

May 2018

INZ 1023



Application for Transfer or Confirmation of a Visa

Who should use this form?

Transferring your eVisa or visa label to a new passport

If you have a new passport (because your old passport expired, was lost, stolen, damaged or your name has changed), you will need to transfer your visa into your new passport so you can continue to use the visa for travel to and from New Zealand. This applies regardless of whether you had an eVisa or a physical visa label in your old passport. Visas are recorded against your passport number at the time of application.

If you are transferring your eVisa to your new passport or had a physical visa label in your old passport and you would like an eVisa in your new passport, there is no fee. If you still require a physical label in your new passport, there will be a fee.

eVisas

eVisas are issued for temporary visas and also for resident & permanent resident visas when transferring to a new passport. Instead of receiving a label in your passport you will get an eVisa letter containing your visa details. Physical labels are no longer required. Your eVisa can be checked electronically by airlines, employers, education providers and other New Zealand Government agencies.

Applying for the balance of your visa

If your temporary visa was granted for a shorter length than requested because your passport was about to expire, you can apply for the balance of the visa to be placed in your new passport.

Confirming your New Zealand immigration status

If you were granted a residence permit under the Immigration Act 1987 or Immigration Act 1964 you can apply for confirmation of your residence status. A fee applies.

If you arrived before 2 April 1974 and you no longer have your original passport you will need to provide evidence that you have lived in either New Zealand or Australia continuously since 2 April 1974.

Australian citizen or Australian permanent resident

If you are an Australian Citizen or permanent resident currently living in New Zealand and you require evidence of your visa status, you can apply to get an eVisa or have a physical label placed in your passport showing your visa status.

Please note that if you travel outside New Zealand, your resident visa will expire and your eVisa or visa label will become invalid. If you return and you still require evidence of your visa status, you would be required to get a new eVisa or label in your passport.

If you do not want your visa to expire when you leave New Zealand, you should instead apply for a 'variation of travel conditions' by completing the INZ 1175 – Application from a Resident or Former Resident Visa Holder form.

Fees and where to send your application

Send your application to your nearest Immigration New Zealand office or Visa Application Centre.

For location and fee details see our website www.immigration.govt.nz/fees

Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.

For more information and to view the register of licensed advisers, go to the Immigration Advisers Authority website www.iaa.govt.nz or email info@iaa.govt.nz.

Lawyers provide immigration advice and are exempt from licensing under the Immigration Advisers Licensing Act 2007. For more information and to view the register of immigration lawyers, go to the New Zealand Law Society website www.lawsociety.org.nz.

Section A Principal applicant's personal details

All principal applicants must complete this section.

A1 Name as shown in passport
Family/last name Given/first name(s)

A2 Other names you are known by or have ever been known by

A3 Your name in ethnic script

A4 Gender Male Female **A5** Date of birth

A6 Town/city of birth
Country of birth

A7 Passport details
Number
Country Expiry date

A8 Country of citizenship

A9 Are you a New Zealand citizen?
 Yes *You cannot be granted a resident or permanent resident visa. Please complete a New Zealand Citizen Endorsement Application (INZ 1174).*
 No

A10 Your postal address and telephone number
Address
Telephone (daytime) Telephone (evening)
Fax Email

A11 Name and address for communication about this application

Same as address at **A10**, or Other

Family/last name

Given/first name(s)

Organisation name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: www.nzbn.govt.nz

Telephone (daytime)

Telephone (evening)

Fax

Email

A12 Do you authorise the person stated at **A11** to act on your behalf? Yes No

A13 Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at **A11** to act on your behalf (if applicable)?

Yes *Note: the person identified at **A11** will receive all communication from Immigration New Zealand.*

No *Only the person indicated at **A11** may act on my behalf.*

A14 Have you received immigration advice on this application?

i You can find a definition of immigration advice at www.immigration.govt.nz/advice.

Yes *Please make sure that your immigration adviser completes Section E: Immigration adviser's details.*

No

Section B What you are applying for

All applicants must complete this section.

B1 Tick to show why you are applying.

I am applying to have my visa transferred into my new passport.

Please include your previous and current passport.

If your previous passport was lost, stolen or damaged, include evidence it has been reported to the New Zealand Police (if lost or stolen) and/or your embassy or high commission. *Go to **B2**.*

I am applying for the balance of my visa.

Please include your previous and current passport and letter from INZ confirming your visa balance. *Go to **B2**.*

I am an Australian citizen or Australian permanent resident and require evidence of my resident visa (eVisa or visa label in passport). Include your passport and/or evidence of Australian permanent residence. *Go to **B2**.*

I need confirmation of my New Zealand residence status. *Go to Section C: Confirmation of residence status.*

B2 Has your name changed in your new passport?

Yes — Please provide evidence of your name change (e.g. original or certified copy of marriage certificate, new birth certificate, or other name change document)

No

B3 Tick to show whether you would like an eVisa or a physical visa label.

I would like an eVisa (I don't need a label in my passport) – no fee is required. *Go to Section D: Declaration by applicant.*

I would like a physical visa label – you will be required to pay a fee. *Go to Section D: Declaration by applicant.*

Section C Confirmation of residence status

Complete this section if you were granted a residence permit under the Immigration Act 1987 or Immigration Act 1964 or you arrived before 2 April 1974 for the purpose of permanent residence and you need your residence status confirmed.

C1 Date you arrived in New Zealand

C2 Have you lived in New Zealand continuously from the date of your arrival (apart from any time spent in the Cook Islands, Niue, Tokelau, or Australia)?
 Yes Go to **C4** No Go to **C3**

C3 When was the last time you entered New Zealand?

C4 Have you attached your passport containing the original resident visa endorsement or other entry authority applying at the time of entry?
 Yes Go to Section D: Declaration by applicant No Go to **C5**

C5 If you arrived before 2 April 1974 and no longer have your original passport, please provide evidence which shows you have lived in New Zealand continuously since 2 April 1974. This may include your new passport, evidence of your non-New Zealand citizenship, rates demand, drivers license, receipted power bills, income tax returns, school records or employment references.

List the documents you are providing below and attached them to this form.

Section D Declaration by applicant

All applicants must complete this section.

I have provided true and correct answers to the questions in this form.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

Signature of applicant Date

Signature of parent or guardian if principal applicant is under 18 years of age

Signature of parent or guardian Date

Section E Immigration adviser's details

This section must be completed by the applicant's immigration adviser. If the applicant has authorised all advisers within an organisation to act on their behalf at **A13**, only the person named at **A11** must complete this section. If the applicant does not have an immigration adviser, this section does not have to be completed.

E1 Tick the one option that applies to you.

I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to **E2**

I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **E3**

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.

E2 Licensed advisers. Please provide your licence details.

Licence type

full provisional limited. *List conditions specified in the register.*

Licence number *Go to Section F: Declaration by person assisting the applicant.*

E3 Exempt from licensing. Tick one box below to show why you are exempt from licensing.

- I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.
- I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.
- I am a foreign diplomat or consular staff.
- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

Go to Section F: Declaration by person assisting the applicant.

Section F Declaration by person assisting the applicant

This section must be completed and signed by the applicant’s immigration adviser, or by any person who has assisted the applicant by providing immigration advice, explaining, translating, or filling in the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client’s application. It is an offence to provide immigration advice without holding a licence.

For more information, go to the Immigration Advisers Authority website www.iaa.govt.nz, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Name and address of person assisting applicant Same as name and address given at , or as below.

Family/last name

Given/first name(s)

Organisation name (if applicable) and address

New Zealand Business Number (for New Zealand businesses only)

For help search: www.nzbn.govt.nz

Telephone (daytime)

Telephone (evening)

Fax

Email

I understand that after the applicant has signed this form it is an offence for me to change or add further information, change any documents attached to the form, or attach any further documents to the form. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed and give reasons for the changes.

I understand that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

- I have **assisted** the applicant as an interpreter/translator
- I have **assisted** the applicant with recording information on the form
- I have **assisted** the applicant in another way. *Please specify* _____
- I have **provided immigration advice** (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section E: Immigration adviser's details, are correct.

Signature of person assisting _____ Date

D	D	M	M	Y	Y	Y	Y
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About the information you provide

Collecting the information on this form is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

You are able to ask for the information we hold about you and have any of it corrected if you think it is necessary. The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand.

Do not send your application to this address.

Deciding whether you are eligible to board a flight to New Zealand

The information we collect may also be used to determine whether you are allowed to board a flight to New Zealand.

We will not share your personal information with airline check-in agents; however, we will send a boarding message to the airline check-in agent based on the information you have provided in this form.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies.

If you are in New Zealand, you can ask to see the information we hold about you and have any of it corrected if you think it is necessary.

VisaView

It is an offence to employ a person who is not entitled to work in New Zealand. One way for employers to avoid committing this offence is to check a person's entitlement to work with Immigration New Zealand's online VisaView system. Disclosure of information through VisaView is authorised by legislation.

If you believe that an employer has been given the wrong entitlement information about you via VisaView, you may contact the Immigration Contact Centre (0508 558 855) to request correction of that information.

Section G Paying your application fee

See our Fees Guide (INZ 1028) or our website www.immigration.govt.nz/fees for more information about current fees and payment methods.

If you are applying for a transfer of your visa, but have indicated that you would like an eVisa instead of a physical label, **no** immigration fee or levy applies.

Your application fee and immigration levy

Amount you are paying:

Amount

Currency

(e.g. NZD, USD, RMB)

Application number

(office use only)

Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing.

Bank cheque/bank draft

Credit card

Mastercard Visa

Name of cardholder

Card number

CVC/CVV number

Note: Your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit card.

Expiry date

Signature of cardholder

Date

Other methods of payment

Personal cheque. Note that we will hold your application for 10 working days to allow the cheque to be cleared.

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

We do not accept money orders.



Returning your documents

Please return documents to me by secure post at the address given at:

A10

A11

When filling in this form, please write clearly using CAPITAL LETTERS.

New Zealand Government