

# Application for New Zealand Citizenship by Descent & Passport

# Adult

(16 years of age or older)

## Who can apply?

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 their birth or adoption can apply for registration of New Zealand citizenship by descent. Your mother or father will have either been born in New Zealand or will have received a grant of New Zealand citizenship before you were born. If you meet these requirements but were born before 1 January 1978, please contact the Citizenship Office. Our contact details are at the bottom of this page.

If you are applying for your child who is under 15 years or under, please use the Child form.

## Read all instructions carefully

Fill in this form yourself. If you cannot fill in this form yourself because you have a disability or a language difficulty, someone else can fill in the form for you. This person must complete the statutory declaration.

## Need a passport too?

You can use this form just to register your citizenship by descent, or to register your citizenship by descent and apply for a New Zealand passport. There is no need to complete a separate passport form.

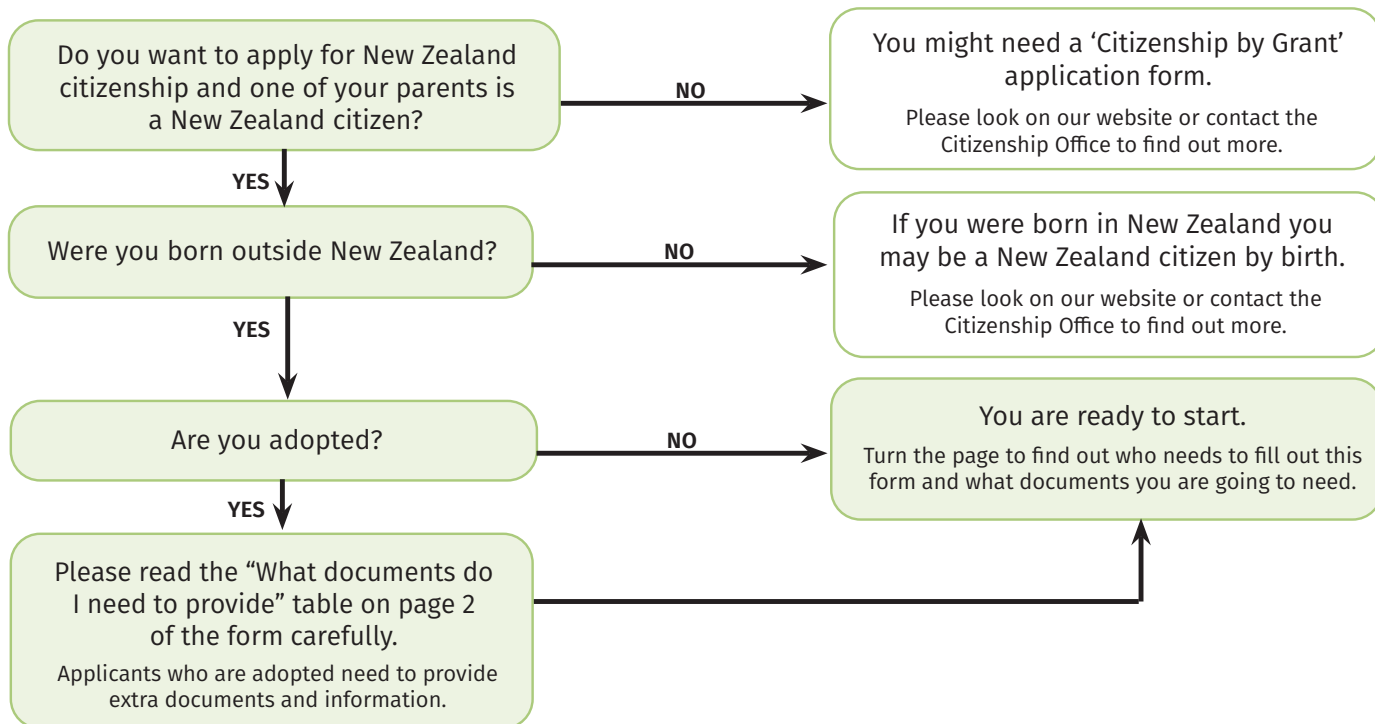
## How long will it take?

For current processing timeframes, visit [www.govt.nz/registercitizenship](http://www.govt.nz/registercitizenship).

## Where should I start?

Answer the questions in the boxes below to see what you should do.

The questions in the boxes below are based on the legal requirements for a citizenship by descent application. The results from the questions are only a general indicator to give you some idea of your eligibility for citizenship by descent. These questions do not form part of the formal assessment process. A formal assessment will be carried out by the Department of Internal Affairs, should you choose to apply for citizenship. For more detailed information, please read the rest of the application form or visit our website [www.citizenship.govt.nz](http://www.citizenship.govt.nz)



Need help? 1300 559 535 (AUS) 0800 22 51 51 (NZ) +64 (4) 462 0651 [citizenship.govt.nz](http://citizenship.govt.nz) [passports.govt.nz](http://passports.govt.nz)



**Te Tari Taiwhenua**  
**Internal Affairs**

Office use only

Date Received DD MM YY NOTES 05/23  
Name

## 1 Who fills in this form?

You (the Applicant), the person applying for citizenship by descent.

You will also need a 'New Zealand Parent', and a witness to help you complete this application form.

If you have two parents who are both New Zealand citizens (other than by descent), you can choose either parent to be the 'New Zealand Parent', when completing this form. If the birth mother or claim parent is unable to sign the application, please contact us.

## 2 What documents do I need to provide?

Check the tables below to see which documents you and your 'New Zealand Parent' need to provide. Remember, we need original documents. We will return all your original documents to you by courier. Any documents not in English will be translated as part of your application. If you would like a copy of the translation, download a 'Request for Translation' from our website ([www.govt.nz](http://www.govt.nz)) and include this with your application. Note: we may request additional documents during processing.

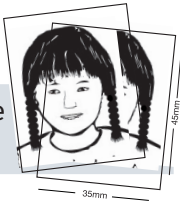
### You (the Applicant)

<b>Birth certificate</b> (Full official state-issued)	This document needs to be the original birth certificate. Hospital certificates are not accepted. It must have your full name, place and date of birth, gender and both parents' names. If your country's birth certificate does not have all this information on it, please contact the Citizenship Office. Photocopies cannot be accepted.
<b>2 photos</b>	You must provide 2 identical, passport-size photos. These photos must meet certain requirements. Please see the photo section below for more information.
<b>Passport or state issued photo ID</b>	You need to provide a current passport. If you do not have a passport (or it has expired), you need to provide another piece of official identification that contains your photograph (for example, a current driver licence from any country). A certified copy is acceptable. This can be certified by a Justice of Peace, Notary, Sworn Police Officer, Court Registrar, NZ Embassy/NZ Consulate staff member or Department of Internal Affairs (DIA) staff authorised to do so.
<b>Change of name documents</b> (if you have changed your name)	If your name has changed for any reason (for example, marriage, adoption, statutory declaration) you need to provide an official state-issued change of name document (for example: the adoption order or statutory declaration). Note: If this name change happened in New Zealand, you do not need to send the documents. The Citizenship Office can access them electronically.
<b>Adoption documents</b> (if you have been adopted)	You must provide all original adoption documents if you have been adopted outside New Zealand. Adoptions from other countries have different requirements.  For more information, please see our website or phone the Citizenship Office.

### New Zealand Parent

<b>Their most recent New Zealand passport number</b>	Get them to enter their most recent New Zealand passport number in question <b>24</b> on page 6 of this form. If they do not have a New Zealand passport, they need to provide a current photo identification document (for example a driver licence). A certified copy is acceptable. This can be certified by a Justice of Peace, Notary, Sworn Police Officer, Court Registrar, NZ Embassy/NZ Consulate staff member or DIA staff authorised to do so.
<b>Their change of name documents</b> (if they have changed their name)	If their name has changed for any reason (for example: marriage, civil union, adoption, statutory declaration) they need to provide an official state-issued change of name document (for example: their marriage certificate or adoption order).  Note: If this name change happened in New Zealand, they don't need to send the documents. The Citizenship Office can access them electronically.

**3** Everyone who is applying for citizenship by descent must supply 2 identical colour photos.



Your witness will need to write your full name on the back of one of the photos and sign and date it. Do not attach your photos to the application form. We can only accept undamaged photos.

Your passport-size photos need to be:

- Recent colour photos, 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 smiling 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 redevye.
- 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).
- Passport-sized (45mm x 35mm).
- Glasses frames must not obscure the eyes.
- Do not trim the photos.

**4** The sections numbered **4** to **15** are about you (the Applicant).

**5** What is your full name?

Copy the names from your birth certificate. You must provide the original state issued birth certificate with the application. If your name has been legally changed (by adoption etc.), then use the new name details from that document.

Title (tick one of the following options)

Mr     Mrs     Ms     Miss     Other (please specify) →

Surname or family name(s)

First and middle names

**6** Where were you born?

Copy the city, town or village and country of birth from your birth certificate.

City, town or village where you were born

Country where you were born

**7** What is your date of birth?

/   /



## 14 What is your postal address?

This is the address we will return your documents to.

Please note that in most cases courier services cannot deliver to Post Office boxes.

Same as my residential address → go to **15**

I want the documents sent to this address

Your name

Unit and/or house number

Street name

Suburb

Place name (city, town, village)

State or territory

Postcode

Country

## 15 Emergency contact

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

Your emergency contact's name (first name/surname)

Emergency contact's number

Country code

Area code

Phone number

Emergency contact's email address

## 16 The questions numbered **16** to **24** are for the **New Zealand parent**

To be the New Zealand Parent on this application, you need to have either been born in New Zealand, or received a grant of New Zealand citizenship before your child was born. If you received your New Zealand citizenship by descent, they cannot be the 'New Zealand Parent' on this application.

## 17 Parent's claim to New Zealand citizenship

This is where the applicant's parent provides evidence of their New Zealand citizenship.

Please tick one of the following. I was:

Born in New Zealand

Born in Niue, Tokelau or Cook Islands  
(the original birth certificate must be provided)

Given a grant of New Zealand citizenship

**18** What is your relationship to the person who is claiming New Zealand citizenship by descent?  
Please tick one of the following

Birth parent  Adoptive parent

Other parent (please state) →

**19** What is your full name?  
Copy the names from your birth or citizenship certificate. If your name has been legally changed (by marriage, civil union, adoption etc.), then use the new name details from that document.

Title (tick one of the following options)

Mr  Mrs  Ms  Miss  Other (please specify) →

Surname or family name (s)

First and middle names

**20** Has your name been legally changed for any reason? (Refer to section 2 for the documents you need to provide.)  
This could be because you were adopted, got married, changed your name by deed poll etc.

Yes → please tick a box below to show why your name has changed

Marriage/Civil Union  Deed poll  Adoption

Other (please specify) →

Write the name you had before it was legally changed in the space below

No → go to **21**

**21** Where were you born?  
Copy the town, city or village and country of birth from your birth certificate.

City, town or village where you were born

Country where you were born

**22** What is your date of birth?

**23** What is your gender?

Male  Female  Other

**24** What is your New Zealand passport number?  
Write the number of your most recent New Zealand passport below.

This is the end of the New Zealand parent section. Please go to question **30**, and read the Privacy Act section. Then complete question 32.

**25** The sections numbered **25** to **29** are for the applicant's **other parent**.

To complete this application form we need both parents' details. One parent's details must be in the 'New Zealand Parent' section and the other parent's details must be in this section.

**26** What is your full name?

Copy the names from your birth or citizenship certificate. If your name has been legally changed (by marriage, civil union, adoption etc.), then use the new name details from that document.

Title (tick one of the following options)

Mr    Mrs    Ms    Miss    Other (please specify) →

Surname or family name(s)

First and middle names

**27** Has your name been legally changed for any reason?

This could be because you were adopted, got married, changed your name by deed poll etc.

Yes → please tick a box below to show why your name has changed

Marriage/Civil Union    Deed poll/ Statutory Declaration    Adoption

Other (please specify)

Write the name you had before it was legally changed in the space below

No → go to **28**

**28** What is your date of birth?

/   /

**29** What is your relationship to the person who is claiming New Zealand citizenship by descent?

Please tick one of the following.

Birth parent

Adoptive parent

Other parent (please state): →

This is the end of the other parent's section. Please go to question **30**, and read the Privacy Act information section. Complete question 33.

### 30 Privacy Act information - who should read this?

You, your 'New Zealand Parent' and 'Other Parent' need to read the information in this section. Each person needs to write their name and sign at the bottom of the page to say that they have read and understood the information.

#### Collection, authorisation and use of information in support of this 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. We need to collect this information 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.

Information held by the Citizenship Office and Passport Office can be used in authorised information matching programme by the Electoral Enrolment Centre, the Department of Internal Affairs, the Inland Revenue Department, the New Zealand Transport Agency, the Ministry of Education, the Ministry of Social Development, and the Ministry of Business Innovation, and Employment as authorised by statute. Details are available on the Department of Internal Affairs website - [www.dia.govt.nz](http://www.dia.govt.nz) or call +64 (4) 462 0651.

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. Please contact the Citizenship Office for more details.

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. It is also an offence to knowingly or recklessly give false information or conceal any facts for the purpose of gaining New Zealand citizenship for oneself or on behalf of someone. If you do so, you may be denied/lose New Zealand citizenship, face criminal charges, or both.

#### By signing below you declare the following:

- The statements made in this application are to the best of my knowledge true, complete and correct.
- If false information has been provided I understand that any citizenship certificate/passport issued on the basis of that information may be cancelled and the matter referred to the New Zealand Police.
- I understand that information may be obtained about me to determine my eligibility for this application by way of an authorised information matching programme in accordance with section 78A of the Births, Deaths, Marriages and Relationships Registration Act 1995.
- I authorise any necessary additional enquiries including the disclosure of personal information about myself for the purpose of determining eligibility for this application. My authorisation includes, but is not limited to, any information held by the Department of Internal Affairs.
- If I have also applied for a New Zealand passport at the same time, I authorise my information to be taken from or shared with the New Zealand Passport Office for the efficient processing of both applications.
- I understand that if I 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.

### 31 You, the applicant (must sign)

I have read and understood the information above relating to the collection and use of information for this application, and I authorise the use and disclosure of my information as outlined above.

Full name

Signature

 SIGN HERE

Date

 /  / 

### 32 New Zealand parent (must sign)

I have read and understood the information above relating to the collection and use of information for this application, and I authorise the use and disclosure of my information as outlined above.

Full name

Signature

 SIGN HERE

Date

 /  / 

### 33 Other parent (must sign)

I have read and understood the information above relating to the collection and use of information for this application, and I authorise the use and disclosure of my information as outlined above.

Full name

Signature

 SIGN HERE

Date

 /  /



**34** The next section is for your witness.

Get the person who wants to be your witness to complete all the following section. Make sure you give your witness your 2 identical photos so that they can complete the details on the back of one photo, see question 41.

**35** This section numbered **35** to **42** for the witness.

Before you fill in this section, please read the statements carefully to make sure you can be a witness.

The witness must:

- not be a relative or part of the family group of the applicant
- not live at the same address as the applicant
- be aged 16 years or over
- have known the applicant for more than 12 months

If you meet the above criteria → go to **36**


**36** Do you hold a New Zealand passport?

Yes → What is your passport number?          → now go to **39**

No → go to **37**

**37** You only need to answer this question if you do not have a New Zealand passport. You must still meet all the requirements in section 35.

Which of the following groups describes your current job?

- Registered medical professional (for example, a doctor, nurse, dentist, pharmacist, physio etc)
- Teacher (primary or secondary teacher or university lecturer)
- Minister of religion
- Lawyer
- Police officer
- Kaumatua
- None of the above  Stop, you cannot be a witness for this application.

**38** If you do not hold a New Zealand passport, complete the following fields for your place of work or organisation you are involved with.

Name of organisation

Registered name

Organisation address


Contact number (Reception or Administration)

Organisation website/social media link



If you are unable to supply a website or social media organisation page with a staff list please supply a letter from your employer or leadership team on letterhead confirming your employment and how long you have worked there.

### 39 What is your full name and date of birth?

Title, please tick one of the following options

 Mr

 Mrs

 Ms

 Miss

Other (please specify) →

Surname or family name(s)

First and middle names

What is your date of birth?

  /   /    

### 40 Where do you live?

Please write the details of your residential address and contact details.

Unit and/or house number

Street name

Suburb

Place name (city, town, village)

State or territory

Postcode

Country

Contact number

Country code

Area code

Phone number

Email address

### 41 Do you have the applicant's 2 photos?

The witness needs to write three things on the back of one of the photos:

- the full name of the applicant
- sign the back of photo
- today's date



Please check carefully. Have you written the 3 things on the back of one of the photos correctly?

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.

Witness to:

- write full name of the applicant
- sign back of photo
- write today's date

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 5.
- ▶ 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.

Office use only

Documents List Applicant	Original	Photocopy
Applicant's birth certificate		
2 x passport photos		
State Issued ID		
Applicant's change of name certificate		
Fee		
Other:		

Documents List Parent	Original	Photocopy
Parent's passport		
Parent's state-issued photo ID		
Parent's marriage/civil union certificate		
Parent's change of name certificate		
Other:		

**42 Witness declaration and Privacy Act information**

If you are acting as a witness for this application, you need to read all the information in this section. Then fill out the name of the applicant, the number of years you have known them, and then sign and date the bottom of this section.

**Collection, authorisation and use of information in support of this application.**

As a witness for this application you are required to provide personal information. The decision to supply the information is voluntary.

If you do not want to supply this information or authorise access to your personal information you cannot act as a witness.

We need to collect your information to help with processing this citizenship and passport 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. Please contact the Citizenship Office for more details.

I have known

Applicant’s full name (as shown in question 5)

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For

Y	Y	/	M	M
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Years              Months

Signature of Witness

SIGN HERE

Date

D	D	/	M	M	/	Y	Y	Y	Y
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**This is the end of the witness section.**

**43 This is where you apply for your PASSPORT.**

If you do not want a passport, please leave this question blank.

You need to tick the box below to apply for a passport. If you wear a head covering, please contact us.



I want to apply for a passport (to be issued to me in the name listed in question 5 of this application).

**44 Citizenship and passport application fees**

**What do you need to pay?**

Fees vary depending on which country you are sending your application to.

Choose the country you are sending to and tick which service(s) you need in the boxes below.

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.

Note: You cannot make an urgent application if your case involves an overseas adoption.

Fees if lodged in New Zealand	
<input type="checkbox"/> Citizenship	NZD \$204.40
<input type="checkbox"/> Citizenship & passport	NZD \$410.40
<input type="checkbox"/> Urgent citizenship & passport	NZD \$616.40
<input type="checkbox"/> International courier	Tick box for an international courier fee to be charged, see below for details.

Fees if lodged in Australia	
<input type="checkbox"/> Citizenship	AUD \$164.00
<input type="checkbox"/> Citizenship & passport	AUD \$406.00
<input type="checkbox"/> Urgent citizenship & passport	AUD \$648.00
<input type="checkbox"/> International courier	Tick box for an international courier fee to be charged, see below for details.

Fees if lodged in the UK	
<input type="checkbox"/> Citizenship	GBP £92.00
<input type="checkbox"/> Citizenship & passport	GBP £229.00
<input type="checkbox"/> Urgent citizenship & passport	GBP £366.00
<input type="checkbox"/> Courier fee	You must pay for a return courier, see below for fees.

## 45 International courier fees

DELIVERY ZONE	Lodged in New Zealand	Lodged in Australia	Lodged in the United Kingdom
New Zealand	Included in application fee	Lodge your application in New Zealand	Lodge your application in New Zealand
Australia	NZD \$15.00	Included in application fee	Lodge your application in Australia
United Kingdom	NZD \$25.00	Lodge your application in the United Kingdom	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 £27.50
European countries (excluding the UK and countries listed below)	NZD \$25.00	Lodge your application in the United Kingdom	GBP £18.50
Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Macedonia and Malta	NZD \$30.00	Lodge your application in New Zealand or the United Kingdom.	GBP £18.50
'Rest of World' Includes: Azerbaijan, Armenia, Georgia, Moldova and Ukraine	NZD \$30.00	Lodge your application in New Zealand or the United Kingdom	GBP £34.50

## 46 Payment details for citizenship and passport application fees

### What do you need to pay?

Fees vary depending on which country you are sending your application to. Make sure you have ticked the services you require in question.

Tick the method of payment you want

- Credit card/Debit card  $\rightarrow$  please complete the card details below
- EFTPOS (in person only)  Preloaded payment card (eg Prezzie card - do not post card)

Card details

- Visa  MasterCard  Amex

Name as it appears on card

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Card number

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Expiry date

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Security code/CSC (UK only)

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(MM)

(YY)

(last 3 numbers on the reverse side of card)



CARDHOLDER SIGN HERE

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

## Lodging your application and documents

### By post

If you want to post us your application, we advise you to use a 'track and trace' courier bag from New Zealand Post (within New Zealand) or registered mail (from overseas) to keep track of your original documents. We will send your documents back to you by courier.

New Zealand	Australia	United Kingdom
<p><b>Courier or post to:</b>            The Citizenship (Descent) Office            Service Delivery and Operations            Department of Internal Affairs            PO Box 10-680            Wellington 6140            New Zealand</p>	<p><b>Courier or post to:</b>            Department of Internal Affairs            GPO Box 365            Sydney NSW 2001            Australia            (Express Post, Standard Mail,            Registered Mail)</p>	<p><b>Courier or post to:</b>            Department of Internal Affairs            1 Pall Mall East            London SW1Y 5AU            United Kingdom</p>

### Hand deliver to one of our offices

For office locations, please visit [www.govt.nz/citizenship](http://www.govt.nz/citizenship) or call us on 0800 22 51 51 or if outside New Zealand +64 (4) 462 0651.