Where should I start?

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

The questions in the boxes above 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 see our website www.citizenship.govt.nz

Do you want to apply for New Zealand citizenship and one of your parents is a New Zealand citizen?

NO

You might need a ‘Citizenship by Grant’ application form.

Please look on our website or contact the Citizenship Office to find out more.

YES

Were you born outside New Zealand?

NO

If you were born in New Zealand you may be a New Zealand citizen by birth.

Please look on our website or contact the Citizenship Office to find out more.

YES

Are you adopted?

NO

You are ready to start.

Turn the page to find out who needs to fill out this form and what documents you are going to need.

YES

Please read the ”What documents do I need to provide” table on page 2 of the form carefully.

Applicants who are adopted need to provide extra documents and information.
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.

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. 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) and include this with your application.

<table>
<thead>
<tr>
<th>You (the Applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Birth certificate</strong> (Full official state-issued)</td>
</tr>
<tr>
<td>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 can not be accepted.</td>
</tr>
<tr>
<td><strong>Two photos</strong></td>
</tr>
<tr>
<td>You must provide two identical, passport size photos. These photos must meet certain requirements. Please see the photo section below for more information.</td>
</tr>
<tr>
<td><strong>Passport or state issued Photo ID</strong></td>
</tr>
<tr>
<td>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 Sworn Police Officer, Court Registrar, NZ Embassy/NZ Consulate staff member or DIA staff authorised to do so.</td>
</tr>
<tr>
<td><strong>Change of name documents (if you have changed your name)</strong></td>
</tr>
<tr>
<td>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 don’t need to send the documents. The Citizenship Office can access them electronically.</td>
</tr>
<tr>
<td><strong>Adoption documents (if you have been adopted)</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Zealand Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Their most recent New Zealand passport number</strong></td>
</tr>
<tr>
<td>Get them to enter their most recent New Zealand passport number in question 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).</td>
</tr>
<tr>
<td><strong>Their change of name documents (if they have changed their name)</strong></td>
</tr>
<tr>
<td>If their name has changed for any reason (for example: marriage, 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.</td>
</tr>
</tbody>
</table>

3 Everyone who is applying for citizenship by descent must supply two 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. Don’t 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 redeye.
- 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 questions numbered 4 to 15 are about the 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.

   Surname or family name(s)
   
   First and middle names
   
6 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
   
7 What is your date of birth?
   
   D D / M M / Y Y Y Y
   
8 Are you?
   
   Male   Female   Other
   
9 What is your height and eye colour?
   Height, in centimetres
   
   Eye colour, for example: Brown, Blue, Green, Grey, Hazel, Black
   
10 What is your passport number?
   If you have a current passport you need to write the number below.

   
   I don’t have a current passport
   
11 Are you adopted? (Refer to section 2 for the documents you need to provide.)
   
   Yes. Please write your adoption date and country of adoption in the boxes below
   
   Date of adoption
   D D / M M / Y Y Y Y
   
   Country of adoption
   
   No go to 12

12 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 got married, were adopted, changed your name by deed poll etc.

   Yes please tick a box below to show how your name has been 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 13
What is your postal address?

Unit and/or house number  Street name

Suburb

Place name (city, town, village)  State or territory  Postcode

Country

Your contact number

+  Country code  Area code  Phone number  Mobile number

Your email address

14 What is your postal address?

This is where we will send documents and certificate.
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
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 the applicant’s parent received their New Zealand citizenship by descent, they cannot be the ‘New Zealand Parent’ on this application.

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
- [ ] Given a Grant of New Zealand citizenship

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: (please state)

What is your date of birth?

D M Y

The questions numbered 16 to 24 are for the New Zealand Parent.

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

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

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, 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?

D D M M Y Y Y Y
23 Are you?

☐ Male  ☐ Female  ☐ Other

24 What is your New Zealand passport number?

Write the number of your most recent New Zealand passport below.

25 The questions 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, please 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  ☐ 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?

D D / M M / Y Y Y Y

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: (please state)  ➔

This is the end of the Other Parent’s section. Please go to question 30, and read and sign the Privacy Act information section.
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 programmes 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 2020. 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

Date

SIGN HERE

D/D/M/Y

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

Date

SIGN HERE

D/D/M/Y

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

Date

SIGN HERE

D/D/M/Y
The next section is for your witness.
Get the person who wants to be your witness to complete all the questions coloured pink.
Make sure you give your witness your two identical photos so that they can complete the details on the back of one photo, see question 42.

This section numbered 35 to 42 is 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

You might be able to be a witness. go to 36

Do you hold a New Zealand passport?

[ ] Yes  What is your passport number?  
[ ] No  go to 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.

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
(example McDonalds)

Registered Name
(example McDonalds)

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.
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

Do you have the Applicant’s two 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 three things on the back of one of the photos correctly?

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.

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 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 2020. Please contact the Citizenship Office for more details.

I have known

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

For

YY / MM

Years Months

Signature of Witness

SIGN HERE

Date

DD / MM / YYYY

This is the end of the Witness section.

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.

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

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.

Please tick the International Courier Fees box if you are lodging your application outside of NZ, Australia or the United Kingdom.

<table>
<thead>
<tr>
<th>Fees if lodged in New Zealand</th>
<th>Fees if lodged in Australia</th>
<th>Fees if lodged in the UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship</td>
<td>Citizenship</td>
<td>Citizenship</td>
</tr>
<tr>
<td>NZD$ 204.40</td>
<td>AUD$ 165.00</td>
<td>GBPE 92.00</td>
</tr>
<tr>
<td>Citizenship &amp; Passport</td>
<td>Citizenship &amp; Passport</td>
<td>Citizenship &amp; Passport</td>
</tr>
<tr>
<td>NZD$ 395.40</td>
<td>AUD$ 391.00</td>
<td>GBPE 218.00</td>
</tr>
<tr>
<td>Urgent Citizenship &amp; Passport</td>
<td>Urgent Citizenship &amp; Passport</td>
<td></td>
</tr>
<tr>
<td>NZD$ 586.40</td>
<td>AUD$ 617.00</td>
<td>GBPE 344.00</td>
</tr>
<tr>
<td>International courier</td>
<td>International courier</td>
<td>International courier</td>
</tr>
<tr>
<td>An international courier fee will be charged, see next page for fees.</td>
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<td>An international courier fee will be charged, see next page for fees.</td>
</tr>
</tbody>
</table>
### International courier fees

<table>
<thead>
<tr>
<th>DELIVERY ZONE</th>
<th>Lodged in New Zealand</th>
<th>Lodged in Australia</th>
<th>Lodged in the United Kingdom</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Zealand</td>
<td>Included in application fee</td>
<td>Lodge your application in New Zealand</td>
<td>Lodge your application in New Zealand</td>
</tr>
<tr>
<td>Australia</td>
<td>NZD $15.00</td>
<td>Included in application fee</td>
<td>Lodge your application in Australia</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>NZD $25.00</td>
<td>Lodge your application in the United Kingdom</td>
<td>UK First Class Mail – included in application fee</td>
</tr>
<tr>
<td>Asia Pacific countries</td>
<td>NZD $15.00</td>
<td>AUD $24.00</td>
<td>Lodge your application in New Zealand or Australia</td>
</tr>
<tr>
<td>United States</td>
<td>NZD $20.00</td>
<td>AUD $28.00</td>
<td>GBP £27.50</td>
</tr>
<tr>
<td>European countries (excluding the UK)</td>
<td>NZD $25.00</td>
<td>Lodge your application in the United Kingdom</td>
<td>GBP £18.50</td>
</tr>
<tr>
<td>‘Rest of World’</td>
<td>NZD $30.00</td>
<td>Lodge your application in New Zealand or the United Kingdom.</td>
<td>GBP £34.50</td>
</tr>
</tbody>
</table>

### 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
  - please complete the card details below
- [ ] Money order (domestic money orders are no longer available in New Zealand) made out to ‘Department of Internal Affairs’ in AUD or GBP depending on which country you are sending your application to
- [ ] 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

Card number __________________________ Expiry date __________________________ Security code/CSC (UK only) ____________ (last 3 numbers on the reverse side of card)

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

**Courier or post to:**
- The Citizenship (Descent) Office
- Service Delivery and Operations
- Department of Internal Affairs
- PO Box 10-680,
- Wellington 6143
- New Zealand

#### Australia

**Courier or post to:**
- Department of Internal Affairs
- GPO Box 365
- Sydney NSW 2001
- Australia
  - (Express Post, Standard Mail, Registered Mail)

#### United Kingdom

**Courier or post to:**
- Department of Internal Affairs
- New Zealand House
- 80 Haymarket
- London SW1Y 4TQ
- United Kingdom

Hand deliver to one of our offices
For office locations, please visit www.govt.nz/citizenship or call us on 0800 22 51 51 or if outside New Zealand +64 (4) 462 0651.