

# Application for New Zealand Citizenship by Descent & Passport

# Adult

(16 years of age or older)

## 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 mother or father will have either been born in New Zealand or will have received a grant of New Zealand citizenship before you were born. If you meet these requirements but were born before 1 January 1978, please contact the Citizenship Office. Our contact details are at the bottom of this page.

If you are applying for your child who is under 16 years old, please use the Child form.

## Need a passport too?

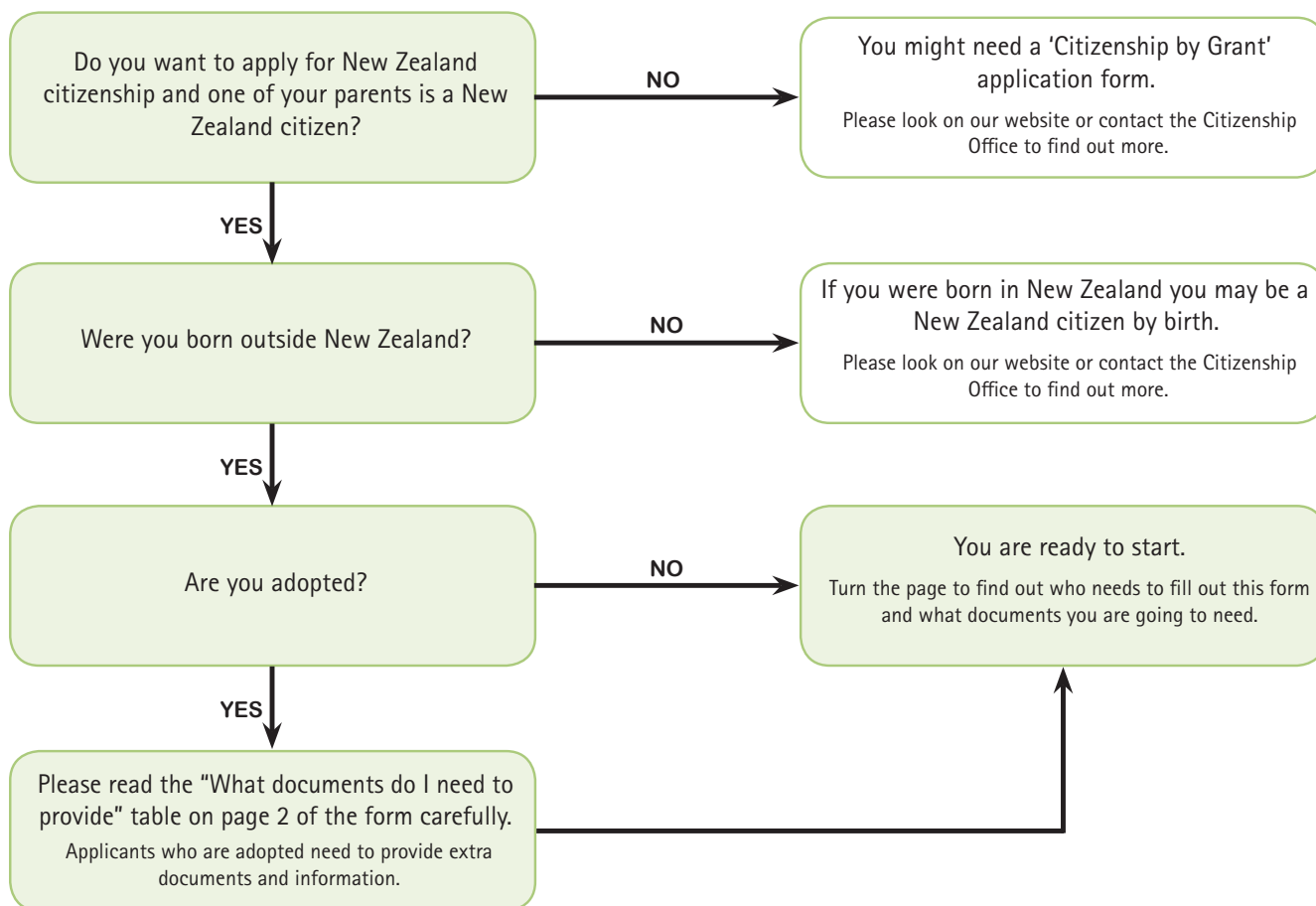
You can use this form just to register your citizenship by descent, or to register your citizenship by descent and apply for a New Zealand passport. There's no need to complete a separate passport form.

## 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 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 more detailed information, please read the rest of the application form or see our website [www.citizenship.govt.nz](http://www.citizenship.govt.nz)

Need help? 1300 559 535 (AUS) 0800 22 51 51 (NZ) +64 (4) 463 9361 [citizenship.govt.nz](http://citizenship.govt.nz) [passports.govt.nz](http://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 (the Applicant), the person applying for Citizenship by Descent.

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

If you have 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 you and your 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.

### You (the Applicant)

<b>Birth certificate</b> (Full official state-issued)	This document needs to be the original birth certificate, hospital certificates are not accepted. It must have your 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.
<b>Two photos</b>	You must provide two identical, passport size photos. These photos must meet certain requirements. Please see the photo section below for more information.
<b>Passport or state issued Photo ID</b>	You need to provide a current passport. If you do not have a passport (or it has expired), you need to provide another piece of official identification that contains your photograph (for example a current driver licence from any country).
<b>Change of name documents</b> (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: 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.
<b>Adoption documents</b> (if you have been adopted)	You must provide all original adoption documents if you have 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

<b>Their most recent New Zealand passport number</b>	Get them to enter their most recent New Zealand passport number in question <b>23</b> on page 5 of this form. If they do not have a New Zealand passport, they need to provide a current photo identification document (for example a driver licence).
<b>Their change of name documents</b> (if they have changed their name)	If their name has changed for any reason (for example: marriage, adoption, statutory declaration) they need to provide an official state-issued change of name document (for example: their marriage certificate or adoption order). Note: If this name change happened in New Zealand, they don't need to send the documents. The Citizenship Office can access them electronically.

### Application for Passport

<b>No other documents required</b>	If you also want to apply for a New Zealand passport, you just need to complete question <b>34</b> and add the additional passport fee on page 10.
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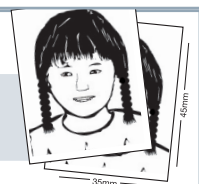
## 3 Everyone who is applying for citizenship by descent must supply two identical colour photos.

Your witness will need to write your 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 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 your 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 re-eye.
- With a plain light coloured background (not white).
- Be of good quality colour and on high quality photographic paper, with no ink marks on the image (no inkjet printers).
- Passport-sized (45mm x 35mm).
- Glasses frames must not obscure the eyes.
- Do not trim the photos





**13** What is your home address and contact details?

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

Mobile number

Your email address

**14** 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 my residential address → go to **15**

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

**15** Emergency contact

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

Your emergency contact's name (first name/surname)

Emergency contact's number

Country code

Area code

Phone number

Emergency contact's email address

















## 46 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](mailto:citizenship@dia.govt.nz)  
Website: [www.citizenship.govt.nz](http://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](mailto:citizenship@dia.govt.nz)  
Website: [www.citizenship.govt.nz](http://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](mailto:london@dia.govt.nz)  
Website: [www.citizenship.govt.nz](http://www.citizenship.govt.nz)