

## INZ MANILA RESIDENCE AND PERMANENT RESIDENCE VISA LABEL TRANSFER CHECKLISTS

If you are applying for a transfer of your current / valid residence or permanent residence visa, please review the checklist below and complete the form (INZ

If you are applying after your residence visa has expired, we strongly recommend you refer to the current INZ instructions on your eligibility for a further visa.

**Please complete the forms below as appropriate to your circumstances.**

Immigration New Zealand reserves the right to request additional information in the course of assessing an application and to retain information and documents on file.

It is important that you provide all the relevant information requested below so we can accept and process your application promptly. If any of the following are not received, the application may not be accepted for assessment, or approved. If you provide false or misleading information your application may be declined.

FORMS	CHECK LIST
Application Form  1. Residence or Permanent Residence Visa in expired passport to be transferred to new passport <a href="http://www.immigration.govt.nz/NR/rdonlyres/855DB3EF-81F1-4193-B941-5F0A7D3D7578/0/INZ1023November2010.pdf">http://www.immigration.govt.nz/NR/rdonlyres/855DB3EF-81F1-4193-B941-5F0A7D3D7578/0/INZ1023November2010.pdf</a>  2. Applying for a second or subsequent visa <a href="http://www.immigration.govt.nz/NR/rdonlyres/087097CC-AB04-4DF9-AE82-E7699F65C02C/0/INZ1175December2010.pdf">http://www.immigration.govt.nz/NR/rdonlyres/087097CC-AB04-4DF9-AE82-E7699F65C02C/0/INZ1175December2010.pdf</a>	
Two recent passport sized photos (must be less than 6 months old)	

FEES - The fee must be paid by managers cheque made payable to " <b><u>New Zealand Immigration Service</u></b> ". We do not accept cash, personal cheque or credit card.	CHECK LIST
For label transfer            Php 3,350	
For resident visa            Php 5,950	
For other nationalities please refer to <a href="#">Office and fees calculator</a> .	

SUPPORTING DOCUMENTS (ORIGINAL AND PHOTOCOPY)	

<p>Original documents will be returned once the application has been finalized.</p> <p>We may ask for further requirements such as medicals, police clearance and other documents when necessary.</p> <p>If the residence application was approved under partnership, we may ask for any additional evidence apart from support from the New Zealand partner that the relationship is ongoing, genuine and stable, including that obtained by interview.</p>	
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For instructions refer to: <http://www.immigration.govt.nz/opsmanual/index.htm>

### **LODGING YOUR APPLICATION**

#### **a) Manila Call Centre and Visa and Information Application (VIA) Centre**

You can request your application to be collected by courier from anywhere in the Philippines by calling **(2) 845-9222**. You will be charged a return courier fee to collect the passport and have it returned to you after processing.

Applications can be lodged in person at the **VIA Centre in Makati**. Address below:

Unit 901, 9/F One Corporate Plaza  
845 Antonio Arnaiz Ave (Pasay Rd), Makati City

#### **Office hours:**

Monday to Friday 8:30am to 5pm (*applications received after 3pm are held until the following day*)

Saturday 8:30am to 12 noon.

You will need to pay a one way courier fee to have your passport returned. The courier fees are outlined below:

	<b>Lodgments thru the Call Center</b>		<b>Direct Lodgments thru the VIA Center</b>
	Roundtrip Rates (includes pickup & return)	One Way Rates (pickup of additional documents)	One Way Rates (applies to return of processed passports)
Individual	PHP 350	PHP 175	PHP 200
Family/Group*	PHP 500	PHP 250	PHP 300

\* applies when there is more than 1 passport associated with the application being returned to the same address

**NOTE:** Please prepare separate payment for courier/postage fee in the form of either cash or cheque payable to PIASI for those applications with Direct Lodgements thru the VIA Centre.

#### **b) VIA Centre Cebu**

The VIA Centre is now open in Cebu. The centre will cater to applicants in Cebu and the Visayas. Applicants can walk in and personally obtain current information and advice about applying for a visa to New Zealand.

**The address of the VIA Centre in Cebu is:**

Unit 1004-B, 10th Floor Keppel Center  
Samar Loop cor. Cardinal Rosales Ave.  
Cebu Business Park, Cebu City

**Office hours:**

Monday to Friday 8:30am to 5:30pm (*applications received after 3pm are held until the following day*)  
Saturday 8:00am to 12 noon.

Handling fees: (inclusive of administrative cost and one-way courier service)

Visa lodgement service

- Php 250.00 per applicant
- Php 350.00 (maximum of five applicants)

Additional documents (after lodgement complete)

- Php 50.00 per applicant

**c) Lodging Applications from New Zealand**

You can courier applications directly to the Manila VIA Centre only (not Cebu VIA Centre) at the address on the header. You need to indicate how and where you want the documents returned, either to the applicant in the Philippines or to the representative in New Zealand. If we return the documents to the applicant in the Philippines, the applicant needs to pay the **One Way Rates** as above. The applicant can pay collect. If you would like us to return the documents back to New Zealand, please provide a prepaid courier fee. If you wish to pre-pay the Philippine domestic return courier costs, as outlined above, payment must be in a separate cheque addressed to PIASI.

Payment must be made in Philippine Peso, and in bank draft form only.