

<p style="text-align: center;"><b>WORKFORCE (IMMIGRATION NEW ZEALAND)</b> <b>INTERNAL ADMINISTRATION CIRCULAR NO: 08/07</b></p>
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**To:** All Workforce/Immigration New Zealand (INZ) staff

**Date:** 20.06.08

**Refugee Family Support Category (RFSC)  
Residence Applications**

Please **read** this information and ensure that all staff members who may be affected are aware of what is required of them.

**Purpose**

The purpose of this Internal Administration Circular (IAC) is to:

- inform staff of processes for requesting RFSC sponsor registration forms and supporting documentation from Refugee Quota Branch (RQB); and
- inform staff of the evidence / documentation requirements for applicants applying for residence under the RFSC who are themselves recognised as refugees.

**Processes**

**Requesting RFSC sponsor registration forms and supporting documentation**

When INZ branches receive an application for residence under the RFSC, they will need to request the RFSC registration form and any other supporting documentation submitted with the registration. The registration will be stored at RQB until requested by the branch processing the residence application. Requests for registrations should be made to RQB File Coordinator.

Please note: Evidence regarding sole carer status of tier one sponsors, and sponsors' immigration status in NZ (i.e. confirmation they were granted residence in New Zealand on the basis of refugee status) will have been considered in the decision to accept the sponsor into the tier one queue and will be attached to the physical registration application held at RQB. This evidence does not need to be provided again by the residence applicant offshore as noted in the Guide to Applying for Residence in NZ - Refugee Family Support Category (pg 14/15).

The majority of what is outlined below will already be known to Immigration Managers in the branches receiving RFSC residence applications. However this IAC reiterates that some flexibility may be needed in the processing of RFSC residence applications in situations where the principal applicant has been recognised as a refugee under the mandate of the United Nations High Commissioner for Refugees (UNHCR).

**Documentation requirements for applicants applying for residence under the RFSC who are themselves recognised refugees**

Many nominees (i.e. the person named by the sponsor as the principal applicant for the residence application) under the RFSC are recognised as refugees under the mandate of the UNHCR although this is not a requirement of the policy.

Applicants who are refugees are likely to have difficulty providing the evidence/documentation required to lodge a residence application, particularly in regard to:

- birth certificates
- police clearances
- passports from the home country.

### **Birth Certificates**

Applicants are required to submit full birth certificates (*R2.40.15 Evidence of identity*) or, if these are unobtainable, identity cards as proof of identity. However, many refugees may not have such documentation or be unable to obtain it without risk to their personal safety. If applicants who are refugees are unable to provide a birth certificate because of their status as a refugee, documentation from UNHCR that confirms their name and date of birth should be accepted as proof of identity. It should be noted that only appropriately delegated officers may waive lodgement requirements as provided for by policy at *R2.40.5 Authority to waive mandatory requirements* and at *A15.4.10 Schedule 3 Instruments of Delegation*.

### **Passport requirements**

Applicants are required to provide passport details with residence applications. It may be the case however that those applicants who are refugees are unable to obtain a passport or Travel Document from their home country without risk to their personal safety. Applicants who have satisfied all other residence requirements but are unable to obtain a passport or acceptable travel document because of their status as a refugee should be issued a New Zealand Certificate of Identity for the purpose of the issue of their visa and one way travel to New Zealand. This is provided for by policy at *A2.20.5 Certificate of Identity form*.

### **Character requirements**

Applicants are required to submit police clearance certificates for their country of citizenship and for every country in which they have lived for 12 months or more (whether on one visit or intermittently) in the 10 years before the date they lodge their application. An applicant who is a refugee may not be able to obtain a police clearance from their home country without risk to their personal safety. If applicants who are recognised as refugees by UNHCR are unable to obtain a police clearance from their home country because of their status as a refugee, confirmation of good character should be provided through documentation noted in *R4.5.1 Evidence of character*.