

INZ phone **inquires 9.30 am - 11.00 am, and 4 pm - 5 pm**, Monday to Friday (except public holidays).
 Telephone: **(7 495) 956 2642** or Fax: **(7 495) 232 0180**

PERMANENT RESIDENT VISA, SECOND OR SUBSEQUENT RESIDENT VISA CHECKLIST

You can submit your application via TTS Visa centre www.ttsnewzealand.ru Monday to Friday 9.30 am to 5.00 pm. If your application meets all lodgement requirements, it will be considered and decision made within 14 days. If your visa is not granted within 14 days, you will be fully informed about the reasons by e-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.	Original valid travel passport	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.	Application form INZ1175	Application form must be completed, signed and dated by each person that is to be included in the application plus the additional form (attached). ! When filling in the application form, please print clearly using CAPITAL LETTERS.
3.	2 passport-size photos	Two recent passport-sized photographs for each person included in the application with the applicant's name printed on the back of it.
4.	Application fee	<i>Applications will not be accepted unless the fee is paid</i>
5.	Evidence of NZ immigration status	The following evidence can be provided: <ul style="list-style-type: none"> - a resident visa endorsed in a current or expired passport or certificate of identity; or - NZIS records of a resident visa; or - NZ citizenship certificate or NZ birth certificate; or - an endorsement in a passport or certificate of identity showing the date of arrival in NZ; or - Original or certified photocopy of Marriage/civil union Certificate or evidence of partnership with a NZ citizen, your partner's NZ passport or other evidence of their NZ citizenship, letter of support from your spouse and evidence that you are in continuing relationship.
6.	Additional information	Any other information that you consider demonstrates that you are eligible for a Permanent Resident Visa, Second or Subsequent Resident visa to NZ. Please refer to the form <i>INZ1175/76</i> for more information.

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 for application forms, guides, information sheets including panel doctors list, fees calculator for up to date fees, up to date instructions 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**