

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 (Crew joining a vessel in NZ)

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 seaman's 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>! When filling in the application form, please print clearly using CAPITAL LETTERS.</b>
3.	<b>Group Visa Form for NZ INZ1021; and Additional Group Visa Form for NZ INZ1022 (if more than 15)</b>	If a group of seaman are travelling and arriving to New Zealand together on the same flight, in addition to the individual application forms Group forms must be <b>fully completed</b> by the agent, signed and dated (2 copies)
4.	<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.
5.	<b>Maintenance funds</b>	Guarantee of maintenance funds from the applicant's employer.
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>Applications will not be accepted unless the fee is paid or receipt for payment is provided.</b>
7.	<b>Onward air flight bookings</b>	Evidence of return travel bookings or guarantee of repatriation from the applicant's employer. Please note that purchased ticket cannot serve as guarantee of your visa. We do not recommend purchasing your ticket before the approval in principle for a visa has been obtained.
8.	<b>Evidence of qualifications and sea-going work experience</b>	Photocopies of qualifications diploma(s), workbooks, seagoing certificates/references.
9.	<b>Written confirmation from port authorities in NZ demonstrating that the vessel is due to depart NZ on a certain date within maximum 28 calendar days</b>	The letter can be in original/fax/email attachment and indicate the names of the crew members, joining the vessel, their job titles, name of the vessel and the dates of the scheduled vessel departure.

- 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. The 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.**

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

- Photocopy of the internal passport, pages with endorsements only (**please make double-sided copies!**);
- Photocopy of the previous travel passports, pages with endorsements only (**please make double-sided copies!**);
- Marriage certificate and/or divorce certificate (if applicable); and
- Any other information that would demonstrate you are a genuine visitor 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 line (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**