

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

## FAMILY RESIDENCE VISA CHECKLIST

You can bring your application to our office or send it to us by courier post. 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 INZ1000</b>	Residence visa application form must be completed, signed and dated by <b>each person</b> that is to be included in the application. <b>! When filling in the application form, please print clearly using CAPITAL LETTERS.</b>
3.	<b>Application fee</b>	Application fee should be paid in <b>cash in Russian roubles</b> . We do not accept credit card payments or bank transfers. <b>Applications will not be accepted unless the fee is paid or receipt for payment is provided.</b>
4.	<b>2 passport-size photos</b>	Two <b>recent</b> passport-sized photographs for <b>each person</b> included in the application with the applicant's name printed on the back of each.
5.	<b>Birth certificate</b>	Birth Certificates for <b>each person</b> included in the application.
6.	<b>Sponsorship form for Residence INZ1024</b>	Sponsorship Form for Residence in NZ, accompanied by a certified copy of the sponsor's passport and/or certificate of NZ citizenship/or NZ residence status and a certified photocopy of the document demonstrating the relationship to the person sponsored and by the documents demonstrating that the sponsor is permanently and lawfully in NZ. For sponsors under <b>Parent policy</b> , the minimum personal income for the sponsor must be above \$NZ 29,897.92 per annum. The sponsorship form must be certified by a notary public or another person entitled to take statutory declarations.
7.	<b>Police certificate</b>	<b>Each person</b> included in the application aged 17 or over must provide police 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. Certificates must be less than 6 months old when the application is lodged and must be <b>originals</b> .
8.	<b>Medical certificate</b>	<b>Each person</b> included in the application must provide Medical and Chest X-Ray Certificate, INZ1007 (less than 3 months old at the time the application is made) for <b>each person</b> included in the application, completed, signed and stamped by a Panel doctor.
9.	<b>Additional information</b>	Any other information that demonstrates that you are eligible for a residence visa to New Zealand under the following categories: <ul style="list-style-type: none"> <li>• <b>Family Sibling/Adult Child Category</b> - Valid Job Offer in New Zealand; Marriage certificate (if both partners are applying);</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Parent Category</b> - Marriage certificate (if both parents are applying);</li> <li>• <b>Dependent Child Category</b> – Custody papers (if applicable); evidence of being a dependent child (if older than 17 years old);</li> <li>• <b>Partnership Category</b> - Marriage/civil union certificate and/or divorce certificate and evidence of living together in a genuine and stable relationship (for guidelines please refer to Residence Guide INZ1002). <b>Partners</b> supporting partnership policy applications are required to submit police certificate, less than 6 months old, from any country in which the supporting partner has lived 12 months or more in the seven years prior to the date the application is made.</li> </ul>
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- 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 INZ1079. 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.**

**Additional information that may be required from you:**

- Evidence of the change of your last name (if applicable). This can be a name change certificate, marriage certificate, divorce certificate, reference from archives if marriage certificate is not available.

*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 9-12 months unless additional information has been requested or interview appointed.

*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.*

**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**