



## **APPLICATION FOR CONFIRMATION OF BIRTH IN NEW ZEALAND**

### **FEE**

Fee of NZ\$112.40 (includes GST) for each application.

Processing an application takes **15 working days** from receipt of a **correct and complete application**. Extra time should also be allowed for delivery to and from the Citizenship Office.

### **NOTE:**

Use this application form if:

- you were born in New Zealand before 1 January 2006

or

- you were born in New Zealand on or after 1 January 2006 and at least one of your parents had the right to reside in New Zealand indefinitely.

Please refer to the Department of Internal Affairs if you were born outside of these dates, and for information regarding your eligibility for Citizenship.

### **DOCUMENTS REQUIRED**

- Applicant's full New Zealand birth certificate, showing parents' details
- 2 passport size photos of the applicant, 1 witnessed on the reverse side by the person who has completed the proof of identity section of the application form
- Any other documents that show name changes for the applicant such as marriage/civil union certificates or statutory declaration name change.

*Please note that the Department does not accept photocopies of documents of any kind.*

### **REFUND POLICY**

We are not authorised to issue refunds once the application has been lodged with the Department. The fee is for investigating the claim and does not depend on the outcome.

### **CONTACT THE CITIZENSHIP OFFICE:**

For further queries please contact the Department.

Phone: 0800 22 51 51 or +64 4 462 0651 if calling from outside New Zealand

Email: [staykiwi@dia.govt.nz](mailto:staykiwi@dia.govt.nz) Website: [www.citizenship.govt.nz](http://www.citizenship.govt.nz)


**APPLICATION FOR CONFIRMATION OF BIRTH IN NEW ZEALAND**
**Name**

Show names in full from full  
birth certificate  
Full New Zealand Birth  
Certificate required

Family/Last name(s) Please tick: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Master ☐ Other

Given/First name(s)

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

Why has your name changed? (please tick)

marriage / civil union ☐ declaration ☐ common use ☐ adoption ☐

other (explain)

date of marriage /civil union

date of marriage /civil union

/  /

**Identification**

Town/City of birth

Birthdate (day, month, year)

/  /

Country of birth

Sex

male ☐

female ☐

**Parent's details**

Please tick: Mrs ☐ Ms ☐ Miss ☐ Other

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

**Mother**

Family/Last name(s)

Given/First name(s)

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

**Father**

Please tick: Mr ☐ Other

Family/Last name(s)

Given/First name(s)

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

**PLEASE NOTE:**

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

Address: Street

Suburb

Town/City

Province

Country

Post Code

Telephone: Home

Work

Mobile

Fax

Email

## Privacy Act

## 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 New Zealand, the Ministry of Education, the Ministry of Social Development and the Workforce Group (Immigration Services) as authorised by statute. Details are available on the Internal Affairs website - [www.dia.govt.nz](http://www.dia.govt.nz) or call 0800 22 5151

### *Collection and use of information provided in support of application*

This application form requires you to produce certain information in support of this application. The decision to supply the information is voluntary. If you do not produce sufficient information to enable a confirmation of New Zealand citizenship 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 10680, 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 2020.

- 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 the Births, Deaths, Marriages, and Relationships Registrations Act 2021.
- I authorise any additional enquiries necessary for determining this application for confirmation of New Zealand citizenship.

### Applicant

Name

Signed

Dated

## Lodging an Application

Completed applications or any queries concerning New Zealand citizenship can be sent to:

Citizenship Office  
PO Box 10680  
Wellington 6140  
New Zealand

Applicants who are residing outside New Zealand may lodge their application at some New Zealand High Commissions, Embassies or Consulates.

## Fees and Payment

Please enclose a fee of  
NZ\$112.40 per applicant.

### Please do not send cash

Cheque / bankdraft - Please make payable to "Department of Internal Affairs"

Please charge my:	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Expiry date:	<input type="text"/> / <input type="text"/>
Credit card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Print full name of cardholder:	<input type="text"/>			
Amount:	<input type="text"/> NZ\$			
	Please charge the return courier fee to my credit card <input type="checkbox"/>			
Signature:	<input type="text"/>			

OFFICE USE ONLY

# PROOF OF IDENTITY



Internal Affairs  
Te Tari Taiwhenua

## Can you act as a witness?

To act as a witness you must:

- be aged 16 years or over; and
- not be a relative or partner; and
- not live at the same address; and
- EITHER
- have known the applicant for more than 12 months
- OR
- since birth if the child is under 12 months old.

This form must be completed by your witness in their own handwriting.  
Please provide 2 passport size photos of the applicant – See “Photographs” below.

## Personal details of the witness

Surname or family name	<input type="text"/>		
Given or first names	<input type="text"/>		
Occupation	<input type="text"/>		
Date of Birth (day, month, year)	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Address: Street	<input type="text"/>	Suburb	<input type="text"/>
Town/City	<input type="text"/>	Country	<input type="text"/>
Telephone: Home	<input type="text"/>	Work	<input type="text"/>
Mobile	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

## Declaration

### I declare that I have known:

Surname or family name of applicant	<input type="text"/>
Given or first names of applicant	<input type="text"/>

for  years/months 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.**

<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of witness	Date

## Photographs



CERTIFIED TRUE LIKENESS OF

ANA MARIE WELLS  
(Full Name of Applicant)

*J Mitchell*  
(Signature of Witness/Identifier)

Date 01/06/2005

Please provide 2 identical passport size photos of the applicant.

Both photos must be the same in all aspects – 2 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 a plain light coloured background (not white)
- be of good quality colour and on high quality paper, with no ink marks on the image (no ink jet printers)
- 45mm x 35mm in size.  
(Do not trim your photos)

The authorised person who witnesses the statutory declaration below must write the full name of the applicant on the back of one photo, and sign and date it.

- Please note: Businesses that specialise in taking passport size photos will usually supply one with a preprinted label on the back. Contact the Citizenship Officer if you require further information on photographic image requirements.