

INZ **reception** is open to the public **9.30 am – 11.30 am** Monday to Friday (except public holidays). INZ can be contacted for phone **inquires** between **9.30 am – 11.00 am**, and **4 pm to 5 pm**, Monday to Friday (except public holidays).  
 Telephone: (7 495) 956 2642 or Fax: (7 495) 232 0180

## VISITORS VISA CHECKLIST (Sportspeople and their support staff)

You can bring your application to our office or send it to us by courier post. If your application meets all the lodgement requirements, it will be considered and decision made within 14 days. If your visa is not issued within 14 days, you will be fully informed about the reasons by electronic mail or requested to provide additional information.

You must produce **originals or true certified photocopies** of the documents listed below together with any translations. All documents presented must be in **English or/and translated into English**, by an accredited translation service.

**We cannot accept this application if you do not provide the below listed documents.** If your application does not meet the lodgement requirements it will be returned to you with a copy of this checklist and you will be asked to resubmit it.

1.	<b>Original valid travel passport</b>	The passport for each person included into the application must be valid for at least 3 months beyond the intended date of departure from NZ.
2.	<b>Application form INZ1017</b>	Visitors visa application form must be completed, signed and dated by <b>each person</b> that is to be included in the application plus the additional form (attached). <b><i>! When filling in the application form, please print clearly using CAPITAL LETTERS.</i></b>
3.	<b>1 passport-sized photo</b>	One <b>recent</b> passport-sized photograph for <b>each person</b> included in the application with the applicant's name printed on the back of it.
4.	<b>Maintenance funds</b>	- Evidence of accommodation, funds and maintenance in New Zealand or evidence of sponsorship, and - Past and current employment records with a reference letter from current employer.
5.	<b>Onward air flight bookings</b>	Confirmed travel itinerary and evidence of onward travel
6.	<b>Application fee</b>	Application fee should be paid in <b>cash in Russian roubles</b> . Russian citizens are exempt from payment of VV application fee. We do not accept credit card payments or bank transfers. <b><i>Applications will not be accepted unless the fee is paid or receipt for payment is provided.</i></b>
7.	<b>Travel and background history</b>	<b>Athletes must provide:</b> - Evidence of previous overseas travel history, and - A brief outline of the applicant's involvement in the sport they will engage in during their visit to New Zealand, and - Evidence of national and international recognition in the particular sport, and - Evidence of national and international participation and achievement in the particular sport, and - Evidence of national and international qualifications in the particular sport.  <b>Coaches and support staff must provide:</b> - Evidence of previous overseas travel history, and - Details of their support role and how their support functions are essential to the tour, and - Evidence of their qualifications for their support role, and - Evidence of previous involvement in support roles for the specified sports team or athletes.

8.	<b>Acknowledgement letter from NZ event organisers</b>	The letter can be in original/fax/email attachment and indicate the names of the sportspeople and their support staff, their roles and dates of scheduled sport event in NZ.
9.	<b>Medical certificate</b>  • if you intend to be in NZ more than 6 months • if you intend to be in NZ more than 12 months	Medical certificates <b>must be less than 3 months old</b> at the time the application is made and <b>completed by a panel doctor</b> . <b>Each person</b> on the application should provide <i>Temporary Entry Chest X-Ray Certificate INZ1096</i> <b>Each person</b> on the application should provide <i>Medical and Chest X-Ray Certificate INZ1007</i>
10.	<b>Additional information</b>	Evidence demonstrating: - The strength of any family ties in your home country and New Zealand, and - The nature of any personal financial, employment or other commitments in your home country and New Zealand, and

**NB!**

***Team organisers are encouraged to start the application process well in advance so that there are no last minute delays. All applications should be lodged at the same time with all the information required and a brief outline for each applicant which includes their involvement in the sport they will engage in during their visit to New Zealand.***

- Application fee - ***Options on how to make payment in NZ:***
  - ✓ Alternatively, the fee can be paid in NZ\$ in NZ by the agent, sponsor or another contact. For the fee to be paid in NZ, the payer has to complete a 'Fees Paid in NZ' Form INZ 1079. This Form can be obtained from the nearest INZ office in NZ and then forwarded to the Finance Centre of Excellence, Support Services, PO Box 3705, Wellington, with the payment details. When the receipt for the amount is obtained, **the original should be forwarded to this office with the application.**

**Any other information that may be required from you:**

- For applicants under 18 years of age travelling on their own or with one parent only we require notarised letter of consent from one or both parents/guardians allowing travel to NZ, or custody papers. Such applicants should provide their original birth certificates to show the relationship of the parties concerned;
- Birth certificates and custody papers of the children included into the application. Please contact the Visa Section on (495) 956 2642 to clarify the custody requirements;
- Photocopy of the internal passport of pages with endorsements only (**please make double-sided copies!**);
- Photocopy of the previous travel passports of pages with endorsements only (**please make double-sided copies!**);
- Marriage certificate and/or divorce certificate (if applicable); and
- Evidence of de-facto partnership (if applicable); and
- Any other information that would demonstrate you are a genuine visitor/tourist to New Zealand and have incentives to return to your home country at the end of your visit.

*Before determining an application the immigration officer processing it may require the applicant to produce any other photographs, documents and information the officer thinks necessary and/or to appear for an interview.*

**Please Note:**

- We cannot discuss the details of the application with any other person including the sponsor without the applicant's permission, unless the applicant has filled in Section B3 of the Application Form; and

- You can appoint a courier to deliver your application to us and then collect your passport after the application has been finalised. In this case, please enclose a **power of attorney** to that effect and tick the collection details in the relevant section on the last page of the application form. You should make your own arrangements for returning your documents by secure post otherwise we will return the documents to you by local registered mail. **INZ takes no responsibility for documents lost in the post.**
- If you wish to collect your documents when ready, please tick the collection details in the relevant section on the last page of the application form;
- The standard processing time for the visa is 2 weeks unless additional information has been requested. During the peak season (November to January) the processing can take longer and we recommend lodging applications in advance.

*Please refer to our website [www.immigration.govt.nz](http://www.immigration.govt.nz) for application forms, guides, information sheets including panel doctors list, fees calculator for up to date fees, up to date policy requirements and other additional information. If additional information is required on temporary visa application, please contact Visa Section on direct telephone (495) 956 2642 Monday-Friday from 9.30-11.00am or 4.00-5.00pm.*

**ADDITIONAL INFORMATION REQUIRED FOR A TEMPORARY VISA**  
**ДОПОЛНИТЕЛЬНАЯ ИНФОРМАЦИЯ ДЛЯ ПОЛУЧЕНИЯ ВИЗЫ**

1. Name of the principal applicant  
Ф.И.О. основного заявителя

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2. How long have you lived at the address given in the application form?  
Как давно вы проживаете по адресу указанному в анкете?

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3. Please list your immediate relatives, ie. spouse (de-facto partner or fiancée) and children, giving their full names, dates of birth, place of birth and country of residence.  
Перечислите своих ближайших родственников: супругу/супруга, детей. Пожалуйста, укажите Ф.И.О., дату рождения, место рождения и страну проживания.


4. If you are staying at a hotel, please give name of the hotel and address. Если Вы останавливаетесь в гостинице, укажите, пожалуйста, название и адрес.

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5. Have you ever been to New Zealand? Yes / No  
Были Вы ранее в Новой Зеландии? Да / Нет  
If yes, please give date(s) of earlier visit(s) and reason(s) for visit(s).  
Если да, укажите даты предыдущих визитов и цели поездок.


6. Please give the details of your previous overseas trips, including country and date of visit.  
Пожалуйста, укажите детали Ваших предыдущих поездок за границу.


7. Are you interested in Permanent Residence in New Zealand?  
Заинтересованы ли вы в Постоянном месте жительства в Новой Зеландии?

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8. Are you interested in long-term work in New Zealand?  
Заинтересованы ли вы в работе в Новой Зеландии?

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9. Date and Signature of the principal applicant  
Подпись и Дата

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**POWER OF ATTORNEY TO COLLECT MY PASSPORT  
ДОВЕРЕННОСТЬ НА ПОЛУЧЕНИЕ МОЕГО ПАСПОРТА**

I authorise Immigration New Zealand to return my passport by one of the following ways (please tick one):

Я доверяю Иммиграционной Службе Новой Зеландии вернуть мне мой паспорт следующим образом (поставьте одну галочку):

I will collect my documents myself  
Я заберу свой паспорт сам(а)

This person \_\_\_\_\_  
is authorised to collect my passport (in this case this person will need to present their passport)

Доверенное лицо заберет мой паспорт (в этом случае необходимо удостоверение личности доверенного лица) Его имя и фамилия: \_\_\_\_\_

Travel agency \_\_\_\_\_ will collect my passport  
Туристическое агентство \_\_\_\_\_ заберет мой паспорт

I will organize courier collection of my documents when ready  
Я закажу обратную доставку курьерской службой.

Please send my passport by registered mail (please indicate a postcode). Delivery is no less than three weeks.  
Прошу выслать мой паспорт заказной почтой на адрес (индекс обязательно). Доставка не менее 3-х недель \_\_\_\_\_

Name and surname \_\_\_\_\_  
Имя и фамилия

Signature and date  
Дата и подпись