

November 2016

INZ 1023



# Application for Transfer or Confirmation of a Visa

## Who should use this form?

You should use this form if:

- your previous passport/travel document has expired and you need your visa endorsement to be transferred to your new passport/travel document
- you have lost or damaged your passport/travel document and need your visa endorsement to be transferred to your new passport/travel document
- you need confirmation of your New Zealand immigration status
- you were granted a residence permit under the Immigration Act 1987 and wish to have your passport endorsed with a residence class visa.

Do not use this form if you are a New Zealand citizen. Use New Zealand Citizen Endorsement Application (INZ 1174).

## What evidence should you provide?

- If you want to transfer your visa endorsement into your new passport/travel document, send your previous passport or travel document and your new passport.
- If you have lost or damaged your passport/travel document, provide your new passport/travel document, and evidence showing that the loss of the passport or travel document has been reported to the New Zealand police and your High Commission or Embassy.
- If you arrived before 2 April 1974 and you no longer have your original passport, you must provide evidence that you have lived continuously in either New Zealand or Australia since 2 April 1974 (for example, your new passport, evidence of your non-New Zealand citizenship, rates demands, driver licence, receipted power bills, income tax returns, school records, or employment references).

- If you were granted a residence permit under the Immigration Act 1987 and wish to have a residence class visa endorsed in your passport, please provide evidence of your permit.
- If you are an Australian citizen and you wish to have your passport endorsed with a residence class visa, please provide your Australian passport.
- If you have been granted a label-less visa, and you require evidence of your visa endorsed in your passport, please provide your passport.
- Note: You do not need a visa label in your passport to travel to, enter, or remain in New Zealand. Your visa is held in Immigration New Zealand's electronic system. Airlines, New Zealand government agencies, education providers and employers can check your visa electronically, or through the Immigration Contact Centre.

## Where do you send your application?

Send your application to your nearest Immigration New Zealand office. For office addresses see our website [www.immigration.govt.nz/contactus](http://www.immigration.govt.nz/contactus).

## Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.

For more information and to view the register of licensed advisers, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz) or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz).

Lawyers provide immigration advice and are exempt from licensing under the Immigration Advisers Licensing Act 2007. For more information and to view the register of immigration lawyers, go to the New Zealand Law Society website [www.lawsociety.org.nz](http://www.lawsociety.org.nz).

## Section A Principal applicant's personal details

All principal applicants must complete this section.

**A1** Name as shown in passport  
Family/last name  Given/first name(s)

**A2** Other names you are known by or have ever been known by

**A3** Your name in ethnic script

**A4** Gender  Male  Female **A5** Date of birth

**A6** Town/city of birth   
Country of birth

**A7** Passport details  
Number   
Country  Expiry date

**A8** Country of citizenship

**A9** Are you a New Zealand citizen?  
 Yes *You cannot be granted a resident or permanent resident visa. Please complete a New Zealand Citizen Endorsement Application (INZ 1174).*  
 No

**A10** Your postal address and telephone number  
Address   
Telephone (daytime)  Telephone (evening)   
Fax  Email

**A11** Name and address for communication about this application  
 Same as address at **A10**, or  Other  
Family/last name  Given/first name(s)   
Organisation name (if applicable) and address   
Telephone (daytime)  Telephone (evening)   
Fax  Email

**A12** Do you authorise the person stated at **A11** to act on your behalf?  Yes  No

**A13** Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at **A11** to act on your behalf (if applicable)?

Yes *Note: the person identified at **A11** will receive all communication from Immigration New Zealand.*

No *Only the person indicated at **A11** may act on my behalf.*

**A14** Have you received immigration advice on this application?

**i** You can find a definition of immigration advice at [www.immigration.govt.nz/advice](http://www.immigration.govt.nz/advice).

Yes *Please make sure that your immigration adviser completes Section E: Immigration adviser's details.*

No

## Section B What you are applying for

All applicants must complete this section.

**B1** Tick to show why you are applying.

I am applying to have my visa endorsement transferred into my new passport/travel document. I have attached my new passport/travel document and my previous passport/travel document. *Go to Section D: Declaration by applicant.*

I am applying to have my visa endorsement transferred into my new passport/travel document. I have attached my new passport/travel document and evidence that I have lost/damaged my previous passport. *Go to Section D: Declaration by applicant.*

I have been granted a label-less visa and require evidence of my visa endorsed in my passport. *Go to Section D: Declaration by applicant.*

I need confirmation of my New Zealand residence status. *Go to Section C: Confirmation of residence status.*

I am an Australian citizen and I wish to have my passport endorsed with a resident visa. I have attached my Australian passport. *Go to Section D: Declaration by applicant.*

I have been granted a residence permit under the Immigration Act 1987 and wish to have my passport endorsed with a residence class visa. I have attached evidence of my residence permit. *Go to Section D: Declaration by applicant.*

## Section C Confirmation of residence status

Complete this section if you arrived in New Zealand before 2 April 1974 for the purpose of permanent residence and you need your residence status confirmed.

**C1** Date you arrived in New Zealand

**C2** Have you lived in New Zealand continuously from the date of your arrival (apart from any time spent in the Cook Islands, Niue, Tokelau, or Australia)?

Yes *Go to **C4***

No *Go to **C3***

**C3** When was the last time you entered New Zealand?

**C4** Have you attached your passport containing the original resident visa endorsement or other entry authority applying at the time of entry?

Yes *Go to Section D: Declaration by applicant*  No *Go to **C5***

**C5** List the documents you are providing which show that you have lived continuously in New Zealand since 2 April 1974. *(See page 1 for suitable documents you can provide.)*

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## Section D Declaration by applicant

### All applicants must complete this section.

I have provided true and correct answers to the questions in this form.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

Signature of applicant \_\_\_\_\_ Date 

D	D	M	M	Y	Y	Y	Y
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## Section E Immigration adviser's details

**This section must be completed by the applicant's immigration adviser. If the applicant has authorised all advisers within an organisation to act on their behalf at A13, only the person named at A11 must complete this section. If the applicant does not have an immigration adviser, this section does not have to be completed.**

**E1** Tick the one option that applies to you.

- I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to E2
- I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to E3

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.*

**E2** Licensed advisers. Please provide your licence details.

Licence type

- full  provisional  limited. List conditions specified in the register.

Licence number 

2	0																		
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 Go to Section F: Declaration by person assisting the applicant.

**E3** Exempt from licensing. Tick one box below to show why you are exempt from licensing.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.
- I am a foreign diplomat or consular staff.
- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

*Go to Section F: Declaration by person assisting the applicant.*

**Section F****Declaration by person assisting the applicant**

**This section must be completed and signed by the applicant's immigration adviser, or by any person who has assisted the applicant by providing immigration advice, explaining, translating, or filling in the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.**

*If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence.*

*For more information, go to the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), or email [info@iaa.govt.nz](mailto:info@iaa.govt.nz) or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.*

Name and address of person assisting applicant  Same as name and address given at **A11**, or  as below.

Family/last name

Given/first name(s)

Organisation name (if applicable) and address

Telephone (daytime)

Telephone (evening)

Fax

Email

I understand that after the applicant has signed this form it is an offence for me to change or add further information, change any documents attached to the form, or attach any further documents to the form. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed and give reasons for the changes.

I understand that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

- I have **assisted** the applicant as an interpreter/translator
- I have **assisted** the applicant with recording information on the form
- I have **assisted** the applicant in another way. *Please specify*
- I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section E: Immigration adviser's details, are correct.

Signature of person assisting

Date

When filling in this form, please write clearly using CAPITAL LETTERS.

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## About the information you provide

### Deciding whether you are eligible for a visa

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for a visa.

The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand.  
**Do not send your application to this address.**

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

### Deciding whether you are eligible to board a flight to New Zealand

The information we collect may also be used to determine whether you are allowed to board a flight to New Zealand.

We will not share your personal information with airline check-in agents; however, we will send a boarding message to the airline check-in agent based on the information you have provided in this form.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies.

If you are in New Zealand, you can ask to see the information we hold about you and have any of it corrected if you think it is necessary.

### VisaView

It is an offence to employ a person who is not entitled to work in New Zealand. One way for employers to avoid committing this offence is to check a person's entitlement to work with Immigration New Zealand's online VisaView system. Disclosure of information through VisaView is authorised by legislation.

If you believe that an employer has been given the wrong entitlement information about you via VisaView, you may contact the Immigration Contact Centre (0508 558 855) to request correction of that information.

## Section G Paying your application fee

See our Fees Guide (INZ 1028) or our website [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees) for more information about current fees and payment methods.

### Your application fee

#### Amount you are paying:

Currency

Application number   
*(office use only)*

### Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing.

Bank cheque/bank draft

#### Credit card

Mastercard  Visa

Name of cardholder

Card number

CVC/CVV number

*Note: Your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit card.*

Expiry date

Signature of cardholder

Date

### Other methods of payment

**Personal cheque.** *Note that we will hold your application for 10 working days to allow the cheque to be cleared.*

**Cash.** *Our New Zealand offices do not accept cash. Most of our offices outside New Zealand do not accept cash.*

**We do not accept money orders.**

## Returning your documents

Please tick one of the following options:	
Please return all documents to me by secure post at the address given at <input type="text"/> .	<input type="checkbox"/>
I wish to collect my documents when ready.	<input type="checkbox"/>

When filling in this form, please write clearly using CAPITAL LETTERS.

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New Zealand Government