



## **Application for non-evidentiary letter of New Zealand citizenship status**

CIT101 / NON-EVI

Use this form to request a letter about the New Zealand citizenship status of a parent, grandparent or a third party.

### **Before you apply**

#### **Things you need to know:**

- The fee for this application is \$112.40.
- Processing time is 20 working days. Allow extra time for postage.
- There is no urgent service.
- We may ask for further identification before we give you any information.
- You cannot claim New Zealand citizenship through a grandparent.

#### **You will need to provide:**

- a photocopy of your driver licence or the biodata page (the page that shows your personal details and photo) of your current passport
- a death certificate, if the person whose record you are searching for died overseas
- the completed form
- the application fee.

We need a photocopy of your (the person filling out this form) passport or driver licence, not the passport or driver licence of the person you are requesting information about.

If you want a letter about the New Zealand citizenship status of a parent or grandparent in order to check if you are eligible to claim to New Zealand or overseas citizenship, you must also provide the birth certificate of each generation of the family involved in the search. Provide the original birth certificate for births that took place outside New Zealand.

If you want a letter about the New Zealand citizenship of a third party for another reason (not to check if you are eligible to claim New Zealand or overseas citizenship), you must also provide a letter that includes:

- the reason you are searching for the third party's citizenship status
- the name of the person or organisation who requested the search.

If you are applying on behalf of an organisation, provide the letter on your organisation's letterhead.

### **Contact details**

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

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

Do not email the completed form to us. Only use email for queries about the form. To return the form, follow the postage instructions on page 7.

## Checklist

Make sure you have everything you need. If you do not provide all the documents that you need, your application may be delayed.

All original documents will be returned to you.

You need to send us:

- ☐ a photocopy of your driver licence or the biodata page (the page that shows your personal details and photo) of your current passport
- ☐ a death certificate, if the person whose record you are searching for died overseas
- ☐ the filled out payment section on page 7 of the form.

If you are requesting a letter about the NZ citizenship status of a parent or grandparent, you also need to send us:

- ☐ the birth certificate of each generation of the family involved in the search (provide the original birth certificate for births that took place outside New Zealand).

If you are requesting a letter about the NZ citizenship status of a third party, you also need to send us:

- ☐ a letter describing why you are searching and who requested the search.



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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 it by hand.

### Section 1: Record to be searched

#### 1. Name of person being searched

##### 1a. Name

If the person being searched has only one name, enter this into the 'Surname or the family name' field.

First and middle names

Surname or family name

##### 1b. Other names

Include all names they are, or have been known as. For example:

- official name changes
- names used at school or work
- English names
- adoptive names
- family names
- any other names used.

## 2. Place and date of birth of person being searched

Village, town or city of birth

Country of birth

Date of birth (dd/mm/yyyy)

## 3. Date of death of person being searched (if applicable)

Date of death (dd/mm/yyyy)

## Section 2: Applicant details

### 4. Your name

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

First and middle names

Surname or family name

### 5. Your date of birth (if born in New Zealand)

Date of birth (dd/mm/yyyy)

### 6. Your relationship to the person being searched

- ☐ I am related to the person being searched.
- ☐ I am not related to the person being searched.

### 7. The purpose of your search

- ☐ To check if my parent or grandparent was an NZ citizen.
- ☐ Explained in the letter I have included with my application.

## 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.

### 8. 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 this application.
- I allow DIA to contact me or other agencies, if needed, to process this application.

Name of applicant

Signature of applicant

Date of signature (dd/mm/yyyy)

Section 4: Fees and delivery

9. Fees

The application fee for a non-evidentiary letter of New Zealand citizenship is \$112.40.

Delivery fee

Select a delivery method:

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

Contact us if you are unsure whether we can deliver to your country. Contact information is on page 1.

10. Delivery address

We may need your email address to contact you 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 the last page of the form.

## 11. 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