

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 16 years old, please use the Child form.

Need a passport too?

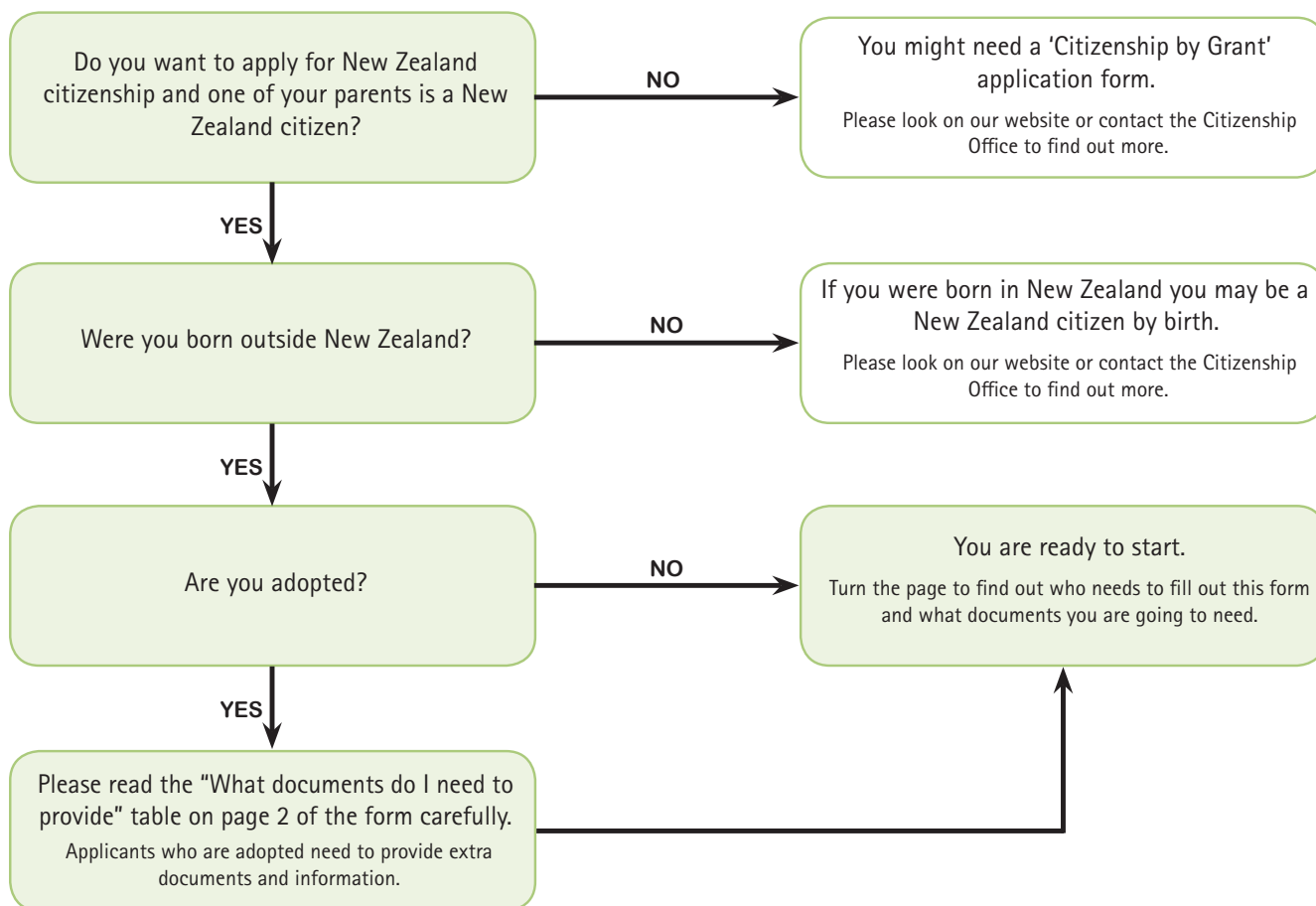
You can use this form just to register your citizenship by descent, or to register your citizenship by descent and apply for a New Zealand passport. There's no need to complete a separate passport form.

How long will it take?

It takes up to 20 working days to process a correct and complete application for citizenship. If you are applying for both citizenship and passport, it will take up to 30 working days or 10 working days for an urgent application. Applications can involve external agencies and in most cases will take months to complete.

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

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



Te Tari Taiwhenua
Internal Affairs

Office use only

NOTES

Date Received 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.

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**. No photocopies. 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.

You (the Applicant)

Birth certificate (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.
Two photos	You must provide two identical, passport size photos. These photos must meet certain requirements. Please see the photo section below for more information.
Passport or state issued Photo ID	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).
Change of name documents (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 don't need to send the documents. The Citizenship Office can access them electronically.
Adoption documents (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

Their most recent New Zealand passport number	Get them to enter their most recent New Zealand passport number in question 24 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).
Their change of name documents (if they have changed their name)	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.

Application for Passport

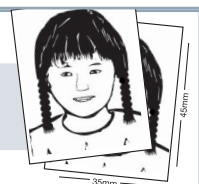
No other documents required	If you also want to apply for a New Zealand passport, you just need to complete question 43 of this application form.
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3 Everyone who is applying for citizenship by descent must supply two identical colour photos.

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 re-eye.
- 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



13 What is your home address and contact details?

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

34 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.

35 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 child
- not live at the same address as the child
- be aged 16 years or over
- have known the child for more than 12 months, or since birth if the child is under 12 months old

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

36 Do you hold a New Zealand passport?

Yes → What is your passport number?


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 → 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
(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.

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 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?

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.

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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**)

For

/
Years Months

Signature of Witness

 SIGN HERE

Date

/ /

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.

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.

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

Fees if lodged in New Zealand	
<input type="checkbox"/> Citizenship	NZD\$ 204.40
<input type="checkbox"/> Citizenship & Passport	NZD\$ 395.40
<input type="checkbox"/> Urgent Citizenship & Passport	NZD\$ 586.40
<input type="checkbox"/> International courier	An international courier fee will be charged, see next page for fees.

Fees if lodged in Australia	
<input type="checkbox"/> Citizenship	AUD\$ 165.00
<input type="checkbox"/> Citizenship & Passport	AUD\$ 391.00
<input type="checkbox"/> Urgent Citizenship & Passport	AUD\$ 617.00
<input type="checkbox"/> International courier	An international courier fee will be charged, see next page below for fees.

Fees if lodged in the UK	
<input type="checkbox"/> Citizenship	GBP£ 92.00
<input type="checkbox"/> Citizenship & Passport	GBP£ 218.00
<input type="checkbox"/> Urgent Citizenship & Passport	GBP£ 344.00
<input type="checkbox"/> International courier	An international courier fee will be charged, see next page for fees.

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	UK First Class Mail – included in application fee Courier - 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)	NZD \$25.00	Lodge your application in the United Kingdom	GBP £18.50
'Rest of World'	NZD \$30.00	Lodge your application in New Zealand or the United Kingdom.	GBP £34.50

Now please turn to the next page to fill out your payment details.

