



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport. It must have at least three blank pages marked "Visas" (at least two side by side) and more than six months before expiry.
- Non-US citizens must submit a copy of their Permanent Resident Card or U.S. Visa and I-94. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- One visa application form (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport. Do not fill out Sections J, K or L (Immigration Adviser's Details, Declaration by Person Assisting the Applicant, Paying Your Application Fee).
- One "Third Party Authorization Form" (attached), completed and signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- One "Terms and Conditions" letter (attached), signed with a pen-to-paper signature in blue or black ink; make sure the signature matches the signature in the passport.
- One passport-style (2"x2") photograph taken within the last 6 months (must be on photo paper and have a plain white background).
- Copy of the flight itinerary showing applicant's name.
- Copy of a recent bank or credit card statement showing the availability of at least \$1,300 per month to be spent in New Zealand. Account numbers may be blacked out for privacy; do not obscure any other information.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A letter of invitation from the company to be visited in New Zealand. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. Faxed or scanned copies are accepted. Please see the attached sample letter.

*There is No Substitute for Experience.*

**G3's Standard of Service**

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Need additional assistance? Select Concierge Service.

Visa Requirements



*There is No Substitute for Experience.*

### Enhanced Services

**G3 offers a range of optional Enhanced Services, available as individual add-ons or as a bundle:**

<b>Document Pre-Check:</b> Email <a href="mailto:ConciergeDesk@g3visas.com">ConciergeDesk@g3visas.com</a> for a thorough review of your documents within one business day, before you send them to one of our Operations Centers.	\$59.00
<b>Application Creation:</b> Our experts will readily create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time. Your application will be emailed to you within three business days, in PDF format for you to print and sign with a pen-to-paper signature.	\$150.00
<b>Application Correction:</b> G3 will correct any errors on your visa application within one business day, and email it to you for you to print, sign, and send in to our office.	\$55.00
<b>Business Letter Creation:</b> G3 will compose the necessary business letters for your visa application, and will email them to you within two business days to print on letterhead and sign.	\$50.00
<b>Inbound FedEx Airbill:</b> G3 will generate a FedEx Standard Overnight air bill for you to efficiently send your documents to our office.	\$35.00
<b>Return Delivery Confirmation:</b> Your G3 associate will track your package and follow up with you to confirm via phone or email to confirm you have received it.	\$15.00
<b>Complete Concierge Service: Opt for our bundled Concierge Service and receive every Enhanced Service listed above, and the ultimate in white glove customer care.</b>	<b>\$225.00</b>

### VISA NOTES

- U.S. citizens do not require visas for visits of less than 90 days.
- The Embassy is required to wait for visa approval from authorities in New Zealand for all visa requests. Visa processing times are approximate and may be extended.

### PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service. Mission Critical processing may not be available to travelers of some nationalities.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.
- By submitting this form, I agree to G3 Global Services' Terms of Use, Privacy, Cancellation, Payment, and Shipping Policies. For more information follow this link: [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).



Send to: G3 Global Services  
 Attn: Visa Department  
 919 18th Street NW, Suite 230  
 Washington, DC 20006  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**NEW ZEALAND**

*There is No Substitute for Experience.*

**Concierge Service**  \$225.00 *Extra*

**Consular Fees for Visa Processing**

Visa Type	Priority 3-5 Weeks	Expedited 5-6 Weeks
Tourist	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$135.00
Business	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$135.00
Flight Crew	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$135.00

**G3 Service Fees**

Tourist	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Business	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00
Flight Crew	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$99.00

**Return Delivery Fees**

<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$35.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$85.00
<input type="checkbox"/> FedEx Priority Overnight Delivery Next Business Day by 10:30AM	\$45.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$55.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input type="text"/>	No Charge

*\*These services may not be available for all delivery locations.*

**Send Completed Order Form and All Required Documents To:**

**G3 Global Services, Attn: Visa Department**, 919 18th Street NW, Suite 230, Washington, DC 20006

888.883.8472 Toll Free | WashingtonDC@g3visas.com

[www.g3visas.com](http://www.g3visas.com)

Applicable Fees



Send to: G3 Global Services  
 Attn: Visa Department  
 919 18th Street NW, Suite 230  
 Washington, DC 20006  
 888.883.8472 | WashingtonDC@g3visas.com

WASHINGTON, DC  
**NEW ZEALAND**

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

**Payment Information**

Payment Via Check #:  *Check payable to G3 Global Services*

Payment Via Credit Card:

Visa/MasterCard:  -  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

OR

American Express:  -  -

Exp. Date: \_\_\_ / \_\_\_ Security Code:

Name as it appears on the card:

Billing Address:

City:  State  Zip:

Signature: \_\_\_\_\_

Payment Via Approved Billing Terms

G3 Customer Number, Billing, P.O., Project or Reference Code#:

**Enhanced Services Requested:**

- Document Pre-Check, \$59.00
- Application Creation, \$150.00
- Application Correction, \$55.00
- Business Letter Creation, \$50.00
- Inbound FedEx Airbill, \$35.00
- Return Delivery Confirmation, \$15.00

or bundle all services above with our

Complete Concierge Service, \$225.00

**Total Fees from Applicable Fees Page**

*Please include Applicable Fees page with your request.*

	FEE	# Travelers	TOTAL
Enhanced Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Consular Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
G3 Service Fee	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
Passport Protection Plan	<input type="text"/>	X <input type="text"/>	= <input type="text"/>
		Return Delivery Fee	<input type="text"/>
		Subtotal	<input type="text"/>
		Add 5% for credit card convenience fee	<input type="text"/>
		Total Payment Enclosed	<input type="text"/>

**Traveler Names**

1	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

**Visa Service**

Visa Type:  Tourist  Business  
 Flight Crew  Other \_\_\_\_\_

Processing Speed:  Priority  Expedited

**Travel Details**

Date of US Departure:  I must have my passport no later than:

Other visa or passport services requested:

Notes:

**Contact Information** *Who should G3 contact about this request?*

Name:  Company:

Contact Email (required):

Daytime Phone:  Mobile Phone:

**Return Delivery Address** *This must be a physical address for FedEx delivery; no P.O. Boxes.*

Name:  Company:

Street Address:

City:  State:  Zip Code:

Daytime Phone:  Mobile Phone:

VisaOrderForm

ASSOCIATE NAME:

FOR OFFICE USE ONLY

DATE RECEIVED BY G3:

ORDER NUMBER:

# OF TRAVELERS:



## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter



## Sample Business Letter for Flight Crew

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall  
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries  
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Hooper

Date of Arrival #1: August 11, 2016      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: August 15, 2016      Date of Departure #2: *(if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

*Heather Bauer*

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

*(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)*

Sample Letter



## Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 2 through August 15, 2016 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678  
Email: aedwards@overseascoltd.co

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*James Ventura*

James Ventura  
Executive Officer  
Overseas Company, Ltd.

Sample Letter



## Sample Flight Crew Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 15, 2016

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots:                      Primary Captain: Brian Randall  
                                    Backup: Christina Johnson

First Officer:              Primary: Robert Jeffries  
                                    Backup: Mark Brown

Flight Attendant:        Primary: Bonnie Hooper

They will be in *(country)* from August 11 to August 15, 2016. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country, Postal Code  
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*Alice Matthews*

Alice Matthews  
Flight Coordinator  
Overseas Company, Ltd.

*(The letter must be signed by a representative of the overseas company, handler, or FBO.)*

Sample Letter





TT Visa Services Ltd  
1120 19<sup>th</sup> Street NW  
Suite# 415  
Washington, DC.  
20036

**New Zealand Visa Application Center**

**THIRD PARTY AUTHORIZATION FORM**

Date: \_\_\_/\_\_\_/\_\_\_

In order to provide the safest possible passport handling process, VAC policy requires applicants who wish to authorize pick up of the passport(s) at the VAC by a third party or person to fill out this authorization form. The person picking up the passport must present a copy of this form from each applicant, and provide a valid photo I.D.

We will not be able to release any passports to individuals who do not present this authorization form and/or cannot present a valid photo I.D.

Applicant Name		Passport Number	
Date of Birth		Nationality	

I, \_\_\_\_\_ authorize \_\_\_\_\_ to pick up my  
(applicant name, please print) (authorized person's name)

**passport(s) on my behalf.**

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

## TERMS AND CONDITIONS

1. All applications will be assessed and decided by INZ. TTS does not have the authority to assess visa applications or make visa decisions and therefore, will not in any manner be liable or responsible for any delay in the processing or refusal of any visa applications.
2. INZ fees are not able to be refunded by TTS under any circumstances. The decision to refund a visa application fee lies solely with INZ.
3. Please ensure you provide correct contact details (including an email address if you have one) for follow up if required.
4. Please note that the maximum extent of any and all liability of TT Visa Services, Inc. will never exceed shipping insurance coverage you select and under no circumstances shall our liability exceed Three Hundred U.S. dollars (\$300.00) for any transaction.
5. Please note that any and all claims and/or disputes including any claim for damages of any nature or kind against TT Visa Services, Inc. shall be subject to binding arbitration in the District of Columbia – in the City of Washington, U.S.A. and initiated within Thirty Days (30) of the claim or damage being known or claimed to occur.
6. I declare that I have read, I understand and expressly accept each of these Terms and Conditions and I represent that I shall abide by these Terms and Conditions.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Important information

#### All Applicants

When mailing your passport you can choose to use our courier service option, FedEx, by ticking the box above; your documents will be shipped the following business day after they are returned to us by INZ.

If you do not elect our return courier service, please provide a prepaid return label and envelope with the return information filled out completely. When completing the mailing label form it is mandatory that the applicant's name should be written as the Sender as well as the Recipient on the form. Please make sure that either your courier account number or credit card information is clearly written on the label for the courier to make the charge for shipment.

#### U.S. Applicants only

If you do not elect our return courier service, please provide a prepaid return label and envelope from **FedEx, UPS or USPS Mail only**. Checks and money orders **will not** be accepted to return your documents or passport. The applicant will be solely responsible for keeping a record of the tracking numbers for **ALL** prepaid return envelopes.

#### Canadian Applicants only

If you do not elect our return courier service, please provide a prepaid return label and envelope from **FedEx, UPS or Xpresspost only**. **Prepaid envelopes from service provider Purolator will not be accepted.**

#### Central/South American Applicants only

If you do not elect our return courier service, please provide a prepaid return label and envelope from **DHL, FedEx, or UPS**.

August 2016

INZ 1017



# Visitor Visa Application

for a temporary stay in New Zealand

## Apply for your visa online – it's faster & easier

The fastest and easiest way to apply for a visitor visa is online. Once you have your documents prepared, it should take less than 15 minutes to complete the online application form. If you are travelling as part of a group or with your family you should use the paper form instead.

To apply online, go to [www.immigration.govt.nz/visit](http://www.immigration.govt.nz/visit)

### Who uses this form

You should use this form if you are applying for a visitor visa as:

- A tourist or visiting family or friends
- A business visitor
- The guardian of a student
- The dependent child of a New Zealand citizen or resident
- The dependent child of a work or student visa holder
- The parent or grandparent of a New Zealand citizen or resident

You can use this form to apply for a visa for a single person or a family. Family may include a principal applicant, partner and dependent children under 20.

### Documents required

Use the checklist on page 2 of this form to find out which documents you must provide. If you have not provided the correct documents, we will return your application.

### 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).

### Refer to the *Visitor Visa Guide*

The *Visitor Visa Guide (INZ 1018)* contains important information about the requirements for a visitor visa and how to complete this form. It can be downloaded from [www.immigration.govt.nz/forms](http://www.immigration.govt.nz/forms).

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

Application checklist	
<b>All applicants must provide:</b>	
<input type="checkbox"/>	Completed, signed application form.
<input type="checkbox"/>	Appropriate fee and immigration levy
<input type="checkbox"/>	Two passport-sized colour photographs for everyone included in the application.
<input type="checkbox"/>	Original passport or travel document for everyone included in the application.
<input type="checkbox"/>	Medical or chest X-ray certificates if required by Section E: Health for everyone included in the application.
<input type="checkbox"/>	Evidence of financial support consisting of: <ul style="list-style-type: none"> <li><input type="checkbox"/> • a completed <i>Sponsorship Form For Temporary Entry (INZ 1025)</i>, or</li> <li><input type="checkbox"/> • evidence showing you have sufficient funds in your name to support yourself.</li> </ul>
<input type="checkbox"/>	Evidence that you have the means to leave New Zealand consisting of: <ul style="list-style-type: none"> <li><input type="checkbox"/> • a completed <i>Sponsorship Form For Temporary Entry (INZ 1025)</i>, or</li> <li><input type="checkbox"/> • pre-purchased travel out of New Zealand, or</li> <li><input type="checkbox"/> • evidence showing you have sufficient funds in your name to purchase travel out of New Zealand.</li> </ul>
<input type="checkbox"/>	If your partner and/or dependent children are included in this application: <ul style="list-style-type: none"> <li><input type="checkbox"/> • evidence of your relationship with your partner and/or</li> <li><input type="checkbox"/> • evidence that you are the parent or legal guardian of the children included in this application</li> </ul>

Applicants who are...	Must provide...
<input type="checkbox"/> Tourists or visiting family or friends	<input type="checkbox"/> Evidence that you are a bona fide visitor, for example: <ul style="list-style-type: none"> <li>• evidence that you intend to return to your home country at the end of your stay</li> <li>• evidence that you are genuinely visiting for the purpose of holidaying, sightseeing or visiting family or friends</li> </ul> <input type="checkbox"/> Evidence of onward travel arrangements out of New Zealand.
<input type="checkbox"/> Visiting for business	<input type="checkbox"/> Evidence of your employment <input type="checkbox"/> Evidence of the business you will undertake in New Zealand

<input type="checkbox"/> Guardians of students	<input type="checkbox"/> Evidence that you are the parent or legal guardian of the student you are accompanying and evidence you provided care for the student in your home country.
<input type="checkbox"/> Dependent children of New Zealand citizens, residents, or temporary visa holders	<input type="checkbox"/> Evidence of your relationship with your parent or legal guardian.
	<input type="checkbox"/> If you are a dependent child of an Essential Skills visa holder, evidence that your parent meets the minimum income threshold.
	<input type="checkbox"/> If you are a dependent child of a Religious Worker visa holder, either: <ul style="list-style-type: none"> <li><input type="checkbox"/> • evidence that your parent meets the minimum income threshold, or</li> <li><input type="checkbox"/> • a completed <i>Sponsorship Form For Religious Workers (INZ 1190)</i> indicating that the religious organisation sponsoring my parent will support me.</li> </ul>
<input type="checkbox"/> Parents and grandparents of New Zealand citizens or residents	<input type="checkbox"/> <i>Sponsorship Form for Temporary Entry (INZ 1025)</i> completed by your New Zealand child or grandchild.
	<input type="checkbox"/> Evidence of your relationship with your child or grandchild.

If your circumstances are not covered in the above list, refer to the Immigration New Zealand website, [www.immigration.govt.nz/visit](http://www.immigration.govt.nz/visit), or the Immigration New Zealand Operational Manual, [www.immigration.govt.nz/opsmanual](http://www.immigration.govt.nz/opsmanual), for information about the documents you must provide.

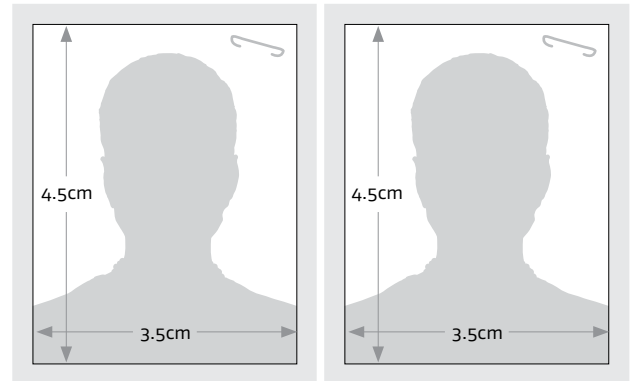
Returning your documents	
Please tick one of the following options	
Please return all documents to me by secure post at the address given at <b>B3</b> .	<input type="checkbox"/>
I wish to collect my documents when ready.	<input type="checkbox"/>

**Which type of visitor visa are you applying for?**

- General (tourist)
  Business
  Dependent child
  Parent or grandparent
  Guardian of a student  
 Other \_\_\_\_\_

**Section A Principal applicant's personal details**

Attach **two** colour passport-size photographs of yourself here. The photographs must be less than six months old. Write your full name on the back of both photographs.



- i** For more information about the questions in this section, see 'Completing Sections A, C, and D: Personal details' in the *Visitor Visa Guide*.

**A1** Name as shown in passport

Family/last name

Given/first name(s)

**A2** Preferred title Mr  Mrs  Ms  Miss  Dr  other (specify) \_\_\_\_\_**A3** Other names you are known by or have ever been known by
**A4** Gender  Male  Female **A5** Date of birth **A6** Town/city of birth \_\_\_\_\_

Country of birth \_\_\_\_\_

**A7** Passport details

Number \_\_\_\_\_

Country \_\_\_\_\_ Expiry date **A8** Other citizenships you hold \_\_\_\_\_**A9** Partnership status  Single  Separated  Partner  Divorced  
 Married/in civil union  Engaged  Widowed**Section B Contact details**

*Note: We prefer to contact you using email. Please provide your email address if you have one.*

**B1** Your current residential address.

Address \_\_\_\_\_

Telephone (landline) \_\_\_\_\_ Telephone (mobile) \_\_\_\_\_

Email \_\_\_\_\_

**B2** If you are currently in New Zealand, your most recent overseas address.

Address \_\_\_\_\_

**B3** Name and address for communication about this application

Same as address at **B1**,  Same as address at **B2**, or  as below

Name of contact person

Organisation name (if applicable) and address

Telephone (daytime)

Telephone (evening)

Email

**B4** Do you authorise the person stated at **B3** to act on your behalf?  Yes  No

**B5** Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at **B3** to act on your behalf (if applicable)?

Yes *Note: the person identified at **B3** will receive all communication from Immigration New Zealand.*

No *Only the person indicated at **B3** may act on my behalf.*

**B6** 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 *Make sure that your immigration adviser completes Section J: Immigration adviser's details.*

No

**B7** Names and addresses of any friends, relatives, or contacts you have in New Zealand (if applicable)

Name

Address

Relationship

Date of birth (if known)

Name

Address

Relationship

Date of birth (if known)

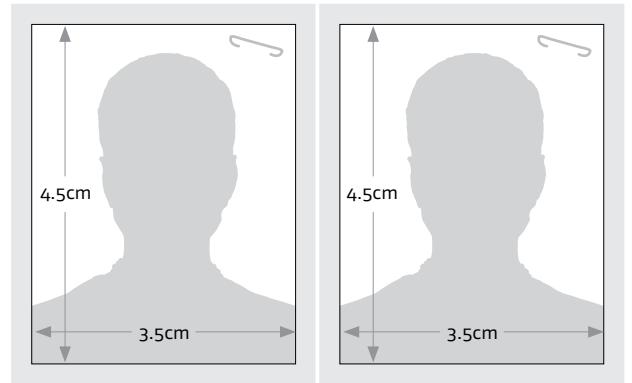
**B8** List all periods of employment, including self-employment

Date from (DD/MM/YY)	Date to (DD/MM/YY)	Name of employer	Location	Type of work/occupation/job title
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

## Section C Partner's personal details

If you selected 'Married/in civil union', 'Partner' or 'Engaged' in question **A9**, you must complete this section, whether or not your partner is travelling with you.

If applicable, attach two colour passport-size photographs of your partner here. The photographs must be less than six months old. Write your partner's full name on the back of both photographs.



**C1** Partner's name as shown in passport

Family/last name

Given/first name(s)

**C2** Other names your partner is known by or has ever been known by

**i** For more information about this question, see 'Completing Sections A, C, and D: Personal details' in the *Visitor Visa Guide*.

**C3** Partner's gender  Male  Female

**C4** Partner's date of birth

**C5** Partner's town/city of birth

Partner's country of birth

**C6** Partner's passport details

Number

Country

Expiry date

**i** For more information about this question, see 'Completing Sections A, C, and D: Personal details' in the *Visitor Visa Guide*.

**C7** Other citizenships your partner holds

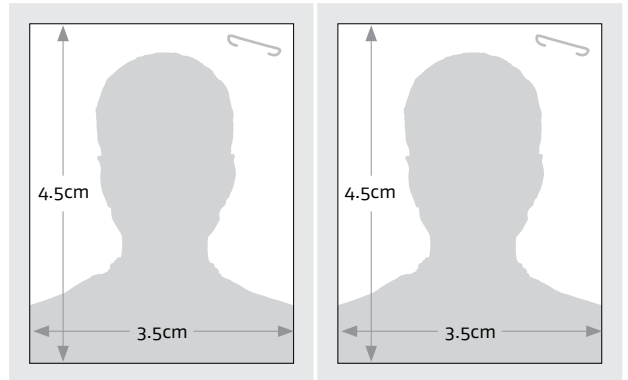
**C8** Is your partner included in this application?  Yes  No

## Section D Dependent children's personal details

You must complete this section with the details of each dependent child included in this application. If you wish to include more than four dependent children in your application, use the form *Additional Dependants for a Visitor Visa (INZ 1205)*.

### Dependent child one

Attach **two** recent colour passport-size photographs of the child here. The photographs must be less than six months old. Write the child's full name on the back of both photographs.



**D1** Child's name as shown in passport

Family/last name

Given/first name(s)

**D2** Child's gender  Male  Female

**D3** Child's date of birth

**D4** Child's country of birth

**D5** Child's passport details

Number

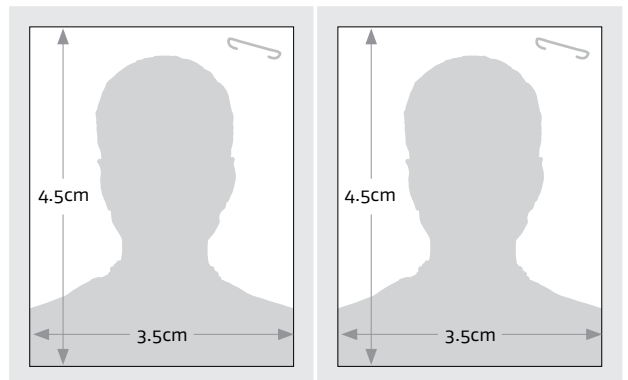
Country  Expiry date

**D6** Other citizenships child holds

**i** For more information about this question, see 'Completing Sections A, C, and D: Personal details' in the *Visitor Visa Guide*.

### Dependent child two

Attach **two** recent passport-size photographs of the child here. The photograph must be less than six months old. Write the child's full name on the back of both photographs.



**D7** Child's name as shown in passport

Family/last name

Given/first name(s)

**D8** Child's gender  Male  Female

**D9** Child's date of birth

**D10** Child's country of birth

**D11** Child's passport details

Number

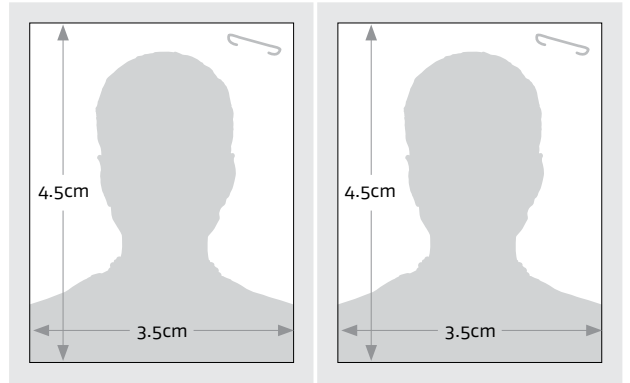
Country  Expiry date

**D12** Other citizenships child holds



**Dependent child three**

Attach **two** recent passport-size photographs of the child here. The photographs must be less than six months old. Write the child's full name on the back of both photographs.



**D13** Child's name as shown in passport  
Family/last name  
\_\_\_\_\_  
Given/first name(s)  
\_\_\_\_\_

**D14** Child's gender  Male  Female      **D15** Child's date of birth 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**D16** Child's country of birth \_\_\_\_\_

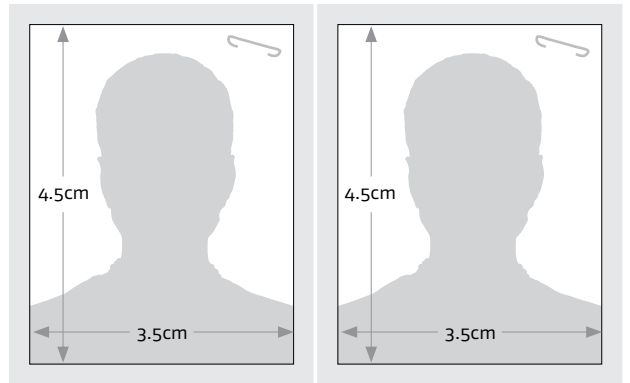
**D17** Child's passport details  
Number \_\_\_\_\_  
Country \_\_\_\_\_      Expiry date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**D18** Other citizenships child holds \_\_\_\_\_

**Dependent child four**

Attach **two** recent passport-size photographs of the child here. The photograph must be less than six months old. Write the child's full name on the back of both photographs.



**D19** Child's name as shown in passport  
Family/last name  
\_\_\_\_\_  
Given/first name(s)  
\_\_\_\_\_

**D20** Child's gender  Male  Female      **D21** Child's date of birth 

D	D	M	M	Y	Y	Y	Y
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**D22** Child's country of birth \_\_\_\_\_

**D23** Child's passport details  
Number \_\_\_\_\_  
Country \_\_\_\_\_      Expiry date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**D24** Other citizenships child holds \_\_\_\_\_

## Section E Health

**i** For more information about the questions in this section, see 'Completing Section E: Health' in the *Visitor Visa Guide*.

**E1** Do you or any person included in this application have tuberculosis (TB)?  Yes  No

**E2** Do you or any person included in this application have any medical condition that requires, or may require, one of the following during your stay in New Zealand?

- Renal dialysis  Yes  No
- Hospital care  Yes  No
- Residential care  Yes  No

Residential care is defined as in-patient care for people with psychiatric, sensory or intellectual disabilities or live-in facilities for the aged.

**E3** If you have answered Yes to any of the questions in **E1** and **E2**, please provide details.

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**E4** Are you or any person included in this application pregnant?

- Yes Date the pregnant applicant is due to give birth 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Go to **E5**
- No Go to **E6**

**E5** If the applicant who is pregnant intends to give birth in New Zealand, please indicate how the cost of maternity health services will be paid for and provide the relevant evidence.

- Not applicable as the applicant who is pregnant does not intend to give birth in New Zealand.
- The applicant who is pregnant is, or will be eligible for publicly funded maternity health services and has provided evidence of her eligibility.
- The applicant who is pregnant will cover the cost of maternity health services and has attached copies (not originals) that they have at least NZ\$9000 of funds available.
- The sponsor of the applicant who is pregnant has guaranteed to cover the cost and a completed *Sponsorship Form for Temporary Entry (INZ 1025)* is attached.

### Medical certificates you must provide

Select the appropriate option to indicate whether you and the other people included in this application are required to provide medical certificates. Medical certificates must be less than three months old when you submit them to Immigration New Zealand.

**E6** Are you applying for a parent/grandparent visitor visa?

- Yes You must complete a General Medical Certificate (INZ 1007) and Chest X-Ray Certificate (INZ 1096). Go to **E10**.
- No Go to **E7**.

**E7** Will you be in New Zealand for more than six months in total?

- Yes You may have to provide a General Medical Certificate (INZ 1007) or Chest X-ray Certificate (INZ 1096) if indicated at **E8**.
- No You do not have to provide a chest X-ray certificate or a medical certificate. Go to Section F: Character

**E8** How long do you intend to stay in New Zealand? If you are in New Zealand, this includes time you have already spent here.

- More than six months but not more than 12 months. You must provide a Chest X-ray Certificate (INZ 1096) if you are from a place that is not listed as having a low incidence of tuberculosis. See notes below **E9**, then go to **E10**.
- More than 12 months. You must provide a General Medical Certificate (INZ 1007) and a Chest X-ray Certificate (INZ 1096).

**E9** Are you applying for a visitor visa as the dependent child of a New Zealand citizen or resident?

- Yes** You may be able to provide a Limited Medical Certificate (INZ 1201) rather than a General Medical Certificate (INZ 1007). Refer to the Visitor Visa Guide (INZ 1018) for further information. See notes below, then go to **E10**.
- No** See notes below, then go to **E10**.

Notes:

- Refer to Completing Section E: Health in the Visitor Visa Guide (INZ 1018) for the 'List of countries, areas and territories with a low incidence of tuberculosis'.
- Pregnant women and children under the age of 11 are not required to have an X-ray, unless a special report is required.
- You do not need to provide a chest X-ray certificate if you have provided one which was issued less than 36 months ago, with a previous Immigration New Zealand application, unless your health has deteriorated since your previous certificate was issued, or unless you have spent six consecutive months since your previous certificate was issued, in a place not listed as having a low incidence of tuberculosis.
- You do not need to provide a medical certificate if you have provided one which was issued less than 36 months ago, with a previous Immigration New Zealand application, unless your health has deteriorated since your previous certificate was issued.

**E10** Tick the option below which applies to you:

- I am required to provide both a Chest X-ray Certificate (INZ 1096) and a General Medical Certificate (INZ 1007) or a Limited Medical Certificate (INZ 1201). Go to **E11**
- 
- I am only required to provide a Chest X-ray Certificate (INZ 1096) because:
- I am staying between six to 12 months and I am from, or have visited for more than three months, a place that is not listed as having a low incidence of tuberculosis, Go to **E11** or
  - I have previously provided a chest X-ray certificate; however:
    - it was dated by the radiologist more than 36 months ago Go to **E11**, or
    - my health has deteriorated since my last certificate was issued, or
    - I have spent six consecutive months since my previous certificate was issued, in a place not listed as having a low incidence of tuberculosis. Go to **E11**.
- 
- I am required to provide a Chest X-ray Certificate (INZ 1096), however, as I am pregnant or under 11 years of age, I am not required to have an X-ray; and:
- I am not required to provide a General Medical Certificate (INZ 1007) at this stage; or
  - I have therefore provided only a General Medical Certificate (INZ 1007) or a Limited Medical Certificate (INZ 1201). Go to **E11**.
- 
- I am required to provide a General Medical Certificate (INZ 1007) or a Limited Medical Certificate (INZ 1201) because:
- I have provided a chest X-ray certificate which was issued less than 36 months ago with a previous Immigration New Zealand application, or
  - I have previously provided a medical certificate, however:
    - it was dated by the examining physician more than 36 months ago; or
    - my health has deteriorated since my last certificate was issued. Go to **E11**
- 
- I do not have to provide a Chest X-ray Certificate (INZ 1096) and either a General Medical Certificate (INZ 1007) or a Limited Medical Certificate (INZ 1201) at this stage because:
- I have provided a medical certificate and chest X-ray certificate which were issued less than 36 months ago, with a previous Immigration New Zealand application; and
  - my health has not deteriorated; and
  - I have not spent six consecutive months in a place which is not listed as having a low incidence of tuberculosis since my previous certificate was issued. Go to Section F: Character.

**E11** Tick the option that applies to you: Is a physician submitting your medical and/or chest X-ray certificate to Immigration New Zealand on your behalf?

Yes Has your physician supplied you with an eMedical Reference Code (NZER)?

Yes Enter your eMedical Reference Code here: \_\_\_\_\_

No Enter the name of the clinic that is submitting your health information: \_\_\_\_\_

No If the physician has returned the medical and/or chest X-ray certificate to you, then you will need to submit these with your visa application.

## Section F Character

All applicants must complete this section. Note: if your application is declined for character reasons, Immigration New Zealand may place a notation in your passport indicating that you applied for a visa for New Zealand.

**i** For more information about the questions in this section, see 'Completing Section F: Character' in the *Visitor Visa Guide*.

**F1** Have you, or anyone included in this application, been convicted at any time of any offence, including any driving offence? Please note that this includes any conviction(s) outside of New Zealand subsequently cleared or wiped by 'clean slate' legislation.

Yes  No

**F2** Are you currently:

- under investigation  Yes  No
- wanted for questioning  Yes  No
- facing charges  Yes  No

for any offence in any country?

**F3** Have you, or has anyone included in this application, ever been:

- excluded  Yes  No
- refused entry  Yes  No
- removed or deported  Yes  No

from any country, including New Zealand?

**F4** Have you, or has anyone included in this application, ever been refused a visa/permit to visit, work, study or reside in any country?  Yes  No

**F5** Have you, or has anyone included in this application, ever been a member of, or adhered to, any terrorist organisation?

Yes  No

**F6** Have you, or has anyone included in this application, had (or currently have) an association with, membership of, or involvement with, any government, regime, group or agency that has advocated or committed war crimes, crimes against humanity and/or other gross human rights abuses?

Yes  No

If you have answered yes to any of the questions above give full details. This includes full details of any charges, convictions and the sentence or penalty imposed. Continue on a separate piece of paper if necessary.

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## Police certificates you must provide

Select the appropriate option to indicate whether you are required to provide a police certificate with this application. Police certificates must be less than six months old when you submit them to Immigration New Zealand.

- F7** You must provide police certificates from your country of citizenship and any country you have lived in for five years or more since the age of 17 if:
- you plan to be in New Zealand for 24 months or longer (including any time you have already spent in New Zealand), and either
    - you have not provided police certificates to Immigration New Zealand with a previous visa application, or
    - you have provided police certificates to Immigration New Zealand and those certificates were issued more than 24 months ago.
- F8** You do not have to provide police certificates if:
- you are not intending to be in New Zealand for 24 months or longer, or
  - you have already provided police certificates to Immigration New Zealand with a previous visa application and those police certificates were issued less than 24 months ago.

## Section G Visa type

- G1** Are you outside New Zealand?
- Yes Estimated date of arrival in New Zealand   
Estimated date of departure from New Zealand
- No Estimated date of departure from New Zealand
- G2** If you are applying for a visitor visa, what is the purpose of your visit to New Zealand?
- 
- G3** If you are applying for a limited visa, what is the 'express purpose' for visiting New Zealand? If you are applying for a further limited visa, also give the reasons why you need to stay in New Zealand for longer.
- 
- Date your 'express purpose' starts/started
- Date your 'express purpose' will be completed
- i** See the Visitor Visa Guide (INZ 1018) for more information about the restrictions imposed on limited visas.

**G4** Is your visa application dependent on another person who is either in New Zealand or holds a visa to be in New Zealand?

**No** Go to Section H: Financial support while you are in New Zealand.

**Yes** Indicate the relationship with the other person. Note you must provide evidence of that relationship.

I am the guardian of a student visa holder.

I am the parent or grandparent of a New Zealand citizen or resident who has sponsored me.

I am the dependent child of a New Zealand citizen, resident or temporary visa holder.

Other (specify) \_\_\_\_\_

Please provide details of the other person:

Family/last name

Given/first name(s)

Date of birth

## Section H Financial support while you are in New Zealand

**i** For more information about this section and acceptable evidence of funds, see 'Completing Section H: Financial support while you are in New Zealand' in the *Visitor Visa Guide*.

**H1** Are you using your own funds for your visit to New Zealand or are you being sponsored?

Own funds – attach copies of evidence you have sufficient funds\* to support yourself and evidence you either have made onward travel arrangements out of New Zealand or have sufficient funds to leave New Zealand.

Sponsored – attach completed *Sponsorship Form for Temporary Entry (INZ 1025)*.

\*Sufficient funds for support means at least NZ\$1000 per month you intend to stay in New Zealand per person included in your application, or NZ\$400 if you have accommodation. Funds must be in your own name.

**Section I****Declaration by applicant**

**All of the people included in this application must complete this section.**

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

I will inform Immigration New Zealand of any relevant fact or change of circumstances (including a change in my employment or partnership status) that may (i) affect the decision on my application for a visa, or (ii) affect the decision to grant entry permission based on the visa for which I am applying.

I agree to leave New Zealand before my visa expires. If I remain in New Zealand after my visa has expired, I may be deported by Immigration New Zealand.

I agree that if I am not entitled to free health care in New Zealand, I will pay for any health care or medical assistance I may require in New Zealand.

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.

If I undertake a course of study while in New Zealand, I authorise Immigration New Zealand to provide information about my immigration status to my education provider, including via the online VisaView system.

I authorise Immigration New Zealand to provide information about my health and my immigration status to any health service agency. I authorise any health service agency to provide information about my health to Immigration New Zealand.

I authorise Immigration New Zealand to make any necessary enquiries about information on this form and/or accompanying documentation. I authorise any agency whether in New Zealand or overseas, including but not limited to border or immigration agencies, education providers, financial institutions, foreign embassies, government authorities, health care providers, police or other law enforcement agencies, that holds information (including personal information) related to information on this application form and/or accompanying documentation to disclose that information to Immigration New Zealand, so that they can:

- make a decision on this application
- answer enquiries about my immigration status once my application has been decided.

If my partner is included in this application, we declare we are living together in a genuine and stable partnership.

If I am granted a visa with the condition that I accompany a student, I agree to live with that student. I understand that both the student and I may be liable for deportation if I do not meet this condition.

If I am granted a limited visa, I agree that I will leave New Zealand on or before the expiry date of that visa . If I do not leave New Zealand, I may be immediately deported from New Zealand without the right of appeal.

I have provided all the documents required by the checklist on page 2.

Signature of principal applicant

Date

Signature of partner

Date

Signature of parent or guardian if principal applicant is under 18 years of age

Date

Signature of accompanying dependent children over 18 years of age (if applicable)

Child one  Date

Child two  Date

Child three  Date

Child four  Date

**Section J 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 [B5], only the person named at [B3] must complete this section. If the applicant does not have an immigration adviser, this section does not have to be completed.

1 If you are a licensed adviser, please provide your licence details.

Licence type  full  provisional  limited *List conditions specified in the register*

Licence number [2, 0, |, |, |, |, |, |, |, |, |, |, |, |, |] *Go to Section K: Declaration by person assisting the applicant*

2 If you are exempt from licensing, tick one box below to show why you are exempt from licensing then go to Section K: Declaration by person assisting the applicant.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I have provided immigration advice in the course of my work (employed or volunteer) and that work exempts me from the requirement to be licensed. Indicate the reason for your exemption below.
  - Lawyer with current New Zealand practicing certificate  Community Law Centre  Citizens Advice Bureau
  - New Zealand Member of Parliament or staff  New Zealand public servant  Foreign Diplomatic/Consular

**i** See [www.immigration.govt.nz/adviserlicensing](http://www.immigration.govt.nz/adviserlicensing) for more information about who is exempt from licensing.

**Section K 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 recording information on 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 not exempt under the Immigration Advisers Licensing Act 2007, it is an offence for you to provide immigration advice without holding a license, and Immigration New Zealand will refuse to accept your client's application. More information about immigration adviser licensing can be obtained from the Immigration Advisers Authority website [www.iaa.govt.nz](http://www.iaa.govt.nz), via email [info@iaa.govt.nz](mailto:info@iaa.govt.nz) or by telephone on 0508 422 422.*

Name and address of person assisting applicant.  Same as name and address given at [B3], 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, or change or add any documents attached to the form, without making a statement identifying what information or material has been changed, added or attached and by whom. If I make these changes or additions, I must state on the form what they were, who made them and the reason they were made.

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. *Specify* \_\_\_\_\_
- I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section J: Immigration adviser's details are correct.

Signature of person assisting \_\_\_\_\_ Date [D, |, D, |, M, |, M, |, Y, |, Y, |, Y, |, Y, |]



## 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 visitor visa or a limited visa. We may also use the information to contact you for research purposes or to advise you on immigration matters.

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 (as you have agreed in the declaration).

You are able to ask for the information we hold about you and have any of it corrected if you think it is necessary. The address of Immigration New Zealand is PO Box 3705, Wellington, New Zealand. This is not where your application should be sent.

### Other documents we may need

Sometimes we may ask for additional documents or information to consider with an application.

You may wish to send other documents or information so that we can consider it with this application. Send photocopies only (not original documents), as these documents will not be returned to you. If we need to see an original document, we will ask you to produce it later.

### For more information

If you have questions about completing the form:

- see our website [www.immigration.govt.nz/contactus](http://www.immigration.govt.nz/contactus)
- phone our call centre on 0508 558 855 (within New Zealand).

## Section L

## Paying your application fee and immigration levy

To find out how much the fee and immigration levy is and where to send your application, use our office and fees finder at [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees).

**Note:** some offshore offices do not accept credit cards. The office and fees finder contains information about alternative methods of payment.

### Your application fee and immigration levy

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 (choose one)

Mastercard

Visa

SWITCH card (UK only)  SWITCH card issue number

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.*

EFTPOS. *Note this option is only available for applications lodged in person in one of our New Zealand offices.*

**We do not accept money orders.**

