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 child’s mother or father will have either been born in New Zealand or will have received a grant of New Zealand citizenship before they were born.

If you are aged 16 years or older, and want to apply for citizenship, please use the Adult form.

To find out more please contact the Citizenship Office. Our contact details are at the bottom of this page.

Need a passport too?
You can use this form just to register your child’s citizenship by descent, or to register your child’s citizenship by descent and apply for a New Zealand passport for them. 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.

---

**Do you want to apply for New Zealand citizenship for your child, and one of their 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.

**Was your child born outside New Zealand?**

*NO*

*If your child was born in New Zealand they may be a New Zealand citizen by birth.*

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

**Was your child 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.

---

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.

---

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 child’s 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 your child. For more detailed information, please read the rest of the application form or see our website www.citizenship.govt.nz.
1  **Who fills in this form?**

You will need a ‘New Zealand Parent’, and a witness to help you complete this application form. If your child has 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 the Child and the 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.

<table>
<thead>
<tr>
<th>Child</th>
<th>New Zealand Parent</th>
</tr>
</thead>
</table>
| Birth certificate  
(Full official state-issued) | Please enter your most recent New Zealand passport number in question 22 of this form. If you do not have a New Zealand passport, you need to provide a current photo identification document (for example a driver licence). |
| Two photos | 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: your marriage certificate or adoption order).
Note: If this name change happened in New Zealand, you don’t need to send the documents. The Citizenship Office can access them electronically. |
| Change of name documents  
(if your child has changed their 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: your marriage certificate or adoption order).
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 your child has been adopted) | You must provide all original adoption documents if your child has been adopted outside New Zealand. Adoptions from other countries have different requirements. For more information, please see our website or phone the Citizenship Office. |
| Application for Child Passport | No other documents required |
| No other documents required | If you also want to apply for a New Zealand passport for your child, you just need to complete question 31 of this form and add the additional passport fee. |

3  **Everyone who is applying for citizenship by descent must supply two identical colour photos.**

The child’s witness will need to write the child’s 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 child’s 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 their mouth closed.
- Show the child looking straight at the camera, and their head not tilted.
- Show child’s eyes open and clearly visible, and no hair in their 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 red 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.
4 The questions numbered 4 to 13 are about the Child.
   Remember, you are filling this out for a child, so you need to use their name and details on this page.

5 What is the child’s full name?
   Copy the names from the child’s birth certificate. You must provide the original state issued birth certificate with the application. If their 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 they born?
   Copy the town, city or village and country of birth from their birth certificate.
   
   City, town or village where they were born
   
   Country where they were born

7 What is their date of birth?
   
   D D / M M / Y Y Y Y

8 Are they?
   [ ] Male  [ ] Female  [ ] Other

9 What is their height and eye colour?
   Remember, you are filling in this form for your child, make sure you give their height and eye colour.
   
   Height, in centimetres
   
   Eye colour, for example: Brown, Blue, Green, Grey, Hazel, Black

10 Is the child adopted? (Refer to section 2 for the documents you need to provide.)
   [ ] Yes. Please write their adoption date and country of adoption in the boxes below
   [ ] No  go to 11
   
   Date of adoption
   D D / M M / Y Y Y Y
   
   Country of adoption

11 Has their name been legally changed for any reason? (Refer to section 2 for the documents you need to provide.)
   
   This could be because they were adopted, changed their name by deed poll etc.
   [ ] Yes  please tick a box below to show how their name has been changed
   [ ] Deed poll  [ ] Adoption  [ ] Other (please specify)
   
   Write the name they had before it was legally changed in the space below

   [ ] No  go to 12
**12 What is your Child's home address and your contact details?**

This address information must be for the Child. It must be where they usually live. If they live in more than one place, please put the details of the place they spend the most time.

<table>
<thead>
<tr>
<th>Unit and/or house number</th>
<th>Street name</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Suburb</th>
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</table>

<table>
<thead>
<tr>
<th>Place name (city, town, village)</th>
<th>State or territory</th>
<th>Postcode</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Country</th>
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<tr>
<td></td>
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</tbody>
</table>

Your contact number

<table>
<thead>
<tr>
<th>Country code</th>
<th>Area code</th>
<th>Phone number</th>
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</table>

Your email address

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</table>

**13 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 the child's residential address  
  go to 14
- [ ] I want the documents sent to this address

Your name

<p>| |</p>
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Unit and/or house number

<table>
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<tr>
<th>Street name</th>
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Suburb

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<th>Place name (city, town, village)</th>
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<table>
<thead>
<tr>
<th>Country</th>
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</tbody>
</table>
14 The questions numbered **14** to **22** 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 child's parent received their New Zealand citizenship by descent, they **cannot** be the ‘New Zealand Parent’ on this application.

15 Parent’s claim to New Zealand citizenship

This is where the Child’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

(The original birth certificate must be provided)

16 What is your relationship to the child who is claiming New Zealand citizenship by descent?

Please tick one of the following

- [ ] Birth parent
- [ ] Adoptive parent
- [ ] Other: (please state)

17 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

18 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

19 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

20 What is your date of birth?

[DD/MM/YYYY]
21 Are you?
- Male
- Female
- Other

22 What is your New Zealand passport number?
Write the number of your most recent New Zealand passport below.

23 The questions numbered 23 to 27 are for the child’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.

24 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

25 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 26

26 What is your date of birth?

27 What is your relationship to the child 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 28, and read and sign the Privacy Act information section.
28 Privacy Act information - who should read this?

The 'New Zealand Parent' and 'other parent' need to read the information in this section. Each parent then needs to write their name, date 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 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 1993. 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.

Who needs to sign

Under the New Zealand Citizenship Act 1977, a citizen by descent holds that status from their date of birth or adoption. There is no legal requirement to register that status, but if the person chooses to do so parental consent to register is not required, as citizenship by descent is considered a birthright.

By signing the application form, you are not consenting to the registration of citizenship but are consenting to the collection and use of information about yourself to determine the claim to citizenship.

If the claim to citizenship is through the mother, the father is not required to sign the form as we do not need to collect any information about him to verify maternity.

If the claim is through the father, we need acceptable evidence of paternity and consent from both parents to collect and use information about them to verify the claim.

The Department retains the right to request further documents should they be required.

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 child's eligibility for this citizenship 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 or the child 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 for my child at the same time, I authorise my/the child's 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.

29 New Zealand Parent

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

SIGN HERE

Date

30 Other Parent

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

SIGN HERE

Date
The next section is for your witness.
Get the person who wants to be your child’s witness to complete all the following questions.
Make sure you give your witness the two identical photos of the child so they can complete the details on the back of one photo, see question 38.

This section numbered 32 to 39 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 33

Do you hold a New Zealand passport?

☐ Yes → What is your passport number? → now go to 36
☐ No → go to 34

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 32.

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) Organization 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.
36 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?

37 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

Email address

38 Do you have the Child’s two photos?

The witness needs to write three things on the back of one of the photos:

- the full name of the child
- to 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 or since birth if under 12 months.
- 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
- 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.
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 child being registered, the number of years you have known them, and 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.

By signing below you declare the following:
I have known
Child’s full name (as shown in question 5)

For

(if the child is aged less than 12 months, please just write the number of months you have known the child)

Signature of Witness

SIGN HERE

Date

D D / M M / Y Y Y Y

This is the end of the Witness section.

This is where you apply for a PASSPORT for your child.

If you do not want a passport for your child, please leave this question blank.

I want to apply for a passport for my child.

Only one parent needs to give permission in this question. Please tick one of the boxes below.

I give my consent for a passport to be issued to the child named in question 5 of this application.

I am the:

NZ Parent

Other Parent

Signature

SIGN HERE

Date

D D / M M / Y Y Y Y
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

- [ ] Citizenship NZD $204.40
- [ ] Citizenship & Passport NZD $315.40
- [ ] Urgent Citizenship & Passport NZD $506.40
- [ ] International courier

### Fees if lodged in Australia

- [ ] Citizenship AUD $165.00
- [ ] Citizenship & Passport AUD $297.00
- [ ] Urgent Citizenship & Passport AUD $523.00
- [ ] International courier

### Fees if lodged in the UK

- [ ] Citizenship GBP £92.00
- [ ] Citizenship & Passport GBP £166.00
- [ ] Urgent Citizenship & Passport GBP £292.00
- [ ] International courier

---

### 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 Courier - GBP £9.00</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>
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Now please turn to the next page to fill out your payment details.
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.

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
☐ 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)

CARDHOLDER SIGN HERE
I authorise the Department of Internal Affairs to charge the total amount across to my credit or debit card.