

# Te tono kia whakaūngia te kirirarau o Aotearoa mā te tuku



Te Tari Taiwhenua  
Internal Affairs

## Application for confirmation of New Zealand citizenship by grant

CIT006 / CGRANT

Use this form to apply for proof that you are a New Zealand citizen. If you are a citizen, you will get a certificate that confirms you were a citizen on the date the certificate was issued.

### Hei mua i te tononga Before you apply

#### Things you need to know:

- The fee for this application is \$112.40.
- The processing time is 15 working days. Allow extra time for postage.
- There is no urgent service.
- We may ask for further identification before we give you any information.
- Applications must be completed by the applicant, unless they are aged 15 or under. For applicants aged 15 or under, their parent or legal guardian must complete the application.

#### You must provide:

- 2 identical photos of the applicant, certified by the witness
- the completed form
- the application fee.

#### Photo requirements

You must provide 2 identical passport-style photos. The photos need to be signed by the witness named on page 6 of this application.

The photos must be:

- of yourself
- less than 6 months old
- in colour
- clear, sharp and in focus.

The photos must show:

- your head and shoulders
- your face looking directly at the camera
- your eyes open and clearly visible — not covered by hair or sunglasses
- your face in a neutral expression, not smiling or frowning and with your mouth closed
- a plain and neutral background.

Prescription glasses are permitted as long as your eyes are still visible.

Do not staple, glue or paperclip photos to the application form as this may cause damage.

## Contact details

Website: [govt.nz/contact-citizenship-office](http://govt.nz/contact-citizenship-office)

Email: [Issuance.2@dia.govt.nz](mailto:Issuance.2@dia.govt.nz)

Only use email for queries about the form. To return the form, follow the postage instructions on page 9. Do not email the completed form to us.

## Checklist

Make sure you have everything you need. If you do not provide all the documents that you need, your application will be delayed. All original documents will be returned to you.

You need to supply the following with your application:

- 2 identical photos of the applicant, verified by the witness
- the filled out payment section on page 9.



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How to answer:

- You can complete this form by hand or on-screen using Adobe Acrobat Reader.
- You can use the tab key to move to the next fillable form field in Adobe Acrobat Reader.
- You must still print off the application and sign by hand.

### Section 1: Applicant details

#### 1. Your name and title

##### 1a. Your title

Mr

Mrs

Ms

Miss

Master

Other

##### 1b. Current name

If you have only one name, enter this into the 'Surname or family name' field.

First and middle names

Surname or family name

##### 1c. Name at the time you were granted NZ citizenship (if different)

First and middle names

Surname or family name

##### 1d. Other names

Include all names you are, or have been, known as. For example, official name changes, names used at school or work, English name, adoptive names, family names, or any other names used.

## 2. Your place and date of birth

Village, town or city of birth

Country of birth

Date of birth (dd/mm/yyyy)

## 3. Your gender

Gender (male, female, or non-binary)

## 4. Your citizenship certificate number (optional)

Citizenship certificate number

## Section 2: Consent giver details

If the applicant is aged 15 or under, provide details of the parent or legal guardian giving consent.

## 5. What is the consent giver's relationship to the applicant?

- Parent
- Legal guardian

## 6. Consent giver's name

First and middle names

Surname or family name

### Section 3: Applicant declaration

The Department of Internal Affairs (DIA) processes applications using information matching programmes to share data with other agencies. These authorised information matching programmes share citizenship data we hold with:

- the Electoral Commission
- Inland Revenue
- Waka Kotahi, New Zealand Transport Agency
- the Ministry of Education
- the Ministry of Social Development
- Immigration New Zealand.

Details are available on the DIA website at [www.dia.govt.nz](http://www.dia.govt.nz)

#### Collection and use of information given to support your application

We need you to give certain information to support your application. The decision to give us your information is your choice. If you do not give us all the information we need, we may decline your application.

We need your information:

- to process your application
- to check if the application meets the requirements of the Citizenship Act 1977.

We collect and hold information from this form at the Department of Internal Affairs, PO Box 10680, Wellington.

Under the Privacy Act 2020 you can access, check and correct the personal information you choose to give us.

#### 7. Applicant declaration

- I understand that the information, to the best of my knowledge is true, complete and correct.
- I understand that if I give false information, any document 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 all the statements in this applicant declaration.
- I allow an authorised matching programme, under Section 112 of the Births, Deaths, Marriages, and Relationships Registration Act 2021, to use my information to determine my eligibility for confirmation of New Zealand citizenship.
- I allow DIA to contact me or other agencies, if needed, to process this application.

Name of applicant

Signature

Date of signature (dd/mm/yyyy)

If the applicant is aged 15 or under, the consent giver must sign this declaration on the applicant's behalf.

## Section 4: Witness section

### Witness instructions

Fill in and sign pages 6 to 7 of this form.

The applicant needs to provide 2 identical photos. On the back of one of the photos, you must:

- sign your own name
- write the full name of the applicant, and
- write the date.

You must:

- be aged 16 years or over
- not be a relative or partner of the applicant
- not live at the same address as the applicant.

You must have known the applicant:

- for more than 1 year, or
- since birth if the applicant is under 12 months old.

### 8. Your name

First name and middle names

Surname or family name

### 9. Your date of birth

Date of birth (dd/mm/yyyy)

### 10. Name of the applicant whose photo you are witnessing

Full name of applicant

### 11. How many years have you known the applicant?

Years

## 12. Your address

Street number and name

Suburb

Town or city

Country

Postcode

Contact number

Email address

## 13. Witness declaration

I declare that:

- I am 16 years of age or over.
- I have known the applicant for more than 1 year, or since their birth.
- The information I have given is complete and correct to the best of my knowledge.
- The person in this photo is the person applying.
- 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, I can, by law, be fined or imprisoned.

Signature of witness

Date signed (dd/mm/yyyy)

## Section 5: Fees and delivery

### 14. Fees

The application fee for a confirmation of New Zealand citizenship certificate is \$112.40.

Select a delivery method:

- |                              |   |  |      |
|------------------------------|---|--|------|
| <input type="checkbox"/>     | I want the certificate couriered to a New Zealand address | \$0  |      |
| <input type="checkbox"/>     | I want the certificate couriered to an overseas address   | \$15 - \$30  |      |
| Australia, Asia, Pacific:    | \$15  | Rest of world:   | \$30 |
| USA:                         | \$20  | Includes: Azerbaijan, Armenia, Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Georgia, Macedonia, Malta, Moldova |      |
| Europe (unless listed here): | \$25  |  |      |

Contact us if you are unsure whether we can deliver to your country. Contact information is on page 2.

### 15. Delivery address

We may need your email address to get in contact if your postal address changes.

Delivery name

Street number and name

Suburb

Town or city

Country

Postcode

Contact phone number

Email address

Complete the payment section on page 9 of the form.

## 16. Payment

Do not post cash or card. Do not email credit card details.

Charge my credit or debit card (Visa, MasterCard, American Express, Prezzy Card):

Card number

Card expiry date

 / 

Name on card

Cardholder signature

## Next steps

Print and sign the form.

Post the form, payment information, and documents to us.

When you post the application, it is best to use a 'track and trace' courier bag to keep track of your original documents.

We will return your documents by courier.

### Postal address

Citizenship Office

Identity Services

Department of Internal Affairs

PO Box 10680

Wellington 6140

### Courier address

Citizenship Office

Level 2, 7 Waterloo Quay

Pipitea

Wellington 6011

New Zealand