

Web address: www.immigration.govt.nz/moscow

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

WORK VISA GROUP CHECKLIST (Foreign fishing vessel 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.	Original valid seaman's 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 INZ1015	Work visa application form must be completed, signed and dated by each person that is to be included in the application plus the additional form (attached). <i>! When filling in the application form, please print clearly using CAPITAL LETTERS.</i>
3.	Group Visa Form for NZ INZ1021; and Additional Group Visa Form for NZ INZ1022 (if more than 15)	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 fully completed by the agent, signed and dated (2 copies)
4.	1 passport-sized photo	One recent passport-sized photograph for each person included in the application with the applicant's name printed on the back of it.
5.	Application fee	Application fee should be paid in cash in Russian roubles . We do not accept credit card payments or bank transfers. <i>Applications will not be accepted unless the fee is paid or receipt for payment is provided.</i>
6.	Employment Contract	Contract signed by each crew member. The Contract should contain the following information: details of wages or salary; the number of working hours; accommodation and repatriation. Further documentation may be required from your prospective employer.
7.	Approval in principle	Approval in principle to recruit temporary workers from overseas. This may be made by the NZ employer before lodgement of applications. Requests of this nature must include a case for the recruitment of workers overseas. The employer should contact the nearest INZ branch in NZ about requesting an approval in principle.
8.	Minimum wages guarantee	Letter of guarantee of minimum wages to be paid.
9.	Evidence of qualifications and sea-going work experience	Evidence (such as diploma(s), certificates, workbooks, seagoing certificates/references) to prove that crew members are suitably qualified by training and experience to do the job they have been offered and meet any NZ certification or registration requirements if these are required to carry out the job in NZ.

10.	Onward air flight bookings	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.
11.	Medical certificate <ul style="list-style-type: none"> • if you intend to be in NZ more than 6 months • if you intend to be in NZ more than 12 months 	Medical certificates must be less than 3 months old at the time the application is made and completed by a panel doctor . Each person on the application should provide <i>Temporary Entry Chest X-Ray Certificate INZ1096</i> Each person on the application should provide <i>Medical and Chest X-Ray Certificate INZ1007</i>
12.	Police certificate <ul style="list-style-type: none"> • if you intend to be in NZ more than 24 months 	Each person aged 17 required to provide a police certificate from the applicant's home country and any country in which they have lived for 5 or more years since attaining the age of 17 years. Police certificates must be less than 6 months old at the time the application is made.

- 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 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**