



# Application for a New Zealand Passport

*Uruwhenua Aotearoa*

# Child

**USE THIS FORM** if you are applying for a New Zealand Passport for a child who is under 16 years of age.

Children require their own passport to travel. A parent or legal guardian must give their consent before a passport can be issued to a child.

**Use the Adult or Adult Renewal form** if the child is 16 years or over.

## Our New Zealand Passport

Our passport is valued and respected around the world for its integrity. We ask you to provide a range of information so that we can maintain its integrity by confirming the child's identity and entitlement to a New Zealand Passport.

A child's New Zealand Passport is valid for a maximum period of 5 years. The validity period starts from the date of issue and runs until the date of expiry.



This icon is used when you need to take extra care. The instructions with this icon will help you to understand whether you need to complete a particular section, or remind you not to miss out important details.

## What you need to complete this application

- ▶ Two (2) identical recent colour photos of the child
- ▶ Someone to act as a witness who is over 16 years of age and has a valid New Zealand Passport
- ▶ The correct application fee

## Sending original documents

Sometimes we may ask you to send us original documents. In most cases, we only need original documents if they have been issued outside New Zealand.



We will make it clear by using this icon when you need to send us an original document.

## How to contact us

**New Zealand:** Freephone 0800 22 50 50  
Phone +64 4 463 9360 Fax +64 4 382 3410

**Australia:** Freephone 1300 559 535  
Phone +61 2 9225 2300 Fax +61 2 9223 0223

**United Kingdom:** Phone +44 20 7968 2730 Fax +44 20 7968 2739

Website: [www.passports.govt.nz](http://www.passports.govt.nz)



Please call our helpline if you need any assistance to complete this form

# How to complete this application form

Use [this guide section](#) to help you to fill in the form. The numbers in this guide will take you through each step in the form.



## **READ ALL INSTRUCTIONS CAREFULLY**

**Check you have answered all the questions on this form that relate to the child.** We can only process the application if you complete the form accurately. If you miss out any details we may need to contact you and there may be a delay in processing the application.

**This application form will be scanned and processed using computer software. We ask you to follow the instructions below to improve the accuracy and efficiency of our scanning and data capture.**

► Use a BLACK or BLUE ballpoint pen and complete in your own handwriting, unless using the editable pdf. If entering text into the PDF on your computer, you must still print off the application form and sign by hand where applicable.

► Write in CAPITAL letters inside each box like this  , NOT like this

► Put a line through mistakes like this . DO NOT use correction fluid or correction paper.

## **1 Child's personal details**

### **Names**

Write the name you want to appear in the child's passport. This name must be a name that is officially registered; for example, a name by birth, a name changed by deed poll or statutory declaration, or the name on the child's citizenship certificate. Do not use nicknames or names that the child is "commonly known as".

- Surname or family name is also known as last name.
- First and middle names are also known as given names. These are any names the child has apart from their surname.
- If the child only has one name, write it in the space provided for surname or family name.
- If the child's name includes a diacritic please contact us for advice.

### **Height and eye colour**

Height and eye colour is important information. We can't process the application without it.

- Write the child's height in centimetres.
- Choose an eye colour that is closest to the child's, such as brown, blue, green, grey, hazel or black.

## **2 Child's contact and delivery details**

### **Child's home address and phone number**

This is the place where the child is currently living. Do not give a box or bag number, or a 'care of' (c/-) address.

► *Example of how to write a phone number:*

+     
COUNTRY CODE      AREA CODE      PHONE NUMBER

### **Child's delivery address**

- If you want the child's passport delivered to a home address in New Zealand, someone must be at home

to sign for it. If there is no one at home to sign for it, you will need to organise a redelivery

- If you want the child's passport delivered to a business, write the name and the address of the business
- If you want the child's passport delivered by international courier you must provide a street address, not a Post Box number.

## **3 Child's previous New Zealand Passport or other New Zealand travel document**

**If the child has ever had a New Zealand Passport or other New Zealand travel document, you must fill in this section.**

### **New Zealand Passport**

You are not required to send the child's previous New Zealand Passport in with this application.

**WARNING** Once the child's new passport application has been received, the old passport will be cancelled immediately and cannot be used for travel. Anyone attempting to travel on a cancelled passport will be refused travel.

### **Other New Zealand travel document**

You are required to send us the child's previous New Zealand Refugee Travel Document, Certificate of Identity or Emergency Travel Document, with this application whether it is expired or not. This travel document will be cancelled and retained by the Passport Office.

If the child's travel document has been lost or stolen, fill in section **8**.

The Department of Internal Affairs reserves the right to request the return of any travel document at any time.

## **4 Child's entitlement to a New Zealand Passport**

**Only New Zealand citizens are entitled to a New Zealand Passport. The information you give us will help us**

Children born in New Zealand, Niue, the Cook Islands or Tokelau before 1 January 2006 are automatically New Zealand citizens by birth.

Children born on, or after 1 January 2006 are only New Zealand citizens if at least one of their parents was a citizen or permanent resident of New Zealand, Niue, the Cook Islands or Tokelau at the time of the child's birth.

The child's birth record will clearly state if a child born on, or after 1 January 2006 is not a citizen by birth.

If a child is not a New Zealand citizen by birth, he or she must obtain citizenship before they are entitled to a New Zealand Passport.

#### **Born in New Zealand and a citizen by birth**

If the child was born in New Zealand and is a citizen by birth tick this option to indicate their entitlement.

#### **Born in Niue, the Cook Islands or Tokelau and a citizen by birth**

If the child was born in Niue, the Cook Islands or Tokelau and is a citizen by birth, tick this option to indicate their entitlement.

You will need to send us the child's original birth certificate if you are applying for the child's first passport.

#### **New Zealand citizenship by grant or descent**

If the child has obtained New Zealand citizenship either by grant or by descent, fill in the child's name and citizenship certificate number in the spaces provided.

If you believe the child is entitled to citizenship but has not obtained a citizenship certificate, you will need to contact the Citizenship Office (you must determine the child's citizenship status through the New Zealand Citizenship Office before we can issue them with a New Zealand Passport. Visit [www.citizenship.govt.nz](http://www.citizenship.govt.nz) for more information).

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### **5 Names at birth**

To confirm that the child is entitled to a New Zealand Passport, we need to know their name at birth. We also need to know the names of the parents as they appear on the child's birth record, and the mother's name at her birth.

If the child was legally adopted, write the names of the adoptive parents and the names that the child was given **after** adoption.

This information should match what is written on the child's birth record.

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### **6 Name change by statutory declaration or deed poll**

**If the child's name has ever been changed by statutory declaration or deed poll, you must fill in this section.**

Write the child's most recent name change. If the name has been changed more than once, write the details on a separate piece of paper and send it with this application form.

For any name changes **made outside New Zealand**, you need to send us the original documents with this application.

If the child was born overseas, you need to send us the original name change documents for any name change registered in New Zealand before 25 January 2009.

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### **7 Child's emergency contact**

**Give us the name and contact details of a person who can be contacted in emergency situations.**

If the child has an accident, becomes sick, or is involved in an incident while they are travelling overseas, someone can be contacted on their behalf. We recommend that you choose a person who is not likely to be travelling with you or the child.

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### **8 Declaration for a lost or stolen passport, or other travel document**

**Fill in this section only if the child's passport or travel document has been lost or stolen.**

The declaration must include details of how, when and where the passport was lost or stolen.

- If the child's passport has been lost or stolen and you do not wish to apply for a replacement passport immediately, you must notify the Police and the New Zealand Passport Office as soon as possible so their passport can be invalidated and cannot be used for travel. Please contact your nearest New Zealand Passport Office for advice on how to do this.
- If you child's passport of travel document has been lost or stolen outside of New Zealand, and you require assistance or advice on how to obtain an emergency passport, please contact your nearest New Zealand Passport Office, Embassy or High Commission.

The loss or theft of a passport or travel document is a serious matter. If the child's passport or travel document has been lost or stolen, processing may take longer as we may need to make further enquiries.

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### **9 Statutory Declaration**

**What is a statutory declaration?**

A statutory declaration is a written statement declaring something to be true in the presence of an authorised witness.

**Will I need to complete this section?**

Complete the statutory declaration only if any of the following apply to the child:

- the child is wearing a head covering or headband in their passport photos for medical or religious reasons
- you wish to provide additional information, or an explanation, about the child's application.

Tick the declaration statement that applies to the application and provide additional information as necessary.

Write your name, home address and contact details in this section (not those of the child).

You will need to find an **authorised witness** before you sign and date the declaration.

### Who can be an authorised witness for a statutory declaration?

The witness for a statutory declaration must be one of the following:

- Justice of the Peace
- Member of Parliament
- Lawyer
- Registered Legal Executive (Fellow of NZILE)
- Government Officer authorised to take statutory declarations.

When you have found a witness, you may need to make an appointment with them and take the child's application form with you.

You must sign and date the statutory declaration section in front of the witness, and then the witness must sign to confirm that you have signed the declaration in front of them.

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## 10 Consent for issue of a passport to a child

### Who can give consent?

Consent to issue a passport to a child must be given by a parent named on the child's birth record or by a legal guardian.

A legal guardian is someone who has been appointed through a court process or in a parent's will.

### Legal guardianship

If you are the child's legal guardian send us the original:

- guardianship order if you are a court appointed guardian of the child, OR
- the parent's will appointing you as a testamentary guardian and the parent's death certificate.

A parenting order (also known as a custody or access order) does not give you legal guardianship. A step-parent is not a child's legal guardian unless they have been appointed through a court process or in a parent's will.

The Care of Children Act 2004 requires that, where possible, all the guardians of a child must be consulted when making decisions about important matters affecting the child. The parent or guardian completing the application for the child is responsible for consulting with the other parents or guardians of the child.

### Your name and date of birth

Write the name you currently use and your date of birth.

If your current name is different from what is written on the child's birth record or guardianship order, write the place and date that the name change took place.

Send us your original marriage, civil union or name change certificate if your marriage, civil union or name change took place outside New Zealand.

Send us your original name change by statutory declaration or deed poll certificate if you were born overseas and your name change was registered in New Zealand before 25 January 2009.

### Your contact details

#### Your home address

This is the place where you are currently living. Do not give a box or bag number or a 'care of' (c/-) address.

#### Your contact details

We need your contact details in case we have questions about the child's application. Write in phone numbers and an email address so we can contact you.

#### Who can discuss this application with us?

We can only discuss the details of a child's application with the parent or guardian giving consent on the form, unless the **parent or guardian giving consent** gives us permission to talk to someone else.

#### Court orders

A court order can be made that prevents a child from leaving New Zealand. If the order has been made in a New Zealand court, or made overseas and registered in New Zealand, we will not issue a passport to the child until directed by the court.

A parenting order will not prevent the other parent or guardian(s) from getting a passport for the child.

If you are unsure about court orders, you may wish to contact a lawyer for advice.

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## 11 Witness section



Please get your witness to read this section of the Guide Notes before they fill in section 11.

### Child's witness

The child's witness must fill in this section in their own handwriting and write the child's name on the back of one photo, and sign and date the back of the photo.

The child's witness must write in CAPITALS and cross out any mistakes.

#### Who can be the child's witness?

The child's witness must:

- have a valid New Zealand Passport
- have known the child for 1 year or more, or since birth for a child under 1 year old
- be 16 years of age or older
- not be related to the child or part of the child's extended family group
- not live at the same address as the child.

The child's witness needs to provide their passport number, name, date of birth and contact details, including a day-time phone number.

#### Child's witness writes on the back of one photo

The child's witness must write the child's full name, their own signature and the date on the back of one photo. A business that takes passport photos will usually supply one photo with a pre-printed label on the back.

### Witness declaration

The child's witness must sign and date the declaration to show they understand their obligations under the law.

### Photos – getting passport quality photos

Provide two identical colour photos that are less than 6 months old and send them with this application. **Do not staple or paperclip the photos to the application as this will damage them and we may not be able to use them in your passport.**

New technology has been introduced to scan passport photos and ensure that they meet international travel standards. We strongly recommend that you obtain the child's photos from a business that provides a passport photo service, as the business will help ensure that the photos meet our requirements.

Photographs that do not meet our requirements will NOT be accepted and this will delay the issue of the child's new passport.

To help you avoid some of the most common problems with photo quality, we have summarised the main requirements below and provided some sample photos.

If you need more detailed information about photos, visit our website [www.passports.govt.nz](http://www.passports.govt.nz) or phone us at the contact numbers listed on the front cover of these Guide Notes.

### Photographic image requirements

#### Photo age

- photos must be less than 6 months old.

#### Photo size

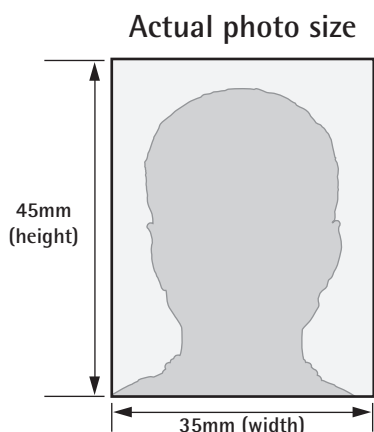
- standard size 35mm x 45mm.

#### Head size

- head, including hair, should fit within the oval shown in the template below
- maximum size of head, including hair, must be 80% of photo
- head must be centred, with a clear gap around the sides and top of the head, including hair.

#### Paper quality

- use high quality, high resolution photo paper
- you can also use colour film or low gloss coated thermal papers as long as the printer is high resolution
- DO NOT use matt paper, heavy-backed thermal paper or an ink-jet printer.



### Photo quality

- photo must be a true image, not altered in any way
- photo must be in focus, with no red-eye and no reflected light on the face.

### Background

- the background must be plain and light, but not white
- there must be strong contrast between image and background, with no shadows
- there must be no other people in the photo with the child.

### Pose

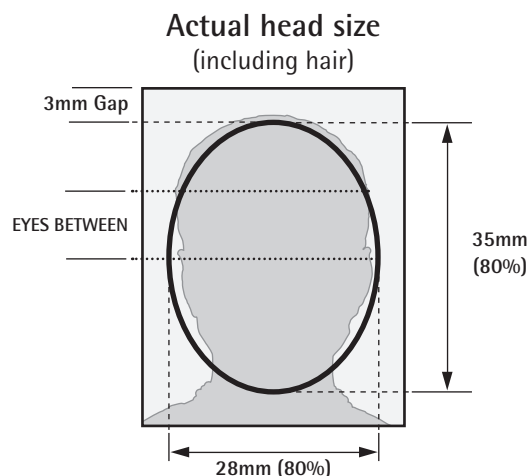
- face the camera straight on, with the child's head straight, eyes open and mouth closed
- maintain a neutral expression, not smiling or frowning
- make sure that nothing is covering the child's face
- make sure the child has no hair across their face or eyes as eyes must be clearly visible.

### Glasses

- eyes must be clearly showing through glasses, with no reflection
- remove glasses with heavy-rimmed frames
- do not wear sunglasses, or glasses with tinted lenses that obscure the child's eyes.

### Head covering or headband

- a head covering or headband should only be worn in the photo for religious or medical reasons. If this is the case, complete the statutory declaration at section 9 of the form.
- if the child wears a head covering, make sure the head covering is not covering any of the child's face.
- if the child wears a headband, make sure it does not cover the child's hairline or ears.



## Photographic image requirements – examples

Please note that these example photos are not actual size.

### Head size and facial expression

#### Acceptable



#### Unacceptable



Wearing sunglasses on head



Wearing a hat



Hair obscuring eyes and head too big

#### Acceptable



#### Unacceptable



Hands covering face



Not facing camera



Eyes closed and head too big



Hand in photo



Blanket covering face



Person in background

## 12 Application fees and payment

### Choosing a level of service

When we have all the information we need and the correct payment, we will process the child's application within the following service times.

**Standard service:** up to 10 working days

**Urgent service:** up to 3 working days

**Callout service:** outside business hours by appointment only

*Remember to add on delivery time to and from the Passport Office for Standard and Urgent service.*

#### Urgent service

There is an extra fee for using the Urgent service.

#### Callout service

There is an extra fee for using the Callout service.

This service is available by appointment outside business hours, 7 days a week, for emergency situations. Contact us for more information.

### Cost of your application and courier fees

To find out the cost of application fees and courier fees, refer to the Fee Sheet included with this application or visit [www.passports.govt.nz](http://www.passports.govt.nz) or phone one of the following numbers:

#### New Zealand:

Freephone 0800 22 50 50 within New Zealand  
+64 4 463 9360 from overseas

#### Australia:

Freephone 1300 559 535 within Australia  
+61 2 9225 2300 from overseas

#### United Kingdom:

+44 20 7968 2730

If you are using the Urgent or Callout service because the child's travel is for bereavement or serious illness, you may not have to pay the extra fee or we may refund the extra fee. Send us a letter (in English) from a doctor, hospital or the police to explain the circumstances.

### How to pay

The child's application fee must be paid in the currency of the country where you are sending the application to be processed.

If you apply by mail you can pay the fee by credit card, debit card, cheque or money order. **DO NOT POST CASH.**

If you apply in person at a Passport Office counter, you can also pay by cash or EFTPOS.

#### If you pay by cheque or money order

- fill in all parts of the cheque or money order and make it payable to the Department of Internal Affairs
- if your cheque is dishonoured you will have to pay additional bank or debt collection charges.

#### If you pay by credit card or debit card

- provide all requested details in section 12 of the form
- note that Diners card is not accepted.

### Delivery details

If the delivery address for the child's new passport is in the same country where you are lodging the application, it will be sent at no additional cost to you. The delivery service is courier in New Zealand, courier in Australia or First Class Mail in the United Kingdom.

If you want the child's new passport sent to an address outside the country where you are lodging the application, you will need to pay a fee for delivery by international courier. The international courier fee is available on the Fee Sheet included with this application form or visit [www.passports.govt.nz](http://www.passports.govt.nz) or phone one of the numbers above.

### 13 Send the child's application to us

Send us the child's application.

We recommend you send the child's application to us **by courier** so you can track delivery.

#### NEW ZEALAND

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Post to:

New Zealand Passport Office  
Department of Internal Affairs  
PO Box 1568  
Wellington 6140  
New Zealand

Courier to:

New Zealand Passport Office  
Department of Internal Affairs  
Level 3, 109 Featherston Street  
Wellington 6011  
New Zealand

#### AUSTRALIA

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Post to:

New Zealand Passport Office  
Department of Internal Affairs  
GPO Box 365  
Sydney NSW 2001  
Australia

Courier to:

New Zealand Passport Office  
Department of Internal Affairs  
Level 10, 55 Hunter Street  
Sydney NSW 2000  
Australia

#### UNITED KINGDOM

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Post or courier to:

New Zealand Passport Office  
Department of Internal Affairs  
New Zealand House  
80 Haymarket  
London SW1Y 4TQ  
United Kingdom

#### OTHER COUNTRIES

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If you live outside New Zealand, Australia, or the United Kingdom, either post or courier your application to the New Zealand Passport Office nearest you.

Alternatively, contact your nearest New Zealand High Commission or Embassy to see if you can submit your application via their office for an additional fee. NB Not all offices provide this service.

To find the contact details of your nearest New Zealand High Commission or Embassy visit [www.mfat.govt.nz](http://www.mfat.govt.nz)

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## Privacy statement

The information you provide helps us establish your identity and determine if you are eligible for a New Zealand passport.

We may obtain information from other sources using authorised information matching or information sharing programmes. Examples include, but not limited to, information matching programmes with the Citizenship Office and the Registrar-General of Births, Deaths and Marriages under section 78A of the Births, Deaths, Marriages and Relationships Registration Act 1995 and section 26A of the Citizenship Act 1977.

### How is your privacy protected?

All relevant information about you is collected in line with the Passports Act 1992 and is held securely by the New Zealand Passport Office, Department of Internal Affairs, 120 Victoria Street (PO Box 10-526), Wellington.

### When may information from your passport records be disclosed?


Under the Passports Act 1992 and the Privacy Act 1993, this information may be disclosed, subject to agreement in writing between the Secretary of Internal Affairs and the Chief Executive of the organisation requesting the information, to any appropriate agency, body, or person to aid border security, facilitate the processing of passengers, verify the identity of a holder of a travel document, or determine whether a person is a New Zealand citizen.

Information may also be disclosed under authorised information matching programmes and information sharing agreements in accordance with the Privacy Act 1993.

For more information, including a list of authorised information matching and information sharing programmes, visit [www.dia.govt.nz](http://www.dia.govt.nz).

The information that may be disclosed includes the information recorded in your passport; your eye colour; your height; the status of your passport; our passport database key number; and any other information relating to your passport that may be required.

## Checklist

- Have you checked the application form and ensured it has been correctly completed?
- Have you included the correct payment for the application?
- Have you signed the declarations in sections **8** and **9** if applicable?
- Have you signed the consent section **10** of the application form?
- Have you supplied 2 identical recent colour photos of the child?
- Has the child's witness completed section **11** and signed the back of one photo?
- Have you supplied all required documents  where asked?

## Will you need to send any documents with this application?

Please check the following table to see whether you need to send any original documents with the child's application. DO NOT send photocopies or certified photocopies. All original documents will be returned with the child's passport.

<b>3 Child's previous New Zealand Passport or other New Zealand travel document</b>		
If the child holds a New Zealand Passport	-	<i>No document required</i>
If the child holds a New Zealand Refugee Travel Document, Certificate of Identity or Emergency Travel Document	<input type="checkbox"/>	The child's New Zealand Refugee Travel Document, Certificate of Identity or Emergency Travel Document
<b>4 Child's entitlement to a New Zealand Passport</b>		
Born in New Zealand	-	<i>No document required</i>
Born in Niue, the Cook Islands or Tokelau	<input type="checkbox"/>	The child's original Birth Certificate (showing place of birth and parents' names)
New Zealand citizenship by grant or descent	-	<i>No document required</i>
<b>6 Name change by statutory declaration or deed poll</b>		
Born in New Zealand and name changed in New Zealand	-	<i>No document required</i>
Name changed overseas	<input type="checkbox"/>	The child's original name change document
Born overseas, name changed in New Zealand on, or after 25/01/2009	-	<i>No document required</i>
Born overseas, name changed in New Zealand before 25/01/2009	<input type="checkbox"/>	The child's original New Zealand Name Change by Statutory Declaration or Deed Poll
<b>10 Consent for issue of a passport to a child</b>		
Court appointed guardian or additional guardian	<input type="checkbox"/>	The original guardianship order issued by a New Zealand Court or issued by an overseas court and registered in New Zealand
Testamentary Guardian	<input type="checkbox"/>	The parent's original will appointing you a testamentary guardian and the parent's original death certificate
If your current name is different from your name as it appears on the child's birth record or guardianship order, check this table to see if you need to send us any of your documents.		
Born in New Zealand and name changed in New Zealand	-	<i>No document required</i>
Marriage or civil union registered in New Zealand	-	<i>No document required</i>
Name changed overseas	<input type="checkbox"/>	Your original name change document
Marriage or civil union registered overseas	<input type="checkbox"/>	Your original overseas Marriage Certificate or original overseas Civil Union Certificate
Born overseas, name changed in New Zealand on, or after 25/01/2009	-	<i>No document required</i>
Born overseas, name changed in New Zealand before 25/01/2009	<input type="checkbox"/>	Your original New Zealand Name Change by Statutory Declaration or Deed Poll

Please note that in some circumstances where the table shows 'No document required' we may need to contact you for further information or original documents if we are unable to verify yours, or the child's, details by computer.



Detach the guide notes here







# Application for a New Zealand Passport

Uruwhenua Aotearoa

# Child



Please use a BLACK or BLUE ballpoint pen and write in CAPITAL letters inside each box so that our computer software can accurately capture your information.

**You may not have to complete every section of this form.** If the child has had a New Zealand Passport before and it has not been lost or stolen, you will only have to complete sections **1, 2, 3, 10, 11, 12** and **13**.

You will need to complete **ALL** of the sections if:

- this is the child's first passport, OR
- the child's last passport has been lost or stolen, OR
- the child has had a passport before, but some details have changed since it was issued.

## 1 Child's personal details

**Write** the child's name

*Surname or family name*

*First and middle names*

**Write** the child's place of birth

*City or town they were born in*

*Country they were born in*

**Write** the child's date of birth

/  /  ▶ e.g.   /   /

**Tick** the child's gender

Male

Female

**Write** the child's height

(centimetres)

**Write** the child's eye colour

▶ e.g. BROWN, BLUE, GREEN, GREY, HAZEL, BLACK

## 2 Child's contact and delivery details

**Write** the child's home address and phone number

*Unit and/or house number*

*Street name*

*Suburb*

*City or town*

*Post code*

*State*

*Country*

*Contact phone* +

▶ e.g. +

COUNTRY CODE

AREA CODE

PHONE NUMBER

**Write** the address you want the child's passport **delivered** to if **different** from the **home address**



If you want the child's passport delivered by **international** courier, you must provide a street address, **not** a Post Box number.

Business name (if required)

Unit and/or house number

Post Box number

Post Box holder name

OR

Street name

Suburb

City or town

Post code

State

Country

### 3 Child's previous New Zealand Passport or other New Zealand travel document



**Fill in this section if** the child has ever had one of the following travel documents issued by the New Zealand Department of Internal Affairs. **Otherwise leave this section blank and go to section 4.**

**Tick** the box below that applies to the child's **most recent** travel document

Passport

Refugee Travel Document

Certificate of Identity

Emergency Travel Document

**Write** the child's names exactly as they appear in their **most recent** New Zealand Passport or New Zealand travel document

Surname or family name (if different from section 1)

First and middle names (if different from section 1)

**Write** the passport or travel document number, and the place and date of issue

Document Number

Place it was issued

Date it was issued

/

/



**Send us** the child's most recent New Zealand Refugee Travel Document, New Zealand Certificate of Identity or New Zealand Emergency Travel Document with this application.



If the child's most recent document is a New Zealand Passport, you **do not** need to send it to us.



**WARNING** Once the child's application has been received the old passport will be cancelled immediately and cannot be used for travel. Anyone attempting to travel on a cancelled passport will be refused travel.



If the child's passport has **not** been lost or stolen, **go to section 10**.



## 6 Name change by statutory declaration or deed poll



Fill in **this section only** if the child's name has been changed by statutory declaration or deed poll. **Otherwise leave this section blank.**

**Write** the details of the child's **most recent** name change by statutory declaration or deed poll

Name changed **from** Surname or family name **before** this name change

First and middle names **before** this name change

Name changed **to** Surname or family name **after** this name change

First and middle names **after** this name change

Date of name change

 /  / 

City or town

Country



**Send us** the original name change document if the child's name change was done **outside New Zealand**.



**Send us** the original name change document if the child was **born overseas** and their name change was registered **in New Zealand before 25 January 2009**.



If the child has had **more than one name change by statutory declaration or deed poll**, write the details (using the same format) on a separate piece of paper and send it with this application.

## 7 Child's emergency contact

**Write** the name and contact details of a person who can be contacted in case of emergency

Surname or family name

First and middle names

**Write** their address and contact details

Unit and/or house number

Street name

Suburb

City or town

Post code

State

Country

Home phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

Day-time phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

## 8 Declaration for a lost or stolen passport or other travel document

 **Fill in this page only if** the child's New Zealand Passport or New Zealand travel document from section **3** has been lost or stolen. **Otherwise leave this page blank.**

**Tick** what happened to the document

Lost       Stolen      Date lost or stolen? ▶  /  /


**Explain** where and how the document was lost or stolen

Write in as many details as possible. Include the address where the loss or theft occurred.

 **Send us** a separate piece of paper with further details if you have run out of space to write on this page.

### Declaration

- ▶ I declare that the information above is correct.
- ▶ I acknowledge that in notifying the loss or theft of the child's passport or travel document to the Passport Office or to a New Zealand Embassy or High Commission, that it will be permanently cancelled and rendered unusable.

 **WARNING** Once you declare the child's passport lost or stolen, it cannot be used for travel. It will be cancelled immediately and Interpol and border authorities will be advised. Anyone attempting to travel on a passport that has been lost or stolen will be refused travel. It is an offence against the Passports Act 1992 to knowingly or recklessly make a false statement to obtain another passport. To do so may result in a fine, imprisonment, or both.

**Sign** the Declaration here

**PRINT & SIGN**  
Digital signatures not allowed



Date signed

/  /



## 10 Consent for issue of a passport to a child

You must complete this section. Read section 10 of the Guide Notes before you complete this section.



Consent can only be given by a parent named on the child's birth record or by a legal guardian.

**Tick** the box below that shows your relationship to the child named in section 1

Mother       Father       Other parent       Legal guardian



**Send us** the original Guardianship Order if you are a **court appointed guardian** of the child.

OR



**Send us** the original copy of the parent's will appointing you as a **testamentary guardian** and the parent's death certificate.

**Write** your current name

Surname or family name

First and middle names

**Write** your date of birth

/  /       ▶ e.g.   /   /



Has your name changed since the child's birth was registered or the guardianship order was issued?

**Tick** the box that applies.

My name has not changed

I am using my birth name

I have changed my name by

marriage

civil union

statutory declaration or deed poll

**Write** the details of your name change

Date of name change

City or town

Country



**Send us** the original marriage certificate, civil union certificate or name change document if your marriage, civil union or name change **took place outside New Zealand**.



**Send us** the original name change by statutory declaration or deed poll if you were **born overseas** and your name change was registered **in New Zealand before 25 January 2009**.



If you have had **more than one marriage, civil union, name change by statutory declaration or deed poll** since the child's birth records or guardianship papers were issued, please write the details on a separate piece of paper.

please continue over page .....

**Write** your address and contact details

Unit and/or house number

Street name

Suburb

City or town

Post code

State

Country

Home phone +

Work phone +

COUNTRY CODE

AREA CODE

PHONE NUMBER

COUNTRY CODE

AREA CODE

PHONE NUMBER

Mobile phone +

▶ e.g. +

0 6 4

0 2 1

1 2 3 4 5 6 7 8

COUNTRY CODE

CARRIER CODE

PHONE NUMBER

Please write your email address in CAPITAL letters so that our computer software can accurately capture your information.

Email

@

Your declaration of consent

- ▶ I give my consent for a passport to be issued to the child named in section **1** of this application.
- ▶ I declare that the information I have given in this application is, to the best of my knowledge, true, complete and correct.
- ▶ I understand that if I have provided false information the child's passport can be cancelled and I can, by law, be fined or imprisoned.
- ▶ I confirm that I have read the section relating to Privacy in the Guide Notes for this application.
- ▶ I agree that, for the purposes of this application, other government agencies may release personal information about the child or myself which will assist the Passport Office in determining the child's entitlement to be issued with, or continue to hold, a New Zealand Passport.
- ▶ 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.



**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.

**Sign** your consent here



Date signed

**PRINT & SIGN**  
Digital signatures not allowed



## 11 Witness section



Before completing this section the witness must read section 11 of the Guide Notes. The witness must fill in this section and complete the details on the back of one photo.

**Tick** this box to make sure you can be a witness

I hold a valid New Zealand Passport AND the child is not related to me AND we do not live at the same address

**Write** your New Zealand Passport number ►

**Write** how many years you have known the child ►  years, or  months (if the child is less than 1 year old)

**Write** your name

Surname or family name

First and middle names

**Write** your date of birth ►  /  /

**Write** your address and contact details

Unit and/or house number

Street name

Suburb

City or town

Post code

State

Country

Home phone +

COUNTRY CODE AREA CODE

PHONE NUMBER

Day-time phone +

COUNTRY CODE AREA CODE

PHONE NUMBER

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.

### 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 1.
- 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.



**WARNING** It is an offence against the Passports Act 1992 to knowingly or recklessly make a false statement to help anyone get a passport.

**Signature**  
of witness



Date signed

**PRINT & SIGN**  
Digital signatures not allowed

## 12 Application fees and payment



Before completing this section, read section 12 of the Guide Notes. To find out the cost of application and courier fees, refer to the Fee Sheet included with this application or visit [www.passports.govt.nz](http://www.passports.govt.nz) or phone your nearest Passport Office.

**Tick** the level of service you want

- Standard** - up to 10 working days
- Urgent** - up to 3 working days
- Callout** - by phone appointment only

**Write** the amount you need to pay

Application fee     .

International courier fee     .

► You only need to pay the international courier fee if you want the child's passport delivered to a different country from the office where you are lodging the application.

**TOTAL AMOUNT**     .

**Tick** the method of payment you want

- Credit card
  - Debit card
  - Cheque
  - Money order
  - Cash or EFTPOS (*in person only*)
- Please complete the payment card details section*

## 13 Send the child's application to us

**Send us** the child's completed application form by courier or post.

Refer to the Guide Notes section 13 to find the New Zealand Passport Office nearest to you.

OFFICE USE ONLY	Supporting Documents				Previous Travel Documents				Requested Passport Type			Date received:	DEC11		
		IN	NPC	NTW	O/S		IN	EC	BTA	NTW	DIP	OFF	ADD		
	BC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZPPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	MC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZDIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	CUC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZOFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Cit/Des	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RTD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Products				
	NCDoc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cit	IN	DEP		O/S
	GDoc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ETD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BDM	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	POrd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foreign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Let	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C/use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Completed by:
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by:		
Photos x2	IN	CA	HC		NOF		TBI	IC		RBDB HFETDR			Payment witnessed by:		

**Payment card details (Payment will be taken when your application is received, please ensure sufficient funds are available)**

Tick card type ▶

- Visa  MasterCard  AMEX  Debit card

Card number

Card expiry date

 / 

CSV / CSC

UK Only (Last 3 numbers on the reverse side of credit card)  
(provide this number only if you are applying to the London office)

Name as it appears on card

▶ If you are paying by a UK debit card write the start date and issue number below (if applicable)

Debit card start date

 / 

Debit card issue number

Cardholder's signature



CARDHOLDER SIGN HERE

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

**PRINT & SIGN**  
Digital signatures not allowed



## FEES SHEET

Application fees must be paid in the currency of the location where you are lodging your application.

Application fees are regulated by the Passport (Fees) Regulations 1996, and are set on a cost recovery basis.

As fees are all regulated in New Zealand dollars, from time to time the fees for lodging your application in Australia or the UK are reviewed to reflect the current exchange rate. The latest review took effect from 30/11/2015.

CHILD	Lodged in New Zealand	Lodged in Australia	Lodged in the United Kingdom
<b>Standard Service</b> (up to 10 working days)	NZD \$105.00	AUD \$126.00	GBP £58.00
<b>Urgent Service</b> (up to 3 working days)	NZD \$285.00	AUD \$341.00	GBP £157.00
<b>Callout Service</b> (by appointment only)	NZD \$655.00	AUD \$737.00	GBP £338.00

**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 note that International Courier Fees apply. A summary of fees exclusive of GST is available at [www.passports.govt.nz](http://www.passports.govt.nz).**



## International Courier Fees

If you want your passport delivered to a country different from the country where you are lodging your application, you will need to pay an international courier fee for delivery.

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 \$10.00	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 £22.50
Europe (Excluding the UK)	NZD \$25.00	Lodge your application in the United Kingdom	GBP £13.50
the 'Rest of World'	NZD \$25.00	Lodge your application in New Zealand or the United Kingdom	GBP £29.50

### NOTE:

- If your delivery address is in Pakistan or the Ukraine – please lodge your application in the United Kingdom.
- If your delivery address is in Iran – please contact the New Zealand Embassy in Tehran for further advice.

Please note that international deliveries may be subject to additional fees and charges, imposed for example by the courier company and/or customs of the country where your new passport is being delivered to. These fees and charges must be paid directly by the applicant in the country of delivery and cannot be paid in advance to the Department.

