



# Application for New Zealand Citizenship

*Raraunga Aotearoa – Pakeke*

# Adult

USE THIS FORM if you are 16 years or over and are applying for a grant of New Zealand citizenship.

To be eligible for a grant of citizenship, you must meet the following criteria\*:

- ▶ you are entitled to reside indefinitely in New Zealand; AND you have been present in New Zealand:
  - for at least 1,350 days with New Zealand residence during the 5 years immediately before you make your application; and
  - for at least 240 days with New Zealand residence in each of those 5 years; and
  - fully met any conditions imposed by Immigration New Zealand (INZ) in regard to your residence status
- ▶ 'New Zealand residence' means you have a residence visa or a permanent residence visa issued by INZ or you are an Australian citizen or permanent resident or you are a New Zealand citizen by descent.
- ▶ you are of good character
- ▶ you understand the responsibilities and privileges of New Zealand citizenship
- ▶ you are able to understand and speak English
- ▶ you intend to continue to reside in New Zealand, if granted citizenship

What you need to complete this application

- ▶ Your birth certificate or your country's equivalent.
- ▶ Your current passport(s) (or most recent if it has expired).
- ▶ Two (2) identical recent colour photos of yourself.
- ▶ Someone to act as a witness who is over 16 years of age and has a valid New Zealand passport. If lodging your application in person, you may use a citizenship officer or DIA customer service representative, as your witness.
- ▶ The application fee of \$470.20 per adult.

Sometimes we may ask you to send us other original documents. Please make sure the information you provide is true and correct.

If it is later found that you have provided false or misleading information, you may be denied / lose New Zealand citizenship, or face criminal charges, or both.

A case officer can help you lodge your application. To make an appointment, call us on 0800 22 51 51. For further information, please refer to page 8 of the guide notes or visit [www.govt.nz/citizenship](http://www.govt.nz/citizenship).

\*Refer to page 3 of the guide notes if you don't meet all the requirements for citizenship.



# Quick Quiz

Use this quick quiz to help you find out if you can become a citizen.

**1** Do you live in New Zealand?

- ☐ yes → go to **2**  
☐ no → go to **10**

**2** Are you Western Samoan?

- ☐ yes → go to **11**  
☐ no → go to **3**

**3** Have you lived in New Zealand with residence status for five years or more?

- ☐ yes → go to **4**  
☐ no → go to **10**

**4** During the last five years have you gone on any trips out of New Zealand that lasted more than four months?

- ☐ yes → go to **10**  
☐ no → go to **5**

**5** Do you want to continue to live in New Zealand?

- ☐ yes → go to **6**  
☐ no → go to **10**

**6** Have you been convicted of ANY offence in the last three years?

- ☐ yes → go to **10**  
☐ no → go to **7**

**7** Are you able to speak and understand English in everyday situations?

- ☐ yes → go to **8**  
☐ no → go to **10**

**8** Have you read and understood the responsibilities and privileges of being a New Zealander?

- ☐ yes → go to **9**  
☐ no → go to **10**

**9** You probably meet the requirements for New Zealand citizenship by grant.

Please see the rest of the guide notes for more information, visit one of our public counters or call 0800 22 51 51 for more information before applying.

**10** You might not meet one of the requirements for New Zealand citizenship by grant.

You can apply when you do meet the requirements, or see the front page of these guide notes if you still wish to apply.

**11** You will need to fill out a Samoan form.

Please see the Application guide for Samoan adults and children for more information.

If you want to find out more about your eligibility for the grant of citizenship, you can complete the self-assessment online at [www.govt.nz/citizenship](http://www.govt.nz/citizenship)

**Disclaimer:** The questions in this quick quiz are based on the legal requirements for a citizenship by grant application. The result from the quiz is only a general indicator to give you some idea of your ability to be eligible for a grant of New Zealand citizenship. The quiz questions do not form part of the formal assessment process.

A formal assessment of your ability to meet each relevant requirement will be carried out by the Department of Internal Affairs, should you choose to apply for citizenship. The result from the quick quiz should not be read as legal advice. For more detailed information, please read the rest of the guide notes. For information about our fees / refunds see page 8 of the guide notes.

## How to fill in the application form

If you are an adult applicant (aged 16 years and older), please fill in this Adult form and use the guide notes to help you.

## How should I answer these questions?

### Tell the truth

The Minister of Internal Affairs will consider the information you give in the application form. It is very important that you answer all questions truthfully. If you do not, you may be denied / lose your New Zealand citizenship, or face criminal charges, or both.

### Answer all questions

You must answer every question and provide as much information as you can. If you need more space to answer a question, please use another piece of paper. If you don't answer a question, your application may take longer to process because we will need to contact you and we may have to send the form back to you so that you can complete it.

### What if I don't know the answer?

If you do not know the answer to a question, use this guide to help you. If you can't find the answer in the guide, please call us on 0800 22 51 51 and we will try to help you find the information you need.

### What if I need to tell you something that you have not asked me about?

If there is anything you think we should know about you, it is important that you tell us. You can tell us this information in Q.34 on the Adult form, or you can use another piece of paper and attach it to your application.

### What if I don't have any of the documents you are asking for?

You must give us all the original documents asked for in the application form. If you don't give us any documents, the processing of your application will not start until you do.

If you don't have some of the original documents you need, you will have to get them from the country you come from before you apply for New Zealand citizenship. You can contact your local embassy or ask a relative in that country for help. It will not be a good enough reason for you to send photocopies of documents or no documents because of the cost, inconvenience or time it takes for you to get originals.

If you have been granted refugee status by Immigration New Zealand and do not have all the documents you need, please call us on 0800 22 51 51.

## What if I don't meet all the requirements for citizenship?

### Exceptional circumstances and public interest

You might be able to get citizenship even if you don't meet some of the requirements if you have exceptional circumstances of a humanitarian or other nature that mean it will be in the public interest for you to be granted citizenship. You will need to show that there would be an advantage or benefit for New Zealand from you becoming a citizen because of your exceptional circumstances. You may be considered to have exceptional circumstances if your situation is well outside the normal run of circumstances found in citizenship grant cases generally.

### Waivers of other requirements

The Minister of Internal Affairs can sometimes reduce or waive a requirement if you do not meet it.

### Presence in New Zealand

If you do not meet the presence requirement, you may still be able to get citizenship if you have been here for at least 450 days in the last 20 months. You will have to prove you have exceptional circumstances that justify a reduction in the presence requirement. You may be considered to have exceptional circumstances if your situation is well outside the normal run of circumstances found in citizenship grant cases generally.

### English

You may still be able to get citizenship if you can prove you would find learning English too hard because of a variety of reasons, including not having enough education, having a disability or being too sick.

If you want more information about these options please see our website: [www.govt.nz/citizenship](http://www.govt.nz/citizenship), email us at [citizenship@dia.govt.nz](mailto:citizenship@dia.govt.nz) or call us on 0800 22 51 51.

# Adult Form

These question numbers are the same as the ones on your application form.  
Each one gives you more information about what to do at each question.

## 1 Name

In the boxes provided choose a title and print your current name.

## 2 Gender

Tick if you are male or female.

## 3 What is your date of birth?

Print the day, month and year you were born.

## 4 Where were you born?

Print your place of birth as it is recorded in your birth document.  
You can use villages, towns or cities.

## 5 Citizenship you have now

Print the country or countries you are a citizen of. If you are registered as a New Zealand citizen by descent, you will need to send us your original citizenship certificate.

## 6 Other citizenship

If you have been a citizen of any country other than the ones you listed in Q.5, please print them in the table e.g. China, Ghana. Please note that New Zealand allows dual citizenship.

## 7 Applying for the first time?

Tick yes, if this is your first time applying.  
Tick no, if you have applied before.

## 8 Passports

Print the document numbers of all the passports / travel documents that you have held in the last five years and the name of the country they are from. Include expired passports / travel documents.

## 9 Driver licence

Print your New Zealand driver licence number if you have one.

## 10 Marriage/Civil union

Tick 'yes' if you are or have ever been married, in a civil union, divorced or widowed. Otherwise, tick 'no' and go to Q.12.

## 11 Marriage/Civil union details

Print the number of times that you have been married or in a civil union in the boxes.

Print the name(s) of your partner(s) and the date(s) of your marriage(s)/civil union(s) in the table provided.

## 12 Other names

We need to know all the names you have ever used during your life, so we can verify your identity.

If you have ever used any other names, tick 'yes' and print them in the box.

If you have officially changed your name, at any time, you will need to provide us with proof of this name change. If the other names you use are not on any official documents, you must list them on the form, but you don't need to provide proof of them.

## 13 Mother

Print your mother's first and middle names, surname and citizenship(s) in the boxes. 'Mother' means your birth or legal adoptive mother. Don't include step-parents or guardians.

## 14 Father

Print your father's first and middle names, surname and citizenship(s) in the boxes. 'Father' means your birth or legal adoptive father. Don't include step-parents or guardians.

## 15 Where do you live?

Print the address where you are currently living.

## 16 Postal address

This is where we will send your documents, papers and letters, if you don't want them sent to the address above.

## 17 Where have you lived in the last five years?

Print the address(es) where you have lived for a month or more. If you need more space, please use another piece of paper and attach to your application.

## 18 Travel plans

If you intend to travel outside New Zealand in the next 12 months, tick 'yes' and provide your travel plans. To be eligible for New Zealand citizenship you must plan to keep living in New Zealand. If you don't plan to live in New Zealand once you have citizenship, you must intend to enter into, or continue in, ONE of the following:

- Crown service under the New Zealand Government;
- Service under an international organisation of which the New Zealand Government is a member; or
- Service in the employment of a person, company, society or other body of persons resident or established in New Zealand.

Please note that your application may not be completed while you are away from New Zealand.

## 19 Is English your first language?

If you grew up in an English-speaking country, tick 'yes' and go to Q.21.

If you did not grow up in an English-speaking country, tick 'no' and go to Q.20.

## 20 Conversational English

If you can speak English in everyday situations, such as talking to your doctor or dealing with your bank, tick 'yes'.

You will need to prove you can speak English in everyday situations. If you lodge your application in person, you do not need to provide documented proof that you can speak English.

In most cases you will need to show us you have tried to learn English. The amount of time, cost or difficulty is not a good reason to not learn English.

If you can't speak English in everyday situations, your application may not be approved, unless you would suffer undue hardship if required to learn sufficient English, for reasons such as your age, level of education, or medical reasons.

## 21-30 Everyone needs to answer all of these questions so we can confirm that you are of good character.

Being of good character is a requirement of citizenship. To determine whether you are of good character, we will do background checks with the New Zealand Police and other agencies in New Zealand and overseas. You may also be asked to provide us with an overseas police clearance.

If you have had 100 or more demerit points in the last 2 years and/or you have had a significant history of infringements and fines, this may affect the outcome of your application.

A 'yes' answer to any of these questions does not automatically disqualify you from getting New Zealand citizenship. However, if you provide false or misleading information or withhold relevant information you may be denied/lose New Zealand citizenship, or face criminal charges, or both.

You don't need to tell us about any previous convictions received in New Zealand that can be concealed under the Criminal Records (Clean Slate) Act 2004.

### **Clean Slate Act**

You may be eligible to conceal your record if you have:

1. Had no convictions within the past seven years; and
2. Never been in prison (or other custodial sentence); and
3. Never been detained in a mental institution instead of being sentenced; and
4. Not been convicted of certain specified offences (e.g. relating to sexual offences); and
5. Paid all fines, costs, compensation and reparation imposed by the court; and
6. Never been disqualified indefinitely from holding or obtaining a driver licence.

If you are eligible under the clean slate scheme, you can answer 'no' to any question about your criminal record. If you are uncertain whether you are able to conceal your record, please contact the Ministry of Justice online at [www.justice.govt.nz/services](http://www.justice.govt.nz/services) or call them on (+64 4) 918 88 00 for an information pamphlet.

### **21 Previous convictions**

Tick 'yes' if you have been convicted or found guilty of an offence against the law in New Zealand or any other country. Include convictions even if you have paid fines or served sentences for them. You must include traffic convictions when answering this question.

If you tick 'yes' you will need to include a letter of explanation and attach it to your application. We need to know what happened, what sentence you received, what country it happened in, and the date you were convicted.

Please note that, except in very rare circumstances, you will be disqualified from meeting the character requirement if:

1. You have been in prison for five years or more; or
2. You have been sentenced to an indefinite term of imprisonment capable of running for five years or more; or
3. Within the previous seven years you were subject to a term of imprisonment of fewer than 5 years; or
4. Within the previous three years you were convicted of an offence but did not receive a sentence of imprisonment.

### **22 Pending charges**

Tick 'yes' if you think you have committed any offence against the law of New Zealand or another country for which you have yet to be sentenced for in court.

### **23 Protection orders**

Tick 'yes' if you have ever had a protection order issued against you. These orders generally mean that you have been told by the Police to stay away from someone. Include a copy of the order, or proof that it has been discharged by a court.

### **24 Legal action against you by a government agency**

Read the list of agencies carefully, and tick 'yes' if you have ever

been investigated, reviewed or had legal action taken against you by those organisations in New Zealand or any other country. Include a letter of explanation and attach it to your application.

### **25 Returned money to Government Agencies**

Tick 'yes' if you have ever had to return money to any Government agency (e.g. WINZ or IRD) and go to Q.26 to fill out the details. Examples of this include having a fraudulent debt or being overpaid for a benefit, either accidentally or on purpose.

Otherwise tick 'no' and go to Q.27.

### **26 Payment plan**

Tick 'yes' if you have paid this money back, or are still paying the money back. You will need to give us proof of your payment plan, or a letter from the agency saying you have repaid the debt in full. Tick 'no' if you have not paid any money back.

### **27-30 Everyone must answer all of these questions**

#### **27 Information provided to Immigration New Zealand (INZ)**

Tick 'yes' if you have ever provided false or misleading information to INZ. This includes not providing or telling INZ information that may have resulted in your visa application being declined. If you have ticked 'yes' you need to include a letter of explanation and attach it to your application.

#### **28 Terrorism**

Tick 'yes' if you have ever been involved in an activity that may have contributed to terrorism. It is important to mention anything you know that others may regard as terrorism.

If you tick 'yes' you will need to include a letter of explanation and attach it to your application. You need to tell us about your involvement, what the act of terrorism was, when it happened, and what organisation or group was responsible for carrying out the activity.

#### **29 Making or using weapons**

Tick 'yes' if you have ever had any involvement in making or using biological, chemical, nuclear or radiological weapons.

If you tick 'yes' you will need to include a letter of explanation telling us about your involvement in making or using the weapons, the reasons for your involvement, what kind of weapons they were, when it happened, and what country this happened in.

#### **30 War crime or a crime against humanity**

Tick 'yes' if you have ever committed a war crime or a crime against humanity.

If you tick 'yes' you will need to include a letter of explanation. We need to know what happened, who was involved, where it happened and what the outcome was.

#### **31 Ceremonies – the Oath or Affirmation**

The ceremony is an important part of becoming a citizen. During the ceremony you will be formally welcomed – usually by the mayor of your local area, or another official person.

Almost all adults must attend a public ceremony to get citizenship. During the ceremony you will read aloud a statement. The statement says you will be loyal to New Zealand.

You have a choice of two statements– either an oath or affirmation.

##### **Oath**

The oath of allegiance is religious, taken on a holy book of your choice and includes the words 'so help me God'.



## Affirmation

The affirmation of allegiance is non-religious and does NOT include the words 'so help me God'.

Tick the declaration you want to make.

If you are approved for the grant of citizenship you will be sent to the next available ceremony being held in your local area. Most of the time you will be able to go to a ceremony within four months of being approved, but sometimes it can be longer.

## Oath and Affirmation Statements

### Oath of allegiance

"I (say your name) swear that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of New Zealand, her heirs and successors according to law, and that I will faithfully observe the laws of New Zealand and fulfil my duties as a New Zealand citizen. So help me God".

The oath of allegiance is religious, and includes the words 'so help me God'.

### Affirmation of allegiance

"I (say your name) affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of New Zealand, her heirs and successors according to law, and that I will faithfully observe the laws of New Zealand and fulfil my duties as a New Zealand citizen."

The affirmation of allegiance is non-religious and does NOT include the words 'so help me God'.

## 32 Ceremonies – family

Tick 'yes' if you are applying at the same time as the rest of your family and you want to go to a ceremony together.

## 33 Special assistance

Tick 'yes' if you require special assistance to attend an interview or public ceremony.

This could include needing access for a wheelchair, or help if you are hearing impaired. You will need to make a note in the space provided, or write a letter explaining what special assistance you need and attach it to your application.

Tick 'no' if you do not require special assistance.

## 34 Disclosure

You should include anything you think might impact on your ability to meet the requirements to become a citizen, such as your ability to meet the 'good character' requirement, any matters that are unclear about your identity, or anything else we should know. Complete this section if there is anything else we should know that might affect your application.

## 35 Translator declaration

If someone is translating or helping you fill out the form, tick 'yes' and get them to write their details and the date and sign in the box provided. This is a legal declaration, so the person translating needs to read it carefully before they sign it.

The person who translates or helps you fill out the form must be over 16 years old.

## 36 Applicant Declaration

You must sign this declaration if:

- you have filled in your application form yourself
- you can sign your own name but someone else has filled in the application form for you

Sign and date the form in the boxes provided.

By signing the Applicant Declaration on page 8 of the application form you are stating that you are aware of the responsibilities

and privileges of becoming a New Zealander. please read these carefully.

## Your privacy

The information we ask for in the application form is needed to see if you meet the requirements for citizenship, to process your application, and for other lawful purposes to do with becoming a New Zealander. You don't have to give us any information that you don't want to. However, if we don't have enough information to determine whether you can become a New Zealand citizen, your application may not be approved.

The information you give us in the form is collected and held by the Department of Internal Affairs, PO Box 10680, Wellington, New Zealand.

You have a right to access your information and you can ask for it to be corrected if necessary under the Information Privacy Principles of the Privacy Act 1993. If a correction is not made, your request and our response will be put in your file.

Information held by the Citizenship Office can be used in authorised matching programmes. You can find the current list of agencies that can receive information from the Citizenship Office on our website at [www.dia.govt.nz](http://www.dia.govt.nz).

## The Treaty of Waitangi Te Tiriti o Waitangi

The Treaty of Waitangi, is the founding document of New Zealand Aotearoa, it is also the first to deal with citizenship. More information on the Treaty of Waitangi can be found here: [nzhistory.govt.nz/politics/treaty-of-waitangi](http://nzhistory.govt.nz/politics/treaty-of-waitangi)

## 37 Witness section

Please get your witness to read this section of the guide notes before they fill in section 37.

Your witness must fill in this section in their own handwriting and write your name on the back of one photo and sign and date the back of the photo.

### Who can be your witness?

You have the option of having either a valid New Zealand passport holder or an Internal Affairs representative (i.e. a citizenship officer or customer service officer) as your witness. The New Zealand passport holder must :

- have a valid New Zealand passport
- have known you for 1 year or more
- be 16 years of age or older
- not be related to you or part of your extended family group
- not be your spouse or partner
- not live at the same address as you.

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

### Your witness writes on the back of one photo

Your witness must write your 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

Your witness must sign the declaration and date it to show they understand their obligations under the law.

## Photo Information

You need to give us two identical colour photos that are less than six months old, and meet the listed requirements.

We strongly recommend that you obtain your photos from a business that provides a passport photo service, as the business will help ensure that your photos meet our requirements.

Photos that do not meet our requirements will NOT be accepted.

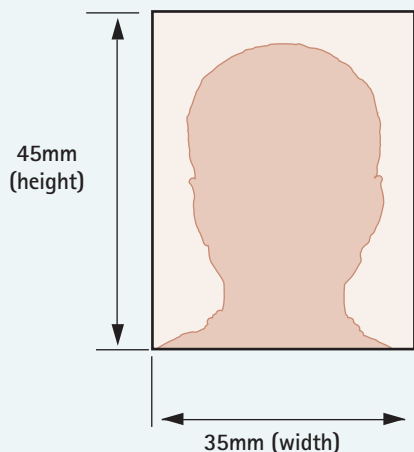
To help you to avoid some of the most common problems with photo quality, we have summarised the main requirements.

If you need more detailed information about photos, go online to [www.govt.nz/citizenship](http://www.govt.nz/citizenship) or call us on 0800 22 51 51.

### Photo image requirements

- 2 identical 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 mouth closed.
- Show you looking straight at the camera, and your head not tilted.
- Show your eyes open and clearly visible, and no hair in your eyes.
- Without sunglasses. Tinted prescription glasses may be worn as long as eyes are still visible.
- A true image and not altered in any way.
- Clear, sharp and in focus with minimum reflective light on face.
- No redeye.
- With a plain light coloured background (not white).
- Be of good quality colour and on high quality photographic paper, with no ink marks on the image (no inkjet printers).
- Passport-sized (45mm x 35mm).
- Glasses frames must not obscure the eyes.
- Do not trim the photos.

Photo size



## 38 Checklist

The checklist will help you remember all of the original documents you need to give us with your application.

If you don't supply all the documents that you need to, your application will be delayed.

DON'T provide photocopies.

All of your original documents will be returned to you by courier or returned to you at an interview. If your documents are not in English, you must either:

- pay us a translation fee of \$75 per document if you wish the Department of Internal Affairs to translate the key information in your documents, or
- include an authorised translation (with the original document).

You can have your documents translated by one of the following:

- the Department of Internal Affairs; or
- an authorised translation agency (for a list of authorised agencies please see our website or contact us); or
- the issuing Government agency; or
- a court in the country of origin, provided they have been authenticated by that country's diplomatic post in New Zealand.

Don't provide translations done by family members or friends.

### Information sheets in other languages and for specific countries

You can get information about the specific/particular documents you need to provide and the contact details of the organisations that can help you to get your documents, in these languages:

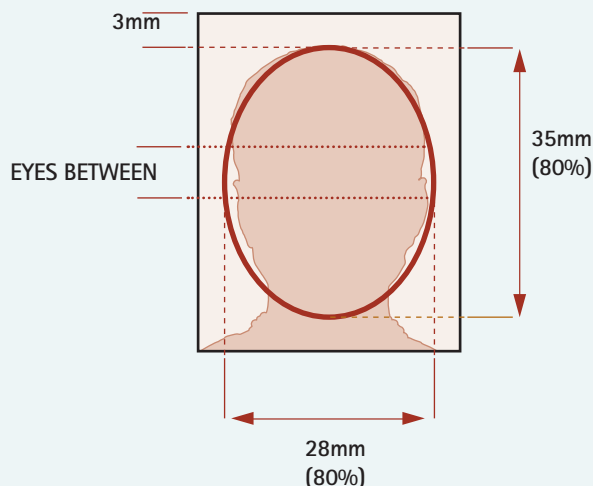
- Arabic
- Cambodian – Khmer
- Chinese (simplified and traditional)
- Korean
- Samoan
- Thai
- Vietnamese.

We also have information in English on documents required for:

- India
- English-speaking countries (including South Africa and Zimbabwe)
- Other African countries.

To get this information please go online to [www.govt.nz/citizenship](http://www.govt.nz/citizenship) or call us on 0800 22 51 51.

Head size  
(including hair)



### 39 A representative

If you want someone else to talk to us on your behalf, you will need to send us a signed letter giving your consent (this means they will talk to us about your application and we will send any letters or documents to them). You must tell us their name, postal address, phone number, email address and fax number or cell phone number (if they have any of these).

We will only contact your representative and all your documents will be sent to them.

### 40 Contact with the Citizenship Office

If you change your address or travel overseas while we are processing your application, you must tell us. If the Citizenship Office is unable to contact you because you have moved or are overseas, or you do not respond, your application will be presented to the Minister of Internal Affairs for a decision, based on the information available.

### 41 Lodging your application and documents

#### By appointment

You can make an appointment to come to one of our offices. At the office you will meet a citizenship case officer who will:

- Help you complete the form and act as a witness
- Assess your eligibility before you pay the fee
- Photocopy and give back your documents

We offer appointments in many towns and cities.

For a list you can see our website:

[www.govt.nz/citizenship](http://www.govt.nz/citizenship) or call us on 0800 22 51 51.

#### 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.

Post your application to:

Department of Internal Affairs

PO Box 10680

Wellington 6143

#### Office locations

##### Wellington

For Wellington office locations, please visit

[www.govt.nz/citizenship](http://www.govt.nz/citizenship) or call us on 0800 22 51 51

##### Auckland

Level 6

99 Albert Street

Auckland 1010

Opening hours:

Monday to Friday 8:30am – 5:00pm except

Wednesday 9:00am – 5:00pm

##### Manukau

Level 1

20-24 Lambie Drive

Manukau City 2104

Opening hours:

Monday to Friday 8:30am – 5:00pm except

Wednesday 9:00am – 5:00pm

### Christchurch

Level 1

BNZ Centre

120 Hereford Street

Christchurch

Opening hours:

Monday to Friday 8:30am – 5:00pm except

Wednesday 9:00am – 5:00pm

### 42 Fees and payment

If you are paying for yourself and anyone else, tick 'yes' and use the table to work out how much money you will need to pay.

Then tick the payment method you want to use. If you are paying by credit card, fill in your details in the boxes provided.

If another applicant is paying for you, tick 'no'.

#### Withdrawals and refunds

If you don't meet all the requirements for citizenship, you can withdraw your application and get a partial refund of your application fee. Generally, we will recommend that you withdraw and re-apply when you clearly meet all of the requirements (you will be advised of all your options by letter).

Part of your fee is kept to cover the costs of the initial processing of your application. The table below tells you how much money you will be refunded.

Applicant type	Applicant fee	Refundable Amount
Adult	\$470.20	\$316.90
Child	\$235.10	\$158.40





**7** Is this the first time you have applied for New Zealand citizenship?

☐

Yes

☐

No I have applied before

**8** In the last five years, what passports / travel documents have you had?

Print the details in the table below.

Include all expired passports / travel documents for all countries.

Remember,  
if you have the  
original passports, you need  
to include them with your  
application.

Passport / travel document number	Which country is this passport / travel document from?

**9** Do you have a current New Zealand driver licence?

☐

Yes

Print your driver licence number here

☐

No

→ go to

**10**



**10** Have you ever been married or joined in a civil union?

☐

Yes

→ go to

**11**

☐

No

→ go to

**12**

**11** You will need to provide all the original documents of each marriage, divorce, or civil union with this form.

How many times have you been married or in a civil union?

Print the number here.

Print the details of each in the table below.



First name of your wife / husband / civil union partner	Surname of your wife / husband / civil union partner, before marriage / civil union	Year of marriage / civil union

**12** People use different names for all sorts of reasons.

Have you used any other names or family names during your life?



Include all other names you are known as, or have been known as. For example:

- maiden names
- married names
- official changes of name
- English names
- names used at school or work
- kunya names
- adoptive names
- any other names you have used

Yes

Print your other names here



No → go to

13

[illegible]

### 13 Now some questions about your parents.

When we say mother or father we mean birth or legal adoptive mother, father or parents.

Your mother's details.

Mother's first and middle names (please complete this information, even if your mother has died.)

Mother's surname or family name

Mother's citizenship(s)

**14** Your father's / other parent's details.

Father's first and middle names (please complete this information, even if your father has died.)

Father's surname or family name

Father's citizenship(s)

**15** Where do you live?

Print the full address in the spaces below.

Street number

Flat number

Street name

Suburb

Postcode

Town / city

Email address

Home phone

Mobile phone

**16** What is your postal address?

This is where we will send your documents, papers and letters.

☐ Same as above, where I live → go to **17**

☐ I want my documents sent to this address.

Business or Agent's Name (if required)

Street number

PO Box number

Street name

Suburb

Postcode

Town / city

**17** Where have you lived in the last five years?


Include places you have lived in New Zealand and overseas.

If you need more space, please use another piece of paper and attach it to your application.

Number, street, town / city	Country	From year to year (e.g. 2007-2009)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**18** If you are granted citizenship, do you intend to travel outside New Zealand in the next 12 months?

Include trips you have planned, explain why you are going, for example: holiday, work, study, to live.

☐ Yes    Print your travel plans here        ☐ No    → go to **19**

On what date are you leaving New Zealand?	Why are you going?	How long are you going for?

**19** Is English your first language?

☐ Yes    → go to **21**

☐ No    → go to **20**

**20** Can you have a conversation about a lot of everyday things in English?


☐ Yes        ☐ No    → check Q.20 of the guide notes and go to **21**

You need to prove you can speak English in everyday situations. You should send at least one of the original following documents with your application if lodged by post:

- proof of English study at a New Zealand school, polytechnic or university
- a signed letter from a past or current employer (who has English as a first language)
- an IELTS certificate
- other school reports, exam results, etc

If you can't provide enough proof, you may need to attend an English language interview.

**21** Everyone needs to answer all of these questions.

 Have you ever been convicted or found guilty of any offence against the law of New Zealand or any other country?

Include convictions even if you have paid the fines or served sentences for them.

You do not need to include any information that is covered by the Criminal Records (Clean Slate) Act 2004. See page 4 of the guide notes for more information.

☐ Yes    You need to include a letter with the details of what happened    → go to **22**

☐ No    → go to **22**

Your letter needs to include the date, place and what happened. Please see Q. 21-24 of the guide notes for more information about what must be in these letters.

**22** Have you ever committed any offence against the law of New Zealand or any other country for which you have not yet been convicted?

☐ Yes    You need to include a letter with the details of what happened    → go to **23**

☐ No    → go to **23**



**23** Have you ever had a protection order issued against you?

☐ Yes You need to include a copy of the order → go to **24**

☐ No → go to **24**

**24** Tick yes or no for each of the following.

Are you being, or have you been, investigated or reviewed or has any other legal action been taken against you by any of these agencies in New Zealand or any other country?

Yes No

☐ ☐ Police

☐ ☐ Customs

☐ ☐ Immigration New Zealand

☐ ☐ NZ Transport Agency

☐ ☐ Department of Internal Affairs

☐ ☐ Passport Issuing Authority

☐ ☐ Work and Income, Ministry of Social Development (WINZ)

☐ ☐ Inland Revenue (IRD)

☐ ☐ Ministry of Justice

☐ ☐ Other government or enforcement agencies

☐ ☐ Accident Compensation Corporation (ACC)

It is an offence against the Citizenship Act 1977 to give information that is false or misleading. If it is later found that you have provided false or misleading information, you may be denied / lose New Zealand citizenship, or you could face criminal charges, or both.

→ If you answered yes to any of the above, you need to include a letter with details of what happened

**25** Have you ever had to return money to any Government agency? (e.g. WINZ, IRD, etc.)

☐ Yes → go to **26**

☐ No → go to **27**

**26** Have you paid this money back or do you have a payment plan in place?

☐ Yes Print the details in the table below

☐ No → go to **27**

You will need to include documents showing the details of your payment plan, or a statement from the government department or agency saying you have repaid the debt in full.


Amount you have / had to return (\$)	Reason you had to return the money	Year

**27** Have you ever given any false information to Immigration New Zealand?

☐ Yes You need to include a letter with a detailed explanation → go to **28**

☐ No → go to **28**

**28** Have you ever been involved in any activity that may have contributed to terrorism?

 If you do not regard something as an act of terrorism but you know that others may, you should mention it.

☐ Yes You need to include a letter with a detailed explanation → go to **29**

☐ No → go to **29**

**29** Have you ever been involved in the making or use of weapons such as biological, chemical, nuclear or radiological weapons?

☐ Yes You need to include a letter with a detailed explanation → go to **30**

☐ No → go to **30**

See  
Q. 27-30 of the  
guide notes for more  
information.

**30** Have you ever committed a war crime or a crime against humanity?

☐ Yes You need to include a letter with a detailed explanation → go to **31**

☐ No → go to **31**

**31** The next few questions ask about the citizenship ceremony.

To become a citizen you must attend a ceremony. During the ceremony you will read aloud a statement that says you will be loyal to New Zealand.

You need to choose which statement you will say.

☐ A religious statement WITH the words 'so help me God' - called an 'Oath'

☐ A statement NOT using the words 'so help me God' - called an 'Affirmation'

For  
more information  
about the ceremonies, see  
Q. 31-33 of  
the guide notes.

**32** If you are applying at the same time as other family members, do you want to go to a ceremony together?

☐ Yes


☐ No

**33** Do you require any special assistance so that you can attend an interview or public ceremony?

This could include needing access for a wheelchair, or help if you are hearing impaired etc.

☐ Yes. Please print the details here. ↓ ☐ No

**34** Is there anything else we should know that might affect your application?

 Some examples are:  
If you are planning to retire soon to another country, if you have ever used a different date of birth, if you have ever been deported from New Zealand or any other country, if you have an outstanding warrant for your arrest in another country, or anything else we should know.

☐ Yes. Please print the details here. ↓ ☐ No → go to **35**

### 35 Did someone translate this form for you or help you to interpret this form?

☐ Yes. Get them to print their details below.



☐ No → go to **36**



The person who assists you in interpreting / translating the form **MUST** be over 16 years old and fill in their details below.

I

of

declare that I assisted the applicant to complete this application. I confirm that I truly and faithfully interpreted and translated all applicable questions in the application form, together with the answers given by the applicant and all other things that I have been required to interpret and translate. I also confirm that I explained the Responsibilities and Privileges of New Zealand citizenship and that the applicant has acknowledged an understanding of them.

**Signature**  
of assistant



ASSISTANT / TRANSLATOR SIGN HERE

Date signed

/  /

### 36 Applicant Declaration



**Warning:** It is an offence against the Citizenship Act 1977 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, or face criminal charges, or both.

- I understand this application and warning.
- The documents provided for this application are genuine and unaltered.
- I understand that becoming a New Zealand citizen may affect my present citizenship.
- I confirm that I understand the responsibilities and privileges of New Zealand citizenship.

**Responsibilities:** things that I must do

1. Obey and promote the laws of New Zealand.
2. Not to act in a way that is against the interests of New Zealand.
3. Register to vote.
4. Pay tax.
5. Behave as a responsible New Zealander.

**Privileges:** things that citizenship lets me do

1. Have the right to live in New Zealand indefinitely.
2. Travel overseas and return to New Zealand on a New Zealand passport.
3. Stand for Parliament or local government.
4. Have full access to education.
5. Have full access to economic rights.
6. Represent New Zealand in many international sports.

- I confirm that I have read and understood the application guide notes, including the section relating to the Privacy Statement.
- Unless I have stated otherwise in this application I intend, if granted New Zealand citizenship, to continue to reside in New Zealand.
- If there is any change in my circumstances which affects the answers I have given in this application, I will send written advice to the Department of Internal Affairs up until the point I have received my citizenship certificate.
- I understand that if I do not provide sufficient information to enable a claim to New Zealand citizenship, my application may be declined.
- I authorise the release by any Government agency of personal information which may assist the Minister of Internal Affairs to decide whether I qualify for the grant of citizenship. I recognise that this information may be provided by agencies including, but not limited to: New Zealand Police, Inland Revenue, New Zealand Customs Service, Immigration New Zealand, Ministry of Social Development, Passport Office, Births, Deaths and Marriages Registry, Ministry of Justice.
- I authorise the Department of Internal Affairs to release my name and address to my local Member of Parliament and local councillors so that they can formally welcome me to New Zealand following my grant of citizenship.

I declare that the information I have given in this application is, to the best of my knowledge, true, complete and correct.

This application must be received by the Department of Internal Affairs within three months of being signed and dated.

**Signature**  
of applicant



APPLICANT SIGN HERE

Date signed

/  /

## 37 Witness section



Before completing this section the witness must read section 37 of the guide notes. **The witness must fill in this section and complete the details on the back of one photo.**

Tick one of the boxes below to make sure you can be a witness

☐

Citizenship Case Officer / DIA Customer Services Officer

☐

I hold a valid New Zealand Passport AND the applicant 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 applicant ►

years

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.

Witness to:

- write full name of the applicant
- sign back of photo
- write today's date

## New Zealand passport holder declaration

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 applying for citizenship.
- 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, I can, by law, be fined or imprisoned.

Signature  
of witness



WITNESS SIGN HERE

Date signed

38 Checklist

Before you bring or send us your application, please make sure you have everything you need.



If you don't provide all the original documents that you need to, your application will be delayed.  
All original documents will be returned to you.  
DON'T bring or send photocopies.

Everyone needs to bring or send these with their application:

- |                          |  |    |
|--------------------------|--|----|
| <input type="checkbox"/> | full birth certificate, or equivalent  | 4  |
| <input type="checkbox"/> | current passport(s), travel documents or equivalent (or most recent if it has expired) for the last five years | 8  |
| <input type="checkbox"/> | two passport photos (less than six months old)   | 37 |
| <input type="checkbox"/> | the application fee (\$470.20 per adult); please see the back page of this form                                | 42 |

Question numbers

Check your answers to these questions; you might also need to bring or send these documents:

- |                          |   |    |     |    |
|--------------------------|---|----|-----|----|
| <input type="checkbox"/> | all your marriage / civil union / divorce / name change documents                                 | 10 | and | 12 |
| <input type="checkbox"/> | if English is not your first language, proof of your ability to speak English (if lodged by post) |    |     | 20 |
| <input type="checkbox"/> | offences, legal action, a letter of explanation for each  | 21 | to  | 30 |
| <input type="checkbox"/> | anything else we should know that might affect your application                                   |    |     | 34 |

Question numbers

You may also need to bring or send:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | authorised translations, if your documents are not in English                                |
| <input type="checkbox"/> | a translation fee if you wish the Department of Internal Affairs to translate your documents |

See  
Q. 38 of the guide  
notes for more information  
about authorised  
translations.

If you are unable to give us these documents, you will need to explain why in the space below.  
Or you could include a letter with your application.



**39** If you want someone else to talk to us on your behalf, you will need to include a signed letter that provides the following information:

1. The person's name or company name
2. Their postal address
3. Their contact phone number, email address and fax number or cell phone number (if they have any of these).

For  
more information  
see Q. 39 of the guide  
notes.

**40** How to contact us



Freephone 0800 22 51 51 (New Zealand only)  
or +64 4 463 9361



Department of Internal Affairs  
PO Box 10680  
Wellington, 6143



email: [citizenship@dia.govt.nz](mailto:citizenship@dia.govt.nz)  
website: [www.govt.nz/citizenship](http://www.govt.nz/citizenship)

**41** Lodging your application and documents.

**By appointment**

You can make an appointment to come to one of our offices. At the office you will meet a citizenship case officer who will:

- Help you complete the form including acting as a witnessing and certifying your photographs
- Assess your eligibility before you pay the fee
- Photocopy and give back your documents

We offer appointments in Whangarei, Auckland, Manukau, Hamilton, Rotorua, Tauranga, Palmerston North, Napier, New Plymouth, Wellington, Nelson, Christchurch, Queenstown and Dunedin. Please call us freephone on 0800 22 51 51 to make an appointment.

**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 return your documents to you by courier.

Post your application and documents to:

Department of Internal Affairs  
PO Box 10680  
Wellington 6143

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

## 42 Application fees and payment.

Are you making the payment for your application?

Yes. Print the details in the table.

☐ No. My payment is being made by another applicant.

We cannot start processing your application until you have paid your application fee.

Use the table below to help you work out how much money you will need to pay with this application.

Remember, all your documents must be translated into English by an authorised translation service. For more information, see Q.38 of the guide notes.

	1	2	3	4	Total
Number of adults	\$470.20	\$940.40	\$1410.60	\$1880.80	\$ .
Number of children	\$235.10	\$470.20	\$705.30	\$940.40	\$ .
Number of translations	\$75.00	\$150.00	\$225.00	\$300.00	\$ .
This is the amount you need to pay – total amount					\$ .

How would you like to pay?

Cheque or bank draft made payable to 'Department of Internal Affairs'

Credit card ☐ Money order ☐

Card number

[illegible]

Card expiry date

MM / YY

Full name of cardholder

If you choose to withdraw your application, you may be eligible for a partial refund. See pg 8 of the guide notes.

Cardholder's signature



CARDHOLDER SIGN HERE

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