information if:

- You are wearing a hat or head covering for religious or medical reasons in your passport photo; *or*
- You are completing this form on behalf of a person aged 16 years or over who has a disability or language difficulty that prevents the person from completing the form for themselves; *or*
- Your passport has been damaged; *or*
- You wish to give, or are requested by the Department to provide, additional information.

Privacy Statement & Disclosure of Information PLEASE READ CAREFULLY

The information you have provided in this form, and that which is obtained from other sources (including but not limited to the Citizenship Office and the Registrar-General of Births, Deaths and Marriages) is to assist in determining your identity and eligibility for a New Zealand passport, and is authorised by you, a parent or guardian, as the case may be (refer the declarations sections of this form on pages 9 and 10). Information may be obtained by means of an authorised information-matching programme (under s.78A of the Births, Deaths and Marriages Registration Act 1995 or s.26A of the Citizenship Act 1977). All this relevant information is collected in accordance with the Passports Act 1992 and is collected and held by the New Zealand Passport Office, Department of Internal Affairs, 120 Victoria Street (PO Box 10-526) Wellington. Under the Privacy Act 1993 you are entitled to access and correction of any of the personal information held. You should answer all applicable questions on the form.

Failure to do so may delay the processing of your application and may mean that a passport might not be issued to you, or that an issued passport may be withdrawn.

Disclosure of Information

The Passport Act 1992 authorises the disclosure of information from the passport records, subject to an agreement in writing, to any appropriate agency, body or person for the purpose of aiding border security, facilitating the processing of passengers, verifying the identity of the holder of a travel document or determining whether a person is a New Zealand citizen. The information that may be disclosed includes the information recorded in your passport plus:

- your eye colour
- your height
- the status of your passport
- your passport database key number and any other information relating to a passport required to achieve the purposes of the disclosure stated above.

Please keep these notes
Detach here at the perforation

For your record
Date application sent to Passport Office
Day / Month / Year



Entitlement to a New Zealand Passport

- 15 You are entitled to a New Zealand passport if you are: Tick one only**
- A New Zealand citizen by birth in New Zealand and entitled to citizenship
or Complete Question 16(a) to (g)
 - A New Zealand citizen by birth in the Cook Islands, Niue or Tokelau
or Complete Question 17(a) to (b)
 - A New Zealand citizen by grant or descent.
 Read Notes Page 1: 'How can I prove my citizenship and identity?' and 'What if I was born overseas?'
 Complete Question 18(a) to (i)




Name details if born in New Zealand

Fill out all of this section if you are a New Zealand citizen by birth in New Zealand

- 16 (a)** Your surname or family name at birth *(if different than in Question 2)*
-
- (b)** Your first or given names at birth *(if different than in Question 2)*
-
- (c)** Mother's surname or family name at your birth
-
- (d)** Mother's first or given names at your birth
-
- (e)** Mother's surname or family name (maiden name) at **her** birth
-
- (f)** Father's or Other Parent's surname or family name at your birth
-
- (g)** Father's or Other Parent's first or given names at your birth
-

Go to Question 19




Name details if born in Cook Islands, Niue or Tokelau

Fill out all of this section if you are a New Zealand citizen by birth in the Cook Islands, Niue or Tokelau

- 17 (a)** Your surname or family name at birth *(if different than in Question 2)*
-
- (b)** Your first or given names at birth *(if different than in Question 2)*
-

If you are a first time applicant, you must send us your original birth certificate which states your parents' names and shows you were born in the Cook Islands, Niue or Tokelau.

Go to Question 19



Name details if born overseas

Fill out all of this section if you are a New Zealand citizen by grant or descent

- 18 (a)** Your New Zealand Citizenship Certificate number *(where available)*
-
- (b)** Your surname or family name at birth *(if different than in Question 2)*
-
- (c)** Your first or given names at birth *(if different than in Question 2)*
-
- (d)** Your surname or family name as it appears on your New Zealand Citizenship Certificate *(if different than in Question 2 or 18(b) above)*
-
- (e)** Your first or given names as they appear on your New Zealand Citizenship Certificate *(if different than in Question 2 or 18(c) above)*
-
- (f)** Mother's surname or family name at your birth
-
- (g)** Mother's first or given names at your birth
-
- (h)** Father's or Other Parent's surname or family name at your birth
-
- (i)** Father's or Other Parent's first or given names at your birth
-

Go to Question 19



Name By Marriage or Civil Union

19 Have you ever been married or entered into a civil union?

- Yes > List **all** your marriages/civil unions below with the most recent first.
- No > Go to Question 20

- If a Marriage or Civil Union* was registered outside New Zealand, you must provide an original Marriage/Civil Union Certificate. (*only Civil Unions recognised in New Zealand)

Marriage/Civil Union (circle one)

Your Surname or Family Name before Marriage/Civil Union

Date of Marriage/Civil Union

Day	Month	Year

Place of Marriage/Civil Union (Town or City & Country)

Spouse's/Partner's Surname or Family Name

Spouse's/Partner's First or Given Names

Marriage/Civil Union (circle one)

Your Surname or Family Name before Marriage/Civil Union

Date of Marriage/Civil Union

Day	Month	Year

Place of Marriage/Civil Union (Town or City & Country)

Spouse's/Partner's Surname or Family Name

Spouse's/Partner's First or Given Names

Go to Question 20



Name Changes By Statutory Declaration Change of Name or Deed Poll

20 Have you ever changed your name by Deed Poll or Statutory Declaration Change of Name?

- Yes > Complete box(es) below
- No > Go to Question 21

- You must include all name changes by Deed Poll or Statutory Declaration Change of Name. List in order of most recent first.
- If you want to have your passport issued in a Name Change that was registered outside New Zealand, you must provide an original Change of Name document. **NOTE: We do not accept documents from internet based change of name companies.**
- You must also provide original documents if you were born overseas and your name change was registered in New Zealand.

Change of Name by Statutory Declaration or Deed Poll

FROM: Surname or Family Name

First or Given Names

TO: Surname or Family Name

First or Given Names

Date Name Changed (if known)

Day	Month	Year

Place Name Changed (Town or City & Country)

Change of Name by Statutory Declaration or Deed Poll

FROM: Surname or Family Name

First or Given Names

TO: Surname or Family Name

First or Given Names

Date Name Changed (if known)

Day	Month	Year

Place Name Changed (Town or City & Country)

Go to Question 21

Reverting to birth name

Note: If you want to have your passport issued in your birth name and this was registered outside of New Zealand, you must provide an original Birth Certificate.

Pin or staple additional pages here

Continue on a separate piece of paper if needed and pin to this page (using the same format), or download from our website www.passports.govt.nz

Referee

To help confirm who you are please provide details of someone who knows you who can be contacted by phone. This person may live in New Zealand.

This person **must** be someone of standing in the community, e.g. your employer, doctor, teacher, lawyer, social worker, JP or minister of religion.

30 What is the name of your referee? >>>

Surname or Family name

Given or First names

Occupation of your referee

Contact details of your referee

Give street number and name, suburb, town/city, country and postcode

Daytime Phone Number

Post Code

Your referee must NOT:

- > be the person from the Proof of Identity section, page 11
- > be a relative
- > live at the same address as you



Emergency contact

Completing this question is optional.

Give street number and name, suburb, town/city, country and postcode.

31 Who can we contact if you have an accident or become ill while overseas?

Contact name

Relationship to you

Address

Post Code

Home

Work

Mobile

Email



Who filled in this form?

32 Is the person who the passport is for under 16 years of age?

- Yes > Do not sign below. Go to the 'Consent for Passport for Child under the age of 16' on page 10
- No > Go to Question 33

33 Did the person who the passport is for fill in this form?

- Yes > Please sign the 'Signature of Applicant' section below
- No > This is because of:
 - a disability or
 - a language difficulty
 - > The person who filled out this form, for the person who the passport is for, must now complete the 'Statutory Declaration' on page 13
 - > The person who the passport is for **must sign the 'Signature of Applicant' section below** (unless they are under 16 years or unable to do so through disability or injury)

- I declare that the statements made in this application are, to the best of my knowledge, true, complete and correct.
- I understand that if I have provided false information this 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 Notes to this Application.
- I authorise the release, by any government agency, of 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 \$250,000, or both.

Signature of Applicant

WARNING

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



>> Has your Witness completed 'Proof of Identity', page 11?

Date

Day Month Year

> Complete the "Checklist" on the back page (page 14).

> Go to the back page (page 14) to find out where to send your application.

Can you act as a Witness?

The applicant and the witness must read page 3 before completing this page.

A witness must NOT:

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

Do not give a Post Office Box number or Private Bag number.

42 Do you (the Witness) hold a valid New Zealand passport?

Yes ➤ What is your valid New Zealand passport number?

No ➤ **Now go straight to Question 44**

No ➤ Go to Question 43

43 Which of the following are you?

Tick which applies to you and complete the following address box: (if applicable)

- lawyer teacher minister of religion
 police officer kaumatua registered medical professional
 Justice of the Peace applicant's employer other occupation - please state

Name and address of your workplace.

Your witness must not be the same person you have nominated as your referee on page 9.

Witness must have known the applicant for at least 12 months, or since birth for a child under 12 months.

Failure of the witness to complete this page correctly will delay processing of the passport application.

Personal details of Witness

44 What is your name?

Surname or Family name

Given or First names

45 What is your Date of Birth?

 / /
Day Month Year

46 What is your current residential address?

Post Code

Home

Work

Mobile

Fax

Email

Give street number and name, suburb, town/city, country and postcode. Do not give a Post Office Box number or Private Bag number.

Photo Identification

47 Have you written the full name of the person applying for the passport, signed your name and dated the back of one photo. IMPORTANT - This must be handwritten by you, the Witness, NOT by the applicant.

- Yes ➤ Go to 'Witness Declaration' section below
 No ➤ Ask the applicant for a new photo and complete correctly
 Failure of the Witness to correctly complete the back of one photo will delay processing of the passport application

CERTIFIED TRUE LIKENESS OF	
ANA MARIE WELLS	
<small>(Full Name of Applicant)</small>	
<i>J. Mitchell</i>	
<small>Signature of Witness/Identifier</small>	
Date	01/04/2008

Witness Declaration

WARNING

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

I declare that I am 16 years or over and have personally known:

Surname or Family name of person who the passport is for

Given or First names of person who the passport is for

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

- The information I have provided on this Proof of Identity page is, to the best of my knowledge, true, complete and correct, and in my own handwriting.
- I understand that if I have provided false information, this passport can be cancelled and I can, by law, be fined or imprisoned.
- The person who the passport is for is the person I have named.

Date

 / /
Day Month Year

Signature of Witness

Signature of Witness



Declaration of Loss, Theft or Damage of a New Zealand Passport/Travel Document

Please tick which document was lost, stolen or damaged

- Passport Refugee Travel Document Certificate of Identity Emergency Travel Document

What details can you give of the missing or damaged Passport or Travel Document?

Number (if known) _____ Place of issue _____ Date of issue _____
Day / Month / Year

The full name in the Passport or Travel Document was:

Surname or Family name _____

Given or First names _____

Date of birth _____
Day / Month / Year

Was the Passport or Travel Document: *Tick one*

- Lost Stolen Damaged Other > _____

What happened to your Passport or Travel Document?

Please give full details relating to the loss, theft or damage of your passport or travel document. Include all possible addresses from where the passport or travel document may have been lost or stolen.

.....
.....
.....
.....

Continue on a separate piece of paper if necessary and pin to this page.

Date lost or stolen _____ Where lost or stolen (town/city/country) _____
Day / Month / Year

What attempts did you make to try to find your missing Passport or Travel Document?

.....
.....

You **must** report the loss or theft of your Passport or Travel Document to the Police **and** the Department of Internal Affairs before a replacement can be issued (*ensure you have completed and ticked off both of the following actions*).

- Police report or signed Police acknowledgement slip quoting crime reference number attached
 Department of Internal Affairs notified or this declaration forms part of your application for a replacement passport.

(Complete and sign this page)

Declaration

- I declare that the above particulars are correct and undertake that in the event of the lost or stolen Passport or Travel Document being found or returned to me, I will return it immediately for cancellation to the Passport Office or to a New Zealand overseas Embassy, High Commission or Consulate.
- I acknowledge that in notifying the **loss** or **theft** of my Passport or Travel Document (and police report details if available) to the Passport Office or to a New Zealand overseas Embassy, High Commission or Consulate, that it will be permanently invalidated immediately, thus rendered unusable.



Signature

Date _____
Day / Month / Year

WARNING
Once you declare your passport lost or stolen, it cannot be used for travel. It will be invalidated immediately and Interpol and border authorities will be advised. Anyone attempting to travel on a passport that has been reported lost or stolen will be refused travel.

It is an offence against the Passport 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.

You must complete this page if:

- You wear a hat or head covering in your passport photos for religious or medical reasons
- You completed this application on behalf of someone else aged 16 or over
- You wish to give, or have been requested by the Department of Internal Affairs to provide, additional information.

Otherwise leave page blank.

This Statutory Declaration must be signed in the presence of a Justice of the Peace, a Solicitor, a Member of Parliament or a Government Officer who has authority to take statutory declarations.

Statutory Declaration

Please state your full name:

Surname or Family name Given or First names

Please state your full residential address:

Give street number and name, suburb, town/city, country and postcode. Do not give a Post Office Box number or Private Bag number.

Post Code

Home phone number Work phone number Mobile phone number Email address

I solemnly and sincerely declare that: *(Tick which one of the following applies)*

- I/My child wear(s) a hat or head covering for: religious or medical reasons *(Tick and give reason below)*
- I have completed this application on behalf of someone else aged 16 or over
(Please explain below why the person who the passport is for was unable to complete this application)
- I have been requested by the Department to provide additional information and do so below
- I wish to give additional information and do so below

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

 Signature

WARNING


It is an offence to make a statement which is false in any particular for the purpose of gaining a New Zealand passport.

If a New Zealand passport is obtained by fraud, false representation or the concealment of any material fact, it can be cancelled and the person concerned can, by law, be fined or imprisoned, or both.

Declared at: This (day) of (month) year

Witnessed by

This signature has been witnessed by me

 Signature of Witness

Title of Witness

PLEASE STATE: Justice of the Peace, Solicitor, Member of Parliament, or Government Officer duly authorised to take Statutory Declarations.



Checklist

Please complete this checklist

For most people, the information and documents we have requested will be sufficient for a passport to be issued. If we need further information we will write to you promptly.

- IMPORTANT**
- Have you rechecked your application form and ensured it has been correctly completed?
 - Have you signed page 9 of your application form?
 - Have you signed the consent on page 10 (if applicable)?
 - Has your witness completed page 11 and the back of the photo?

Have you enclosed (where applicable)	Tick if documents enclosed
Your New Zealand Passport, Refugee Travel Document or Certificate of Identity, current or expired	
Proof of your New Zealand Citizenship if born in Cook Islands, Niue, Tokelau (i.e. your original birth certificate)	
Confirmation of New Zealand Citizenship by other means	
Change of Name by Marriage/Civil Union* outside of New Zealand (*only Civil Unions recognised in NZ)	
Name change document(s) where born in New Zealand and changed name outside of New Zealand	
Original birth certificate where born outside of New Zealand and reverting to birth name	
Name change document(s) where born outside of New Zealand and changed name in or outside of New Zealand	
Lost, stolen or damaged Passport / Travel Document - Declaration on page 12 and Police Report	
Child's Guardianship Documentation	
Two Photos – one having been witnessed (<i>refer pg 3 of the Notes</i>)	
The Correct Fee <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Money order <input type="checkbox"/> Bank to bank money transfer	
Additional information (<i>state number of pages</i>) []	

Where to send your application

Send your passport application to:

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

If you are sending your application direct to New Zealand:

BY POST:

The Department of Internal Affairs
Passport Office
PO Box 10-526
Wellington 6143, New Zealand

BY COURIER:

The Department of Internal Affairs
Passport Office
Boulcott House, 47 Boulcott Street
Wellington 6011, New Zealand

Office use only

Certify

Date ____/____/____

Despatch Method

Collect 1st Class Mail Prepaid Delivery Bag

Courier to Collect Date ____/____/____

Courier Pack

Overseas Post and collection from New Zealand House, London.

The following is to be completed at time passport is collected

Collected by (*print name*)

Applicant/or relationship to Applicant

Form of Identification

Signature Date ____/____/____

Documents Checklist

	In	Out		In	Out		In	Out		In	Out
Passport	<input type="radio"/>	<input type="radio"/>	CIT/Descent	<input type="radio"/>	<input type="radio"/>	Stat Dec	<input type="radio"/>	<input type="radio"/>	Letter	<input type="radio"/>	<input type="radio"/>
FBC	<input type="radio"/>	<input type="radio"/>	Deed Poll	<input type="radio"/>	<input type="radio"/>	Courier	<input type="radio"/>	<input type="radio"/>	Police Report	<input type="radio"/>	<input type="radio"/>
SBC	<input type="radio"/>	<input type="radio"/>	NC doc	<input type="radio"/>	<input type="radio"/>	Parenting Order/ Guardian Docs	<input type="radio"/>	<input type="radio"/>	<i>Other:</i>		
MC	<input type="radio"/>	<input type="radio"/>	Photo x 2	<input type="radio"/>	<input type="radio"/>	Div papers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CUC	<input type="radio"/>	<input type="radio"/>	Loss Dec	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>

Waiting for:
