

Application for New Zealand Citizenship by Descent & Passport

Child

(under 16 years of age)

Who can apply?

Any person born outside New Zealand on or after 1 January 1978, and whose mother or father was a New Zealand citizen (otherwise than by descent) at the time of their birth or adoption can apply for registration of New Zealand citizenship by descent. Your child's mother or father will have either been born in New Zealand or will have received a grant of New Zealand citizenship before they were born.

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

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

Need a passport too?

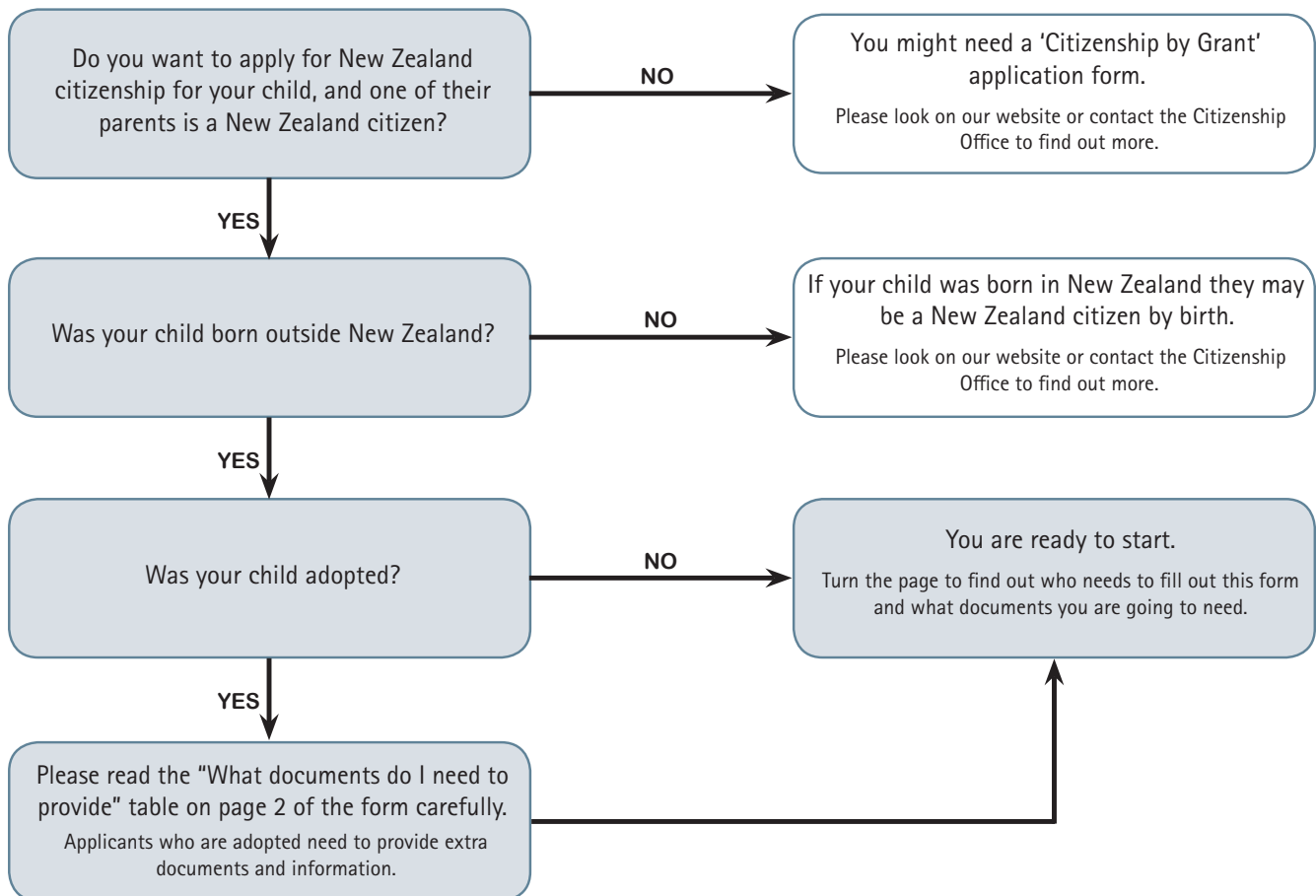
You can use this form just to register your child's citizenship by descent, or to register your child's citizenship by descent and apply for a New Zealand passport for them. There's no need to complete a separate passport form.

How long will it take?

It takes up to 20 working days to process a correct and complete application for citizenship. If you are applying for both citizenship and passport, it will take up to 30 working days. It takes 10 days for an urgent citizenship and passport application (please see the fees page for information on charges). Applications involving overseas adoptions may take longer.

Where should I start?

Answer the questions in the boxes below to see what you should do.



The questions in the boxes above are based on the legal requirements for a citizenship by descent application. The results from the questions are only a general indicator to give you some idea of your child's eligibility for citizenship by descent. These questions do not form part of the formal assessment process. A formal assessment will be carried out by the Department of Internal Affairs, should you choose to apply for citizenship for your child. For more detailed information, please read the rest of the application form or see our website www.citizenship.govt.nz

Need help? 1300 559 535 (AUS) 0800 22 51 51 (NZ) +64 (4) 463 9361 citizenship.govt.nz passports.govt.nz

INTERNAL AFFAIRS

Te Tari Taiwhenua

Office use only

NOTES 05/17
Date Received DD MM YY Name

1 Who fills in this form?

You will need a 'New Zealand Parent', and a witness to help you complete this application form.

If your child has two parents who are both New Zealand citizens (other than by descent), you can choose either parent to be the 'New Zealand Parent', when completing this form.

2 What documents do I need to provide?

Check the tables below to see which documents the Child and the New Zealand Parent need to provide. Remember, we need **original documents**. No photocopies. We will return all your original documents to you. All your documents need to be in English. If they are not, go to our website for more information.

Child	
Birth certificate (Full official state-issued)	This document needs to be the original birth certificate, hospital certificates are not accepted. It must have the child's full name, place and date of birth, gender and both parents' names. If your country's birth certificate does not have all this information on it, please contact the Citizenship Office.
Two photos	You must provide two identical, passport size photos of the child. These photos must meet certain requirements. Please see the photo section below for more information.
Change of name documents (if your child has changed their name)	If your child's name has changed for any reason (for example: adoption, statutory declaration) you need to provide an official state-issued change of name document (for example: the adoption order or statutory declaration). Note: If this name change happened in New Zealand, you don't need to send the documents. The Citizenship Office can access them electronically.
Adoption documents (if your child has been adopted)	You must provide all original adoption documents if your child has been adopted outside New Zealand. Adoptions from other countries have different requirements. For more information, please see our website or phone the Citizenship Office.

New Zealand Parent

Your most recent New Zealand passport number	Please enter your most recent New Zealand passport number in question 22 on page 16 of this form. If you do not have a New Zealand passport, you need to provide a current photo identification document (for example a driver licence).
Change of name documents (if you have changed your name)	If your name has changed for any reason (for example: marriage, adoption, statutory declaration) you need to provide an official state-issued change of name document (for example: your marriage certificate or adoption order). Note: If this name change happened in New Zealand, you don't need to send the documents. The Citizenship Office can access them electronically.

Application for Child Passport

No other documents required	If you also want to apply for a New Zealand passport for your child, you just need to complete question 31 and add the additional passport fee on page 10.
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3 Everyone who is applying for citizenship by descent must supply two identical colour photos.

The child's witness will need to write the child's full name on the back of one of the photos and sign and date it. Don't attach your photos to the application form. We can only accept undamaged photos.



Your child's passport-size photos need to be:

- Recent colour photos, less than 6 months old.
- Be a full front, close up view of the head and shoulders with the head covering 70% to 80% of the photograph.
- Be taken with a neutral expression (not smiling or frowning) with their mouth closed.
- Show the child looking straight at the camera, and their head not tilted.
- Show child's eyes open and clearly visible, and no hair in their eyes.
- Without sunglasses. Tinted prescription glasses may be worn as long as eyes are still visible.
- A true image and not altered in any way.
- Clear, sharp and in focus with minimum reflective light on face. No redevye.
- 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

12 What is your Child's home address and your contact details?

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

Unit and/or house number

Street name

Suburb

Place name (city, town, village)

State or territory

Postcode

Country

Your contact number

Country code

Area code

Phone number

Your email address

13 What is your postal address?

This is where we will send documents and certificate.
Please note that in most cases courier services cannot deliver to Post Office boxes.

Same as the child's residential address → go to **14**

I want the documents sent to this address ↓

Your name

Unit and/or house number

Street name

Suburb

Place name (city, town, village)

State or territory

Postcode

Country

32 The next section is for your witness.

Get the person who wants to be your child's witness to complete all the following questions. Make sure you give your witness the two identical photos of the child so that they can complete the photo identity section at the bottom of the page.

33 This section numbered **33** to **41** is for the witness.

Before you fill in this section, please read the statements carefully to make sure you can be a witness.

The witness must:

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

You might be able to be a witness. → go to **34**


34 Do you hold a New Zealand passport?

Yes → What is your passport number? → now go to **37**

No → go to **35**

35 You only need to answer this question if you do not have a New Zealand passport. You must still meet all the requirements in section 33.

Which of the following groups describes your current job?

- Registered medical professional (for example, a doctor, nurse, dentist, pharmacist, physio etc)
- Teacher (primary or secondary teacher or university lecturer)
- Minister of religion
- Lawyer
- Police officer
- Kaumatua
- None of the above.  Stop, you cannot be a witness for this application.

36 Please write the name and street address of the business or organisation where you work.

Remember, you only need to complete this question if you do not have a New Zealand passport.

37 What is your full name?

Title, please tick one of the following options

Mr Mrs Ms Miss Other (please specify)

Surname or family name(s)

First and middle names

38 What is your date of birth?

 / /

39 Where do you live?

Please write the details of your residential address and contact details

Unit and/or house number

Street name

Suburb

Place name (city, town, village)

State or territory

Postcode

Country

Contact number

 +

Country code

Area code

Phone number

Email address

40 Do you have the Child's two photos?

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

- the full name of the Child
- the witness needs to sign
- today's date



Please check carefully. Have you written the three things on the back of one of the photos correctly?

Do not:

staple, glue or paperclip photos to the application as this may cause damage. Ensure your photo has been correctly witnessed to avoid delays in processing.

Witness to:

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

I declare that

- ▶ I am 16 years of age or over.
- ▶ I have known the applicant for more than 1 year or since birth if under 12 months.
- ▶ The information I have given is complete and correct to the best of my knowledge.
- ▶ The person in this photo is the person named in section 5.
- ▶ I have written the full name of the applicant, signed my name and written the date on the back of one photograph.
- ▶ I understand that if I have provided false information, this passport can be cancelled and I can, by law, be fined or imprisoned.

44 Where to send the application?

You can courier, post or deliver in person to the following addresses

New Zealand

Courier or post to:

The Citizenship (Descent) Office
Service Delivery and Operations
Department of Internal Affairs
PO Box 10-680,
Wellington 6143
New Zealand

Hand deliver in AUCKLAND to:

New Zealand Citizenship Office
Level 6, AA Building
99 Albert Street
Auckland

Hours: Monday to Friday 8:30am - 5:00pm,
except Wednesday 9:00am - 5:00pm

Hand deliver in MANUKAU to:

New Zealand Citizenship Office
Level 1
20-24 Lambie Drive
Manukau City

Hours: Monday to Friday 8:30am - 5:00pm,
except Wednesday 9:00am - 5:00pm

Hand deliver in WELLINGTON to:

New Zealand Citizenship Office
National Library, Lower Ground
70 Molesworth Street (use Aitkin entrance)
Wellington 6011

Hours: Monday to Friday 8:30am - 5:00pm,
except Wednesday 9:00am - 5:00pm

Hand deliver in CHRISTCHURCH to:

New Zealand Citizenship Office
120 Hereford Street
Christchurch

Hours: Monday to Friday 8:30am - 5:00pm,
except Wednesday 9:00am - 5:00pm

Telephone

+64 (4) 463 9361 (outside New Zealand)
0800 22 51 51 (within New Zealand)

Fax
+64 (4) 382 3561

Telephone Contact Centre Opening hours

Monday to Thursday 8am - 7pm
Friday 9am - 7pm
Saturday 9am - 2pm

Email: citizenship@dia.govt.nz
Website: www.citizenship.govt.nz

Australia

Courier or post to:

Department of Internal Affairs
GPO Box 365
Sydney NSW 2001
Australia
(Express Post, Standard Mail, Registered Mail)

Hand deliver in SYDNEY to:

New Zealand Citizenship Office
Level 22
20 Bond Street
Sydney NSW 2000
Australia
(Lodging at Counter, Courier, Platinum Express Post)
Hours: Monday to Friday 9:00am - 4:00pm,
except Wednesday 9:30am - 4:00pm

Telephone

+61 2 9225 2300 (outside Australia)
1300 559 535 (within Australia)

Fax
+61 2 9223 0223

Email: citizenship@dia.govt.nz
Website: www.citizenship.govt.nz

United Kingdom

Courier or post to:

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

Hand deliver in LONDON to:

New Zealand Citizenship Office
Department of Internal Affairs
New Zealand House
80 Haymarket
London SW1Y 4TQ
United Kingdom
Hours: Monday to Friday 10:00am - 3:00pm
(Use the secure green drop box located on the ground floor)

Telephone

+44 20 7968 2730 (within the UK)

Fax
+44 20 7968 2739

Email: london@dia.govt.nz
Website: www.citizenship.govt.nz