



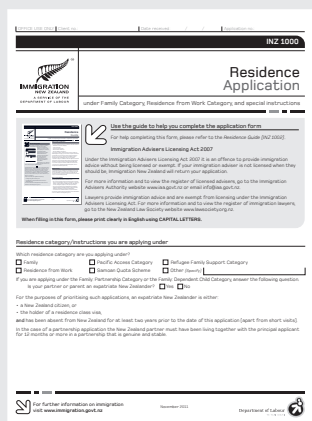
Residence Guide

a guide to completing the *Residence Application (INZ 1000)*



About this guide

This guide is intended to help you complete your *Residence Application (INZ 1000)* correctly. It explains the evidence you must provide when applying for residence.



You should read this guide along with the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)*, which sets out the instructions requirements for people applying for residence in New Zealand.

Please take time to read this guide carefully, and refer to it when completing your application form.

Numbered boxes like this **B9** refer to questions in the application form. Please make sure you answer all the relevant questions and provide all the documents we ask you to, otherwise we may not be able to accept your application. If you are applying for residence while you are in New Zealand on a visitor, work or student visa, you need to make sure your visa is valid when you apply for residence.

Help us to decide your application quickly by:

- reading this guide carefully, and
- providing all the required documents with your application form.

For more information and application forms visit our website at www.immigration.govt.nz.

Who is this guide for?

For use by applicants applying for residence class visa under the:

- Residence From Work Category
- Family categories
- Pacific Access Category
- Samoan Quota Scheme, or
- Special Residence categories.

If you want to submit an Expression of Interest under the Skilled Migrant Category, you can either complete and submit an Expression of Interest form online at www.immigration.govt.nz or you can fill in a paper form (available from an Immigration New Zealand (INZ) office or our website).

If you want to apply for residence under the Migrant Investment Instructions, see our *Investor Plus (Investor 1 Category) Guide (INZ 1162)*, or *Investor (Investor 2 Category) Guide (INZ 1164)*.

If you want to apply for residence under the Entrepreneur or Employee of a Relocating Business categories, see our *Entrepreneur/ERB Guide (INZ 1057)*.

Migrant levy

If your application for residence is successful then you may need to pay a migrant levy before your residence is granted. You can find details of which categories of applicants are required to pay the migrant levy and the amount you will need to pay in our *Fees Guide (INZ 1028)*.

More information

You can get more information and advice from:

- Any of our INZ branch offices overseas. We have overseas offices in Apia, Bangkok, Beijing, Ho Chi Minh City, Hong Kong, Jakarta, London, Moscow, Mumbai, New Delhi, Nuku'alofa, Pretoria, Shanghai, Singapore, Suva, Sydney and Taipei.
- Any of our INZ offices in New Zealand, which are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Queenstown, Christchurch and Dunedin
- Your nearest New Zealand Embassy or High Commission.

All INZ forms, leaflets and fee information can be downloaded from our website www.immigration.govt.nz.



GUIDE TO COMPLETING THE APPLICATION FORM

About the application form

To apply for a residence class visa you must complete and sign the form *Residence Application (INZ 1000)* and send it to us with:

- the application fee, and
- all the documents we need to assess your application.

If you do not include everything we need, we will not process your application and will return it to you. All the documents you provide must be in English or translated into English.

Answer all the questions in sections A-I that apply to you or to any family members included in your residence application. If a question does not apply to you, write 'N/A' or 'not applicable' in the box so we know you have not accidentally missed a question. When you have completed sections A-I, you should then complete the section for the category you are applying under, and then Section R: Declaration, Section S: Immigration adviser's details, Section T: Declaration by person assisting the applicant (if required) and Section U: Paying your application fee.

Passport numbers

If any family member included in your application does not have a passport, but is named in (and will travel on) another person's passport, please state the passport number and the name of that other person when completing the 'passport number' question for the family member who does not have their own passport.

Completing Section A

Principal applicant's personal details

A1 Principal applicant

The principal applicant is the person who will be primarily assessed against the residence instructions. If this is you, you should fill in the application form. Please complete the form in English. If anybody else helps you to complete the form – by interpreting, translating, or filling it in for you, for example – they should also sign at Section T: Declaration by person assisting the applicant.

A10 Main occupation

Your main occupation is the job you spent most hours doing in the last 12 months. If you have not worked in the last 12 months, please state your previous occupation. If you have not worked for the last five years or more, please state 'N/A'.

A11 See 'Passport numbers', above.

Completing Section B

Contact details

B1 Name and address for correspondence or adviser details.

The address you give must be a physical address (not a PO Box).

You can apply for residence by completing and submitting the application form yourself or you can ask another person – such as a friend, lawyer, or immigration adviser – to help you. (We refer to people who help you in this way as your 'agent', 'adviser' or 'representative'.) We give all applicants equal treatment so you are free to choose whether or not to use an agent, adviser or representative. Our website, www.immigration.govt.nz, has lots of information about migrating to and settling in New Zealand and also provides links to other services that may be able to help you.

Please be aware of the following if you do decide to use an agent, adviser or representative.

- You can give your own address or your agent's, adviser's or representative's address as our point of contact. However, there may be times when we want to work directly with you.

- If you give your adviser's address, we will send them all correspondence about your application, including notices for interviews and original documents.
- If you stop using the services of your agent, adviser or representative, or hire a new one, you will need to tell us in writing or we will continue to deal with them. If you are changing your immigration adviser, please use the form *Immigration Adviser Details (INZ 1160)*.
- You are responsible for any documents or information you submit with your application as well as any information that your agent, adviser or representative submits on your behalf.

If anybody else helps you to complete the form – by interpreting, translating, or filling it in for you, for example – they must also sign Section T: Declaration by person assisting the applicant.

Checking applications online

You can check the progress of your application online. You can register for this service by selecting this option in your application. If you decide to use an agent, adviser or representative or other person to represent you they will be given instructions for making an online enquiry.

This service is only available to applications lodged at Immigration New Zealand branches listed on the front of this guide under 'More information'.

Completing Section D

Partner's personal details

You can include your partner in your application, but for your partner to be approved residence you must have been living together in a genuine and stable relationship for at least 12 months and meet other minimum requirements for your partnership to be recognised. Refer to 'Completing Section K: Family Partnership Category' for a list of the type of evidence you will need to show us and the minimum requirements for recognition of a partnership.

Definition of partner

Partner, in relation to an applicant, means the applicant's spouse, civil union partner or de facto partner.

Evidence of relationship to your partner

You must supply evidence of your relationship to any family members who are included in your application. A list of acceptable evidence for partners is detailed in 'Completing Section K: Family Partnership Category' later in this guide.

Completing Section F

Dependent children

You can include your children and your partner's children in your application if they are single and aged 17 or younger, or are single, aged between 18 and 24 years of age, and have no children of their own. They must be either totally or substantially reliant on you or your partner for financial support, whether or not they are living with you or your partner.

Your partner's children cannot be approved for residence unless you and your partner are able to meet the minimum requirements for the recognition of partnerships.

Evidence of relationship to your children

You must supply evidence of your relationship to any family members who are included in your application. To prove your relationship to your child please include their full birth certificate showing your name as well as your child's name.

Adopted children

If you have an adopted child you must provide evidence of the adoption, whether it is a legal or a customary adoption.

Evidence of a legal adoption is original or certified copies of adoption papers from the country in which the adoption was approved.

Evidence of a customary adoption is a written declaration by you, the adoptive parents, stating:

- that you have adopted the child; and
- the date of the adoption; and
- the country in which the adoption took place.

INZ may seek confirmation of a customary adoption from the person's biological parent(s).

Under Dependent Child instructions, if a person has been legally adopted overseas by a New Zealand citizen or residence class visa holder, you must provide evidence that an overseas adoption has the same effect as a New Zealand adoption under section 17 of the Adoption Act 1955. See 'Completing Section N: Family Dependent Child Category' for further details.

F49 Custody arrangements

Make sure that you complete this question.

If you are separated or divorced and will bring any children under 16 years of age to New Zealand with you, you must provide evidence that you are legally allowed to remove the children from any country in which rights of custody or visitation have been granted to the other parent or any other person. If the other parent of any accompanying children under 16 years of age is not included in your application for residence, you must provide evidence of your right to remove the children from their country of residence.

Evidence that you have the right to remove children from their country of residence includes:

- legal documents showing you have custody of the child, and the sole right to decide where they live, without any visitation rights being granted to the other parent; or
- a Court order permitting you to remove the child from their country of residence; or
- legal documents showing you have custody of the child, and a signed statement from the child's other parent – witnessed in accordance with local practice or law – which confirms that they agree to allow the child to live in New Zealand if your residence application is approved.

Completing Section H Character requirements

H2 Every person aged 17 years and over applying for residence in New Zealand must provide:

- a police certificate from their country of citizenship (unless they can provide satisfactory evidence they have never lived there)
- police certificates from any country they have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years.

If you are applying under the Partnership or Dependent Child categories, and you meet the following criteria, you may not need to submit a new police certificate:

- you submitted a police certificate with an earlier temporary entry visa application, and
- you are lodging your residence application within 24 months of the date of issue of the certificate.

Note: Residence applications have different requirements for police certificates to temporary entry applications. You may not have submitted a police certificate from every country you have lived in for 12 months or more in the last 10 years (the residence requirement) with your previous application. If this is the case, you must supply the additional police certificates with your residence application.

For information on how to obtain a police certificate visit www.immigration.govt.nz/policecertificate.

Accessing the website is the quickest means of obtaining this information, however if you do not have access to the internet you can either:

- call us on 0508 55 88 55 if you are in New Zealand, or (09) 914 4100 if you are in Auckland; or
- contact your nearest Immigration New Zealand branch.

H3 You must declare whether you have ever been required to leave any country, including New Zealand, including where you have left voluntarily **after** your visa has expired.

1. Please read the guide *Health Requirements (INZ 1121)* for more details.

Please provide a completed *Medical and Chest X-ray Certificate (INZ 1007)* for every person included in your application.

In some countries we require the medical examinations to be carried out by one of a selected panel of medical practitioners or institutions. The details of these countries and the names and addresses of the approved panels are listed on our website. Alternatively you can contact your closest INZ office.

We can only accept your application if all of your medical and X-ray certificates are less than three months old at the date we receive your completed application, unless you are applying under the Partnership or Dependent Child categories and the criteria below apply.

If you are applying under the Partnership or Dependent Child categories, you do not have to submit a new Medical and Chest X-Ray Certificate with your application if:

- you submitted a Medical and Chest X-Ray Certificate with an earlier temporary entry visa application, and
- you met the health requirements based on that certificate, and
- you are lodging your residence application within 24 months of the date of issue of the certificate.

Checklist for Sections A to I

The checklist at the end of Section A lists all the documents and information you must provide for your application to be accepted. If your application does not include these documents, we cannot accept it.

You may provide additional information or documents after your application has been accepted, but you must do so before we make our decision. Once a decision has been made on your application we won't consider any further information or documents.

Make sure you keep us informed of any change in your circumstances or the information you provide.

Application form

Make sure you complete all the relevant sections of the *Residence Application (INZ 1000)*.

Passport or identity document

We need to see your current passport as proof of your identity. If you are outside New Zealand and your passport is unavailable, please provide your birth certificate or other identity document. You must also give the passport details for each family member included in your residence application.

Photographs

Attach two recent passport-sized photographs of each person included in your application. All photographs must have the person's name and the date the photograph was taken written on the back.

Birth certificates

Provide original or certified copies of full birth certificates for each person included in your application.

Application fee

You need to pay a fee when you lodge your application unless you are from a fee waiver country. Fee details and fee waiver countries are listed on our website, www.immigration.govt.nz and in our *Fees Guide (INZ 1028)*.

Other documents

Please supply the documents we request so we can make a decision on your application. The documents required will support the statements you make on the residence application form.

All documents you provide should be either original or certified copies. If you send certified copies, INZ may ask for originals at a later date.

Certified copies are photocopies that have been stamped or endorsed by a person who confirms that the copy is a true copy of the original. The person who certifies the copy must be authorised to do so by law in your home country or in New Zealand (eg a Justice of the Peace, Notary Public, lawyer or Court official).

All the documents you provide may be subject to verification checks by INZ.

If you want your original documents returned by 'secure post', please provide a prepaid self-addressed registered envelope or courier pack.

Translations

If any of your documents are not in English, you must have them translated into English. Any translation provided must:

- be accompanied by the original documents or certified copies; and
- not be made by you, any of your family members or an immigration adviser assisting with your application; and
- be certified as a correct translation made by a person familiar with both languages and competent in translation work; and
- be on the official letterhead of the translation business (if applicable); and
- have the stamp or signature of the translator or translation business; and
- be paid for by you.

Translations may be prepared by:

- the Translation Service of the New Zealand Department of Internal Affairs; or
- reputable people within the community who are known to translate documents accurately; or
- embassies or high commissions (if the translation is endorsed with the appropriate embassy or high commission seal); or
- any other private or official translation business.

If you are considering applying for New Zealand citizenship at a later date you may want to have your documents translated by the Translation Service of the Department of Internal Affairs. For details see www.dia.govt.nz.

Completing Section J

Residence from Work Category

J5 Evidence you have held a Talent work visa for at least 24 months.

INZ will be able to confirm from your passport and, from our own records, whether you meet this requirement.

Note: If your Talent work visa was granted while you were outside New Zealand then the 24 months begins from the date of your first arrival in New Zealand on that visa.

J6 English language requirements for partners and dependants

Principal applicants are not required to meet any English language requirements, with the exception of applicants under Religious Worker instructions (see **J7**). However, partners and any dependent children aged 16 and over included in all Residence from Work applications must either show they meet the minimum standard of English or pre-purchase English language tuition. See our leaflet *English Language Information (INZ 1060)* for details.

J7 English language requirements for principal applicants under Religious Worker instructions

Principal applicants under Religious Worker instructions must provide evidence to show they meet the minimum standard of English. These applicants cannot pre-purchase English language tuition to meet the requirements for Religious Worker residence applications. See our leaflet *English Language Information (INZ 1060)* for details.

Long Term Skill Shortage List Instructions/Talent (Accredited Employer) Instructions

See the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for details of the Long Term Skill Shortage List and the Talent (Accredited Employer) Instructions. You need to provide evidence indicated below with your application.

J9 Full or provisional registration

If registration is required by law to practice in the occupation in which you are employed, you must provide a current registration certificate from the relevant New Zealand registration authority.

J10 Evidence of employment by an accredited employer* for at least 24 months

You must provide:

- a letter from your New Zealand employer showing the dates of your employment, to confirm you have been employed in New Zealand for 24 months or more. If you have had more than one New Zealand employer while the holder of a Talent (Accredited Employer) work visa, you should supply letters from each employer
- a Summary of Earnings form from New Zealand Inland Revenue to confirm your employment in New Zealand over this period has been at the annual base salary that was required at the time you lodged your application for your Talent work visa. See the salary requirement in the following table.

Date your Talent work visa application was lodged	Minimum base salary requirement (per annum)
On or after 30 July 2007 but before 28 July 2008	NZ\$50,000
On or after 28 July 2008	NZ\$55,000

Evidence of current employment with a base salary which meets the annual base salary that was required at the time you lodged your application for your Talent work visa. (See the salary requirement table above.)

You must provide confirmation in writing from your New Zealand employer that you currently have employment in New Zealand which is:

- at an annual base salary which meets the salary required at the time you lodged your application for your Talent work visa (see the table above for more details); and
- full-time (on average, at least 30 hours per week); and
- ongoing (permanent or indefinite, or for a stated term of at least 12 months with an option of further terms); and
- genuine; and
- compliant with relevant employment law in force in New Zealand. This includes having a written employment agreement specifying the necessary terms and conditions, and which meets holiday, special leave and occupational health and safety requirements.

The letter from your employer should be no more than one month old when you make your application. A letter from an employer stating that you are still employed on the same terms and conditions on which you were granted a Talent work visa or variation of conditions must have a copy of those terms and conditions attached.

Note: if you have a base salary of NZ\$90,000 or more you may be eligible for a permanent resident visa.

J11 Evidence of employment for at least 24 months in an occupation on the Long Term Skill Shortage List

You must provide a letter from your New Zealand employer showing the dates of your employment and the occupation you were employed in, to confirm you have been employed in New Zealand for 24 months or more in the Long Term Skill Shortage List (LTSSL) occupation for which the visa

* If your employer's accreditation was not renewed or was rescinded after you were granted your Talent work visa, you may still qualify for residence if you were granted a variation of your work visa conditions by INZ allowing you to work for a non-accredited employer.

was granted or an occupation on the current LTSSL. If you have had more than one New Zealand employer while the holder of a LTSSL work visa, you should supply letters from each employer.

Evidence of current employment in a priority occupation with a base salary of at least NZ\$45,000 per year

You must provide confirmation in writing from your New Zealand employer that you currently have employment in New Zealand which is:

- in the priority occupation for which your work visa was granted, or an occupation on the LTSSL current at the time your application for residence is made; and
- at an annual base salary of NZ\$45,000 or more; and
- full-time (on average, at least 30 hours per week); and
- ongoing (permanent or indefinite, or for a stated term of at least 12 months with an option of further terms); and
- genuine; and
- compliant with relevant employment law in force in New Zealand. This includes having a written employment agreement specifying the necessary terms and conditions, and which meets holiday, special leave and occupational health and safety requirements.

The covering letter from your employer should be no more than one month old when you make your application. A letter from an employer stating you are still employed on the same terms and conditions under which you were granted a work visa under the LTSSL Instructions must have a copy of those original terms and conditions attached.

Talent (Arts, Culture and Sports) Instructions

See the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for full details of the Talent (Arts, Culture and Sports) residence instructions. You must be in New Zealand at the time you apply for residence. You need to provide evidence indicated below with your application.

J12 Evidence you are sponsored by a New Zealand organisation of national repute in your field of art, culture or sports

You must provide a recently completed *Talent (Arts, Culture and Sports) Sponsorship Form (INZ 1091)* from a New Zealand organisation of national repute supporting you for residence.

Your sponsorship form must include a signed undertaking from the supporting organisation or an eligible New Zealand residence class visa holder or citizen guaranteeing to provide you with accommodation and financial support during the first 24 months of your residence in New Zealand, if this should be necessary.

J13 Evidence you have not applied for or been granted welfare assistance while the holder of a Talent work visa

J14 You must answer the question asking whether you or any person included in your application have ever applied for or been granted welfare assistance from the New Zealand Government while you have been the holder of a Talent work visa, and give your consent to INZ carrying out a verification check with Work and Income (a service of the New Zealand Ministry of Social Development).

Evidence of active engagement in your field of arts, culture or sports throughout a period of 24 months in New Zealand

You must provide a Summary of Earnings form from New Zealand Inland Revenue showing your earnings over the period since you were granted a Talent work visa to the time of your application for residence.

You should also provide any other documents or evidence that demonstrate you have been actively engaged in your field of arts, culture or sports while you have been the holder of a Talent work visa. Examples of suitable evidence include:

- documents showing income generated by your activities in your field (such as GST receipts, bank accounts, tax returns)
- schedules of performances, exhibitions, activities or events in which you have participated or featured

- letters of appreciation or commendation from individuals or organisations for your activities, performances or achievements
- a statement from the New Zealand organisation which sponsored you for a Talent work visa giving details of your activities over the past 24 months.

These are examples only. You may provide any other evidence that you consider shows you have been actively engaged in your field of arts, culture or sports.

Evidence you are still prominent in your field of arts, culture or sports

Provide any documents that you consider show you are still prominent in your field. For example:

- a recent letter or statement from the New Zealand organisation of national repute sponsoring you for residence confirming your prominence
- recent letters from New Zealand and/or international organisations – or individual persons – generally acknowledged as having specialist knowledge or expertise in your field of arts, culture or sports and confirming that you are still considered prominent
- published articles (newspaper, magazine, journal, internet, etc) identifying you as being expert or prominent in your field.

Evidence your continued presence in New Zealand will enhance New Zealand's accomplishments and participation in your field of arts, culture or sports

Your *Talent (Arts, Culture and Sports) Sponsorship Form (INZ 1091)* requires the New Zealand supporting organisation to state how your presence in New Zealand will enhance New Zealand's accomplishments and participation in your declared field of arts, culture or sports.

INZ will consider whether you meet this requirement on the basis of the information given by your supporting organisation, but will also take into account any other supporting documents you provide. INZ may also make enquiries with your supporting organisation, or any other relevant experts or organisations associated with your field of arts, culture or sports, before reaching a decision.

You may provide any other supporting letters or documents that you wish to from, for example:

- other New Zealand national or representative organisations in your field, and/or
- prominent New Zealand persons commonly acknowledged as experts in your field stating how your continued presence in New Zealand will enhance New Zealand's accomplishments or participation in your field of arts, culture or sports.

Religious Worker instructions

See the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for full details of the Religious Worker residence instructions. You must be in New Zealand at the time you apply for residence.

Evidence you are able to be sponsored for religious work by an organisation whose primary purpose is advancing religion should be provided.

Any such evidence must include:

- a completed *Sponsorship Form for Religious Workers (INZ 1190)*, and
- a copy of the sponsoring organisation's Charities Commission registration certificate, and
- evidence of the sponsoring organisation's financial ability to sponsor you for the duration of your resident visa, and
- an employment agreement or a description of the religious work you are applying to undertake.

Evidence the sponsoring organisation has a long-term need for a religious worker should also be included in your application. Evidence may include, for example, information from the sponsoring organisation or its governing body, about growth or expansion of the organisation and/or the religious services/activities the sponsoring organisation provides.

Completing Sections K-N Family categories

You will need to meet English language requirements if:

- your partner or parent gained residence under the Skilled Migrant Category, Residence from Work Category, General Skills Category, or one of the categories under the business immigration instructions; and
- you were not included in that application although you were eligible to have been included.

If these criteria apply to you, you will need to meet the English language requirements for applicants under those categories when you apply under the Family Category. To check the standard of English you will need to meet, please refer to our leaflet *English Language Information (INZ 1060)*.

Completing Section K Family: Partnership Category

A partner may be either legally married, or in a civil union, or in a de facto partnership (whether opposite or same sex).

K6 Genuine and stable relationship

You may apply for residence at any time under these instructions, but to be granted a residence class visa you must meet all requirements and have been living together in a genuine and stable relationship for at least 12 months. Acceptable evidence you and your partner are in a genuine and stable relationship includes:

- marriage certificate (if married)
- civil union certificate
- proof of shared residence (such as joint mortgage or tenancy agreements or rent book)
- financial dependence or interdependence (proof of shared income or bank accounts, or accounts that show money transfers between your account and your partner's account)
- birth certificates for your children
- any evidence of public or family recognition of your relationship
- correspondence (including post-marked envelopes) to you and your partner at the same address
- photographs of you and your partner together
- evidence of the duration of your relationship
- the degree of commitment to a shared life
- the performance of household duties.

If you have been living apart from your partner for any periods during your relationship, you must also provide evidence of the length of these periods and the reasons for them.

K7 Minimum requirements for the recognition of partnerships

The minimum requirements for recognition of partnership are that you:

- are both 18 years or older (or can provide evidence of parental/guardian/other consent if either of you are 16 or 17 years of age); and
- have met prior to this application being made; and
- are not close relatives according to Schedule 2 of the Marriage Act 1955 (see below).

A man may not marry his		A woman may not marry her	
Grandmother	Son's wife	Grandfather	Daughter's husband
Grandfather's wife	Sister	Grandmother's husband	Brother
Wife's grandmother	Son's daughter	Husband's grandfather	Son's son
Father's sister	Daughter's daughter	Father's brother	Daughter's son
Mother's sister	Son's son's wife	Mother's brother	Son's daughter's husband
Mother	Daughter's son's wife	Father	Daughter's daughter's husband
Stepmother	Wife's son's daughter	Stepfather	Husband's son's son
Wife's mother	Wife's daughter's daughter	Husband's father	Husband's daughter's son
Daughter	Sister's daughter	Son	Sister's son
Wife's daughter	Brother's daughter	Husband's son	Brother's son

Evidence your partner is eligible to support your application

You need to provide evidence that your partner:

- is a New Zealand citizen or residence class visa holder; and
- supports your application.

Evidence your partner supports your application is a *Partnership Support Form for Residence (INZ 1178)* completed by your sponsoring partner.

Evidence your partner is a New Zealand citizen or residence class visa holder

Acceptable evidence includes:

- a New Zealand residence class visa in their passport or travel document
- their valid New Zealand or Australian passport
- their New Zealand birth certificate
- a recent statement of citizenship for your partner from the Department of Internal Affairs
- their certificate of New Zealand citizenship
- an endorsement in a foreign passport indicating New Zealand citizenship.

If your partner:

- holds a valid Australian passport but does not hold a current New Zealand residence class visa, or
- holds a New Zealand residence class visa which was granted on the basis that they were the holder of either a current Australian permanent residence visa or a current Australian resident return visa,

they must provide evidence that New Zealand is their primary place of established residence at the time your application is made and assessed.

Evidence that New Zealand is your partner's primary place of established residence may include, but is not limited to, original or certified copies of:

- correspondence addressed to your partner
- employment records
- records of benefit payments from Work and Income (a service of New Zealand's Ministry of Social Development)
- banking records
- rates demands
- Inland Revenue records
- mortgage documents
- tenancy and utility supply agreements
- documents showing your partner's household effects have been moved to New Zealand.

Your partner is **not eligible to support your application** if he or she:

- has previously supported more than one other successful principal applicant under Partnership Category instructions; or
- has previously supported any other successful principal applicant under Partnership Category instructions in the five years immediately preceding the date the current application is made; or
- does not meet the character requirement for partners supporting Partnership Category instructions applications (see note below for more detail); or
- was, in the seven years prior to the date the application is made, the perpetrator of an incident of domestic violence which has resulted in the grant of a residence class visa to a person under the instructions for victims of domestic violence; or
- was a successful principal applicant under Partnership Category instructions; and:
 - less than five years has elapsed since the date they were granted residence under Partnership Category instructions; or
 - they have previously supported or sponsored any other successful principal applicant under Partnership Category instructions.

Note: Partners who do not meet the character requirement in respect of a Partnership Category instructions application, unless granted a character waiver, include any person who has been convicted in the seven years prior to the date the application is made of any offence of:

- a sexual nature; or
- involving domestic violence.

Evidence that your partner meets the character requirement is:

- a New Zealand police certificate obtained by INZ; and/or
- a police or similar certificate, less than six months old, indicating your partner's record of convictions or lack of convictions from any country in which they have lived 12 months or more in the seven years prior to the date the application is made.

The requirement to obtain police certificates applies to partners who are aged 17 and over only.

The police certificate(s) must be less than six months old. For more information on police certificates see www.immigration.govt.nz/policecertificate. Accessing our website is the quickest means of obtaining this information, however if you do not have access to the internet you can either:

- call us on 0508 55 88 55 if you are in New Zealand or (09) 914 4100 if you are in Auckland, or
- contact your nearest INZ branch.

Permanent resident visa

You may be eligible for a permanent resident visa if you:

- meet all the other requirements under the Partnership Category instructions; and
- have a New Zealand citizen partner who has been residing outside New Zealand for a period of five years; and
- have been living together in a genuine and stable relationship for at least five years.

Completing Section L Family: Parent Category

See the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for full details of the Parent Category.

L2 Evidence of sponsorship

Your sponsor should provide you with a completed, signed, and witnessed *Sponsorship Form for Residence in New Zealand (INZ 1024)* to attach to your residence application before you apply for residence. They should also provide you evidence of their immigration status and evidence of their ability to meet the minimum income requirement if applicable.

Evidence of your sponsor's New Zealand immigration status

Evidence your sponsor is a New Zealand **citizen** can include the original or certified copies of:

- their valid New Zealand passport; or
- their Certificate of New Zealand Citizenship; or
- a recent official statement confirming their citizenship from the Department of Internal Affairs; or
- their New Zealand birth certificate; or
- an endorsement in a foreign passport indicating New Zealand citizenship.

Evidence your sponsor is a New Zealand residence class visa holder can include the original or certified copies of:

- a current New Zealand residence class visa or
- a valid Australian passport.

Evidence of time spent by your sponsor in New Zealand as a citizen and/or holder of a residence class visa

We will determine the amount of time your sponsor has spent in New Zealand by referring to our records of your sponsor's entry to and exit from New Zealand. We will contact you if we need any further information or evidence to confirm the time your sponsor has spent in New Zealand.

Evidence of meeting the minimum income requirement for sponsors

Your sponsor and/or their partner must meet a minimum income requirement to demonstrate that they are able to financially support you (unless your sponsor is aged 65 years or older).

The minimum income requirement must be met by personal income obtained from:

- sustained paid employment; and/or
- regular self-employment; and/or
- regular investment income.

For the current minimum income figure, please visit our website at www.immigration.govt.nz or contact your nearest INZ branch office.

Evidence of meeting the minimum income requirement may include, but is not limited to, original or certified copies of the following documents:

- an Inland Revenue Summary of Earnings which shows all income from employment, benefit, pension and withholding payments; and/or
- wage slips; and/or
- a current employment contract; and/or
- bank statements or any other documents from financial institutions.

The income must be personal income. Income earned by another legal entity, such as a business or a trust, cannot be included unless it has been paid directly to the sponsor and/or their partner.

Sponsors who obtained residence in New Zealand on the basis of their status as a refugee do not have to meet the minimum income requirement.

Evidence of relationship to your children

INZ needs to see evidence of the relationship between you and all your children, including your sponsor. Evidence of parent(s)' relationship to children is original or certified copies of:

- birth certificates showing the relationship of the children to their parent(s); or
- household registration documents, if these establish the relationship of the children to their parent(s); or
- evidence of adoption which establishes the relationship of the children to their parents.

Other evidence proving the relationship of children to their parents may also be provided or requested by INZ.

Evidence of where your children are lawfully and permanently living

INZ needs to see evidence of where all your other children are lawfully and permanently living, whether they're in New Zealand, your home country, or in another country. Evidence your children are living lawfully and permanently in a country can be original or certified copies of:

- their passport or passport pages showing their identity and a visa or permit showing their right of indefinite residence
- letters or other documents showing that indefinite residence in another country has been granted
- a passport or passport pages showing identity and citizenship
- naturalisation or citizenship certificates.

If family members do not need permits or visas to live in their country of residence (eg European Community nationals living in other European Community countries), you must provide original or certified copies of:

- registration cards or certificates from the local police or municipal authority, or

- confirmation of your family members' residence status from an authoritative source such as a municipal, judicial, police, or government authority.

You must also provide evidence your children are **actually residing** in the countries you state in your application form. Acceptable evidence your children are actually residing in a country includes:

- correspondence (including post-marked envelopes) addressed to you from their home country
- employment references
- rates demands
- income tax returns
- mortgage documents
- documents showing that household effects have been moved to that country
- any other documents or evidence that prove they are actually living in that country.

Evidence of sponsor's relationship to grandparent where sponsor's parents are deceased

If you are applying under the Parent Category as a grandparent, INZ needs to see evidence of your relationship to your sponsor. Evidence of a sponsor's relationship to their grandparent(s) is original or certified copies of:

- birth certificates for the sponsor and the sponsor's parents establishing the relationship of the sponsor to the grandparent(s), or
- household registration documents, if these establish the relationship of the sponsor to the grandparent(s), or
- evidence of adoption which establishes the relationship of the sponsor to the grandparent(s).

Other evidence proving the relationship of the sponsor to the grandparent(s) may also be provided by you or may be requested by INZ.

Evidence of legal guardianship where the sponsor's parents are deceased

If you are applying under the Parent Category as a legal guardian, INZ needs to see evidence you are the legal guardian of your sponsor. Evidence of legal guardianship of the sponsor may be any documents showing you had custody of the sponsor and the right to control the sponsor's upbringing before the sponsor reached the age of 20. For example:

- legal documents (such as the sponsor's parents' will) showing that you were named as the guardian of the sponsor
- a Court order granting legal guardianship of the sponsor to you after the death of their parents and prior to them reaching the age of 20 years
- documents showing the sponsor lived with you after the death of their parents, and prior to them reaching the age of 20 years
- documents such as medical and school records showing you acted in the role of a parent for the sponsor after the death of their biological or adoptive parents, and prior to them reaching the age of 20 years.

Evidence sponsor's parents are deceased

If you are applying under the Parent Category as a grandparent or legal guardian, you must provide evidence your sponsor's parents are deceased. Acceptable evidence includes:

- original or certified copies of death certificates for both parents, or
- where a death certificate is unobtainable, other documents or evidence which prove the sponsor's parents are deceased, and the date(s) of their death.

A death certificate is considered to be obtainable even if there is a possible delay or expense in obtaining it.

Completing Section M Family: Sibling/Adult Child Category

See the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for full details of Sibling and Adult Child Category.

M1 Evidence of sponsorship

Your sponsor should provide you with a completed, signed and witnessed *Sponsorship Form for Residence (INZ 1024)* to attach to your residence application before you apply for residence, and provide evidence of their New Zealand immigration status.

Evidence of sponsor's New Zealand immigration status

Evidence your sponsor is a New Zealand **citizen** can include the original or certified copies of:

- their valid New Zealand passport
- their Certificate of New Zealand Citizenship
- a recent official statement confirming their citizenship from the Department of Internal Affairs
- their New Zealand birth certificate, or
- an endorsement in a foreign passport indicating New Zealand citizenship.

Evidence your sponsor is a lawful New Zealand **resident** can include the original or certified copies of:

- a current New Zealand residence class visa or New Zealand returning resident's visa in their passport or travel document, or
- a valid Australian passport.

Evidence of your relationship to your sponsor

Evidence of your sponsor's relationship to you can be original or certified copies of:

- birth certificates establishing your relationship to your sponsor
- household registration documents, if these establish your relationship to your sponsor, or
- evidence of adoption which establishes your relationship to your sponsor.

You may provide other evidence that proves your relationship to your sponsor.

Evidence of time spent by your sponsor in New Zealand as a citizen and/or holder of a residence class visa

We will determine the amount of time your sponsor has spent in New Zealand by referring to our records of your sponsor's entry to and exit from New Zealand. If we need any further information or evidence to confirm the time spent in New Zealand by your sponsor, we will contact you.

Evidence of where your immediate family members are lawfully and permanently living

You must prove your other immediate family members (your parents, brothers and sisters) are not living in your home country by providing evidence they are all living lawfully and permanently in New Zealand or another country.

Evidence other family members are living lawfully and permanently in a country can be original or certified copies of:

- their passport or passport pages showing their identity and a visa or permit showing their right of indefinite residence
- letters or other documents showing indefinite residence in another country has been granted
- a passport or passport pages showing identity and citizenship
- naturalisation or citizenship certificates, or
- an endorsement in a foreign passport indicating New Zealand citizenship.

If family members do not need visas or permits to live in their country of residence (eg European Community nationals living in other European Community countries), you must provide original or certified copies of:

- registration cards or certificates from the local police or municipal authority, or
- confirmation of your family members' residence status from an authoritative source such as a municipal, judicial, police or government authority.

You must also provide evidence your family members are **actually residing** in the countries you state in your application form. Acceptable evidence your immediate family members are actually residing in a country includes:

- correspondence (including post-marked envelopes) addressed to you from their home country
- employment references
- rates demands
- income tax returns
- mortgage documents
- documents showing household effects have been moved to that country, or
- any other documents or evidence that proves they are actually living in that country.

M2 You must provide an offer of full-time employment when you lodge your application. Employment is full-time if it averages at least 30 hours per week. You will need to show us original or certified copies of:

- a written offer of employment
- a detailed job description
- a letter from the employer stating whether or not any occupational registration is required by law for you to take up the position, and
- an employment agreement entered into by the employer and you, stating:
 - the terms of employment
 - the hours of work, and
 - the period during which employment may begin.

M3 Minimum income requirement

If you have dependent children, you must show you will meet the annual total family income requirement if you come to New Zealand. This is intended to ensure you can support yourself and your dependants after your arrival. See the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for details.

Acceptable evidence showing you would meet the minimum income requirement includes:

- a genuine, current and permanent job offer in New Zealand for yourself and/or your partner, and
- bank statements or any other documents from financial institutions showing any annual income from investments for you and/or your partner.

If your partner has a job offer, their wage or salary may be taken into account when determining the total family income per year, provided you meet all Partnership Category requirements and you have been living in a genuine and stable relationship for a minimum of 12 months.

Completing Section N Family: Dependent Child Category

See the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for full details of Dependent Child Category.

N1 Evidence of financial dependence

N2 If you are aged 17 or younger, have no children of your own, and are not married you are presumed to be dependent on an adult for financial support. If you are aged 18 to 24 you may be asked to provide evidence you are dependent on an adult for financial support.

N3 Evidence of the New Zealand immigration status of your parent(s)

You need to prove your parent(s) are either New Zealand citizens or residence class visa holders.

Evidence your parents are New Zealand citizens can include original or certified copies of:

- their valid New Zealand passport
- their Certificate of New Zealand Citizenship
- a recent official statement confirming their citizenship from the Department of Internal Affairs
- their New Zealand birth certificate, or
- an endorsement in a foreign passport indicating New Zealand citizenship.

Evidence your parents are New Zealand **residence class visa holders** can include original or certified copies of:

- a current New Zealand residence class visa in their passport or travel document, or
- a valid Australian passport.

You must also provide evidence your parents are **actually residing** in New Zealand. Acceptable evidence your parents are actually residing in New Zealand includes:

- correspondence (including post-marked envelopes) addressed to you from New Zealand
- employment references
- rates demands
- income tax returns
- mortgage documents
- documents showing household effects have been moved to New Zealand, and
- any other documents or evidence that proves they are actually living in New Zealand.

Evidence of relationship to your parents

We also need to confirm your relationship to your parents. If you are the **biological child** of your parents, your full birth certificate should show this. If you have been **legally adopted** you must provide the original or certified copy of the Notice of Adoption Order from your home country, along with documents that show your adoption order has the same effect as a New Zealand adoption under section 17 of the Adoption Act 1955.

Evidence an overseas adoption meets this requirement includes:

- a ruling from a New Zealand court, or
- the assessment of INZ processing officer where there are clear precedents for the country concerned.

Notices of interim orders are not evidence of adoption.

If you have been **adopted by custom**, acceptable evidence of a customary adoption is a written declaration by your adoptive parents stating:

- you were adopted by them
- the date of the adoption, and
- the country in which the adoption took place.

We may seek confirmation of a customary adoption from your biological parent(s).

Completing Section O Refugee Family Support Category

See the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for full details of Refugee Family Support Category instructions.

02 Evidence of 'sole carer' (tier one sponsors)

If your sponsor was entered into the tier one queue on the basis that they are the 'sole carer' of a dependent relative or relatives in New Zealand you will need to provide evidence of this. A sponsor is considered to be the sole carer of a dependent relative or relatives if they have the primary responsibility for the day-to-day care of those relatives.

Evidence that a tier one sponsor is a sole carer can include* original or certified copies of:

- evidence of Accident Compensation Corporation (ACC) payments made to the sponsor (where the sponsor is considered by ACC to be a provider of home help to a sick or injured relative or relatives), and/or
- evidence from a district health board, general practitioner or other health agency which specifies the sponsor as a carer of a dependent relative or relatives, and/or
- evidence from Work and Income (a service of the New Zealand Ministry of Social Development) that the dependent relative or relatives are on an invalid's benefit, and/or

* Note that we may request additional evidence.

- any other evidence that the dependent relative or relatives are totally or substantially reliant on the sponsor for financial support whether living with them or not (where the dependent relative(s) are 16 or younger).

Evidence of your relationship to your sponsor

Evidence of your relationship to your sponsor can be original or certified copies of:

- birth certificates establishing your relationship to your sponsor
- household registration documents, if these establish your relationship to your sponsor, or
- evidence of adoption which establishes your relationship to your sponsor.

You may provide other evidence that proves your relationship to your sponsor.

Evidence of sponsor's immigration status

Acceptable evidence that your sponsor is a New Zealand citizen or residence class visa holder can include original or certified copies of:

- a New Zealand residence class visa in their passport or travel document
- their valid New Zealand passport
- their Certificate of New Zealand Citizenship
- a recent official statement confirming their citizenship from the Department of Internal Affairs, or
- an endorsement in a foreign passport indicating New Zealand citizenship.

Note that your sponsor must have been granted residence in New Zealand on the basis of their status as a refugee.

Evidence of time spent by your sponsor in New Zealand as a citizen and/or holder of a residence class visa (tier two sponsors only)

If your sponsor's registration was selected from the tier two queue and you subsequently make a residence application under the Refugee Family Support Category we will determine the amount of time your sponsor has spent in New Zealand by referring to our records of your sponsor's entry to and exit from New Zealand. If we need any further information or evidence to confirm the time spent in New Zealand by your sponsor, we will contact you.

Completing Sections P and Q Pacific Access Category/Samoan Quota Scheme

Please see the *Self-Assessment Guide for Residence in New Zealand (INZ 1003)* for full details of the Pacific Access Category and Samoan Quota Scheme.

P2 Offer of employment

Q2 You must include an offer of full-time employment when you lodge your application. The job offer can be for either you or your partner (if they are included in your application, and you meet all the partnership requirements as per Section K: Family: Partnership Category). Employment is full-time if it averages at least 30 hours per week. Acceptable evidence of an offer of full-time employment includes original or certified copies of the following documents:

- a written offer of employment
- a detailed job description
- a letter from the employer stating whether or not any occupational registration is required by law for you to take up the position, and
- an employment agreement entered into by the employer and you, stating:
 - the terms of employment
 - the hours of work, and
 - the period during which employment may begin.

Minimum income requirement

If you have dependent children, you must show you will meet a minimum income requirement to ensure you can support yourself and your dependants if you come to New Zealand. The minimum income is based on the unemployment benefit (married and civil union rate) plus the maximum accommodation supplement as set by the New Zealand Government. For the current figure, visit our website at www.immigration.govt.nz, or contact your nearest INZ office.

Acceptable evidence you will meet the minimum income requirement includes original or certified copies of a job offer with salary or wages equal to or higher than the minimum income requirement.

If you and your partner both have an offer of employment in New Zealand, both of your wages or salaries may be taken into account when determining if the minimum income requirement is met, provided (at the time the application is assessed) an immigration officer is satisfied that your relationship meets our minimum criteria for the recognition of partnerships (see 'Completing Section K: Family Partnership Category'). The second offer of employment must meet all the requirements for an acceptable offer of employment except the requirement that the offer be for full-time employment.

English language requirement

You must meet a minimum level of English language ability to gain residence under this category. You may wish to attach documents that indicate your ability when you lodge your application. Even if evidence is provided, an immigration officer may require you to attend an interview to test your English language ability.

Completing Section R

Declaration

Ability to maintain yourself and any dependants

You must have sufficient personal resources to maintain yourself and your dependants for at least your first 24 months as a resident in New Zealand (this does not apply to you if you are an applicant under the Refugee Family Support Category, the Family categories (if your sponsor has been recognised as a refugee), the Partnership or Dependent Child categories, or the Religious Worker instructions.)

Personal resources may include:

- cash and assets
- a verified definite offer of employment in New Zealand (you must submit a written offer), or
- support from family members in New Zealand in the form of a fully completed, signed and witnessed *Sponsorship Form for Residence (INZ 1024)*.

If you wrongly declare you have sufficient personal resources, you may be liable for deportation.

Emergency benefits

Information about your personal resources, and the contents of your application form, will be provided to Work and Income (a service of the New Zealand Ministry of Social Development) if you apply for an emergency benefit.

You are not entitled to an emergency benefit from Work and Income for the first 24 months of your residence in New Zealand unless you are in hardship. If you apply for an emergency benefit, you must prove you cannot support yourself and your dependants before the application will be considered. If you have deprived yourself of income and/or property by giving it away, or by any other means, your emergency benefit application may be declined.

Signing the declaration section

Make sure you read and understand all the declarations before you sign the declaration section. Contact your nearest INZ branch if you have any questions about the declaration.

Completing Section S Immigration adviser's details

Complete this section if you have received immigration advice about your application.

Completing Section T Declaration by person assisting the applicant

If anybody has helped you to complete your residence application form by explaining, translating, or filling it in for you, they must sign the declaration at Section T: Declaration by person assisting the applicant.

Make sure they read and understand the declaration before they sign it.

Completing Section U Paying your application fee

Ensure you complete the payment details section of the application form and enclose your fee.

Our New Zealand branches do not accept cash. Most of our branches outside New Zealand do not accept cash.

Tax exemption

From 1 April 2006, most types of individual income derived from overseas are temporarily exempt from tax in New Zealand if you fulfil certain conditions. The temporary tax exemption is available to new migrants and returning New Zealanders who have not been resident for tax purposes in New Zealand for at least 10 years. See www.ird.govt.nz for further information.

Importing your car, boat, and/or household items

You may be able to bring your car, boat and/or household items to New Zealand. For detailed information on restrictions, and to find out if you must pay Customs charges, see the New Zealand Customs Service website www.customs.govt.nz.

For enquiries telephone 0800 428 786 (within New Zealand) or +64 9 300 5399 (outside New Zealand), or email feedback@customs.govt.nz.

newzealand.govt.nz