



20 May 2025

IMMIGRATION NEW ZEALAND INSTRUCTIONS: Amendment Circular No. 2025-17
AMENDMENTS TO THE IMMIGRATION NEW ZEALAND OPERATIONAL MANUAL

Introduction

This circular outlines changes to immigration instructions. A copy of the amended instructions is attached.

All immigration officers dealing with immigration applications should read the amendments and operate in accordance with the amended instructions from the effective date.

Note

The amendments described in this circular will be published in the Immigration New Zealand Operational Manual in due course.

Information about these changes is available on our website www.immigration.govt.nz.

Description of changes

A13.5 Translations

E4.65.1 Translations

Changes have been made to immigration instructions to remove the requirement to provide certified translations of foreign-language documents submitted in support of visitor visa applications. Translations submitted with visitor visa applications will need to include details of the translator.

Appendix 1: Amendments to Temporary Entry and Residence instructions effective on and after 26 May 2025

A13.5 Translations

- a. Applicants must provide a certified translation for all documents not written in English which are provided in support of an application for a residence class visa.
- b. Applicants must provide a certified translation for all police certificates and medical certificates not written in English which are provided in support of an application for a temporary entry class visa, including visitor visa applications.
- c. If requested by an immigration officer, applicants must provide a certified translation for any other documents not written in English and provided in support of an application for a temporary entry class visa, including visitor visa applications.
- d. Immigration officers may translate documents provided in support of temporary applications (other than police and medical certificates as per (b), where they have the appropriate language skills.
- e. **Certified** translations must:
 - i. not be prepared by an applicant, any member of their family or an immigration adviser assisting with the application; and
 - ii. be accompanied by the original documents or certified copies, unless legible copies are acceptable under A13.1; and
 - iii. be paid for by the applicant; and
 - iv. be certified as a correct translation made by a person familiar with both languages and competent in translation work; and
 - v. bear the stamp or signature of the translator or translation business; and
 - vi. if applicable, be on the official letterhead of the translation business.
- f. **Certified** translations may be prepared by:
 - i. the Translation Service of the Department of Internal Affairs, or
 - ii. reputable people within the community who are known to translate documents accurately, with the exception of those listed in A13.5(e)(i) or
 - iii. embassies or high commissions (if the translation is endorsed with the appropriate embassy or high commission seal), or
 - iv. any other private or official translation business.
- g. An immigration officer may request a translation:
 - i. of the complete document where the translation is of a selected part(s) of the document, and/or
 - ii. by a different (specified) translation service or translator where they are not satisfied by the initial translation.
- h. Where uncertified copies of original documents have been provided with translations, an immigration officer may request to see the original documents before making a decision on the application.
- i. Despite (a) above, unless requested by the immigration officer, certified translations are not required where the applicant is applying for a permanent resident visa under the Afghan Emergency Resettlement Category (see S4.35).

Note: If a translation by a different (specified) translation service is requested the reason(s) behind the request must be clearly documented and conveyed to the applicant by INZ.

A13.5.1 Translations for Visitor Visa applications

- a. Applicants for any category of visitor visa must provide translations of all documents provided in support of their application that are not written in English.
- b. Translations of documents provided in support of visitor visa applications (other than police certificates and medical certificates) must:
 - i. not be prepared by an applicant, any member of their family or an immigration adviser assisting with the application; and
 - ii. be accompanied by the original documents or certified copies, unless legible copies are acceptable under A13.1; and
 - iii. be in English; and
 - iv. include the following information in English of the person preparing the translation:
 - o their full name; and
 - o address and telephone number; and
 - o their qualifications and experience that make them proficient in English and the translated language.
- c. If an applicant does not provide any or all of the translations required under (a) above, or provides translations that do not include all the required information as per (b) above, an Immigration Officer may decline the application.

- d. However, where an Immigration Officer is satisfied that failure to provide translations of all documents or to meet one or more of the requirements at A13.5.1(b) above, is in the context of the particular application a minor failure, and they are satisfied there is sufficient evidence that the applicant meets the relevant immigration instructions, the Immigration Officer may decide an application based solely on the English language documents provided.

Appendix 2: Amendments to Temporary Entry instructions effective on and after 26 May 2025

E4.65.1 Translations

- a. A certified translation is required for all police certificates and medical certificates not written in English which are provided in support of an application for a temporary entry class visa.
- b. If requested by an immigration officer, a certified translation is required for any other documents not written in English and provided in support of an application for a temporary entry class visa, including visitor visa applications.
- c. Certified translations must:
 - i. not be prepared by the applicant, any member of their family or an immigration adviser assisting with the application; and
 - ii. be accompanied by legible copies of the original documents, unless original documents are specifically requested on the relevant INZ form or guide, or by an immigration officer; and
 - iii. be certified as a correct translation made by a person familiar with both languages and competent in translation work; and
 - iv. bear the stamp or signature of the translator or translation business; and
 - v. if applicable, be on the official letterhead of the translation business.
- d. Officers may request a translation:
 - i. of the complete document where the translation is of a selected part(s) of the document, and
 - ii. by a different (specified) translation service or translator where they are not satisfied by the initial translation.

Note: If a translation by a different (specified) translation service is requested the reason(s) behind the request must be clearly documented and conveyed to the applicant by INZ.

E4.65.2 Translations for Visitor Visa applications

- a. Applicants for any category of visitor visa must provide translations of all documents provided in support of their application that are not written in English.
- b. Translations of documents provided in support of visitor visa applications (other than police certificates and medical certificates) must:
 - i. not be prepared by an applicant, any member of their family or an immigration adviser assisting with the application; and
 - ii. be accompanied by the original documents or certified copies, unless legible copies are acceptable under A13.1; and
 - iii. be in English; and
 - iv. include the following information in English of the person preparing the translation:
 - o their full name; and
 - o address and telephone number; and
 - o their qualifications and experience that make them proficient in English and the translated language.
- c. If an applicant does not provide any or all of the translations required under (a) above, or provides translations that do not include all the required information as per (b) above, an Immigration Officer may decline the application.
- d. However, where an Immigration Officer is satisfied that failure to provide translations of all documents or to meet one or more of the requirements at E4.65.2(b) above, is in the context of the particular application a minor failure, and they are satisfied there is sufficient evidence that the applicant meets the relevant immigration instructions, the Immigration Officer may decide an application based solely on the English language documents provided.