



Confirmation of Claim to Refugee and Protection Status Guide

A guide to completing the *Confirmation of Claim to Refugee and Protection Status form (INZ 1071)*

Information required

Please answer all questions in full to the best of your ability.

It is the responsibility of the claimant when establishing their claim to provide all information, evidence, and submissions to support their claim before the final determination of the claim is made.

If you do not provide information relevant to your claim it may affect the outcome of your claim.

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.

If you do not answer the questions with sufficient detail then the form may be returned to you for completion.

Confidentiality

The fact that a person is a claimant, a refugee or a protected person and information they provide about their claim is confidential under section 151 of the Immigration Act 2009.

There are exceptions to confidentiality, and disclosure of refugee information is permitted in certain circumstances, for example, to determine the claim or maintain the law.

Primary consideration is given to the safety of the claimant and any other person. If a claimant has any particular concerns about confidentiality, they are encouraged to communicate those concerns to the Refugee Status Unit (RSU) or the refugee and protection officer (RPO) as soon as possible, and at the interview.

Who is this guide for?

For use by refugee and protection status claimants.

This guide is to be read with the *Confirmation of Claim to Refugee and Protection Status form (INZ 1071)*.

You must be in New Zealand to lodge a claim to refugee and protection status.

In accordance with section 132 of the Immigration Act 2009, a claim will not be accepted from a person who is:

- A New Zealand citizen
- A resident or permanent resident, unless the person has been served with a deportation liability notice; or the person is named in an Order in Council

Fees

There is no fee to lodge a claim to refugee and protection status.

Getting help with a claim – legal assistance and immigration advice

You have the right to contact a lawyer or licensed immigration adviser to help you to claim refugee and protection status or to complete a *Confirmation of Claim to Refugee and Protection Status in New Zealand (INZ 1071) form* and to represent you in your claim to refugee and protection status. If you choose to use a lawyer but cannot afford their fees, you may be eligible for financial help. You may qualify for legal aid to help pay for the services of a lawyer.

Search for a legal aid lawyer:

www2.justice.govt.nz/find-a-legal-aid-lawyer/

Alternatively, you may use a licensed immigration adviser or lawyer to help you with your claim. Your immigration adviser must have a licence or be a practicing lawyer.

If your immigration adviser is not licensed when they should be, Immigration New Zealand will accept your claim but will not correspond with your adviser.

Search for an Immigration Adviser:

<https://iaa.ewr.govt.nz/PublicRegister/Search.aspx>

EXPLANATORY NOTES

Please read these notes carefully. They contain important information about your rights.

United Nations High Commissioner for Refugees

You are entitled to ask for advice from a representative of the United Nations High Commissioner for Refugees (UNHCR) Multi-Country Office in Canberra at the following address:

Legal Officer
UNHCR Regional Office for Australia,
New Zealand, Papua New Guinea and the
South Pacific
14 Kendall Lane
New Acton ACT 2601
Australia

Telephone +61 2 6281 9100
Fax +61 2 6247 2933
Email: aulca@unhcr.org
Website: www.unhcr.org.au

Claiming refugee and protection status

A refugee and protection status claim is made as soon as a person indicates, either orally or in writing, to a representative of the Ministry of Business, Innovation and Employment (MBIE) or to a member of the New Zealand Police that they wish to seek refugee and protection status in New Zealand.

There is no fee for claiming refugee and protection status.

After you have claimed refugee and protection status you must confirm your claim by completing a *Confirmation of Claim to Refugee and Protection Status in New Zealand* (INZ 1071) within 20 working days. Working days do not include weekends or public holidays.

How to confirm your claim to refugee and protection status

The INZ 1071 form must be completed in English. If English is not your first language you may wish to seek help from a licensed immigration adviser or lawyer to complete this form. If you complete the form in the Refugee Status Unit (RSU) office, the RSU can help you to arrange language assistance or an interpreter if you do not have the help of a lawyer or other representative.

You should try to answer all questions. If you do not know the answers to any of the questions, write "not known".

If any questions do not apply to your situation, write N/A or "not applicable". Some questions ask you to give specific details of your situation. You should give these details and all other details which apply to your situation. You should initial and date every page of the form. If there is not enough space provided on the form, give your answers on a separate sheet of paper. Sign and date these sheets of paper and attach them to the form. Try to answer all questions. It is not acceptable to write "refer statement" unless you are providing a written statement that clearly states the information being requested at the same time as the form.

You must ensure that you provide a written statement stating your experiences and circumstances that have led you to claim refugee and protection status within 12 weeks of submitting your form. Your statement should be written in your own words. You should sign and date each page of your written statement. INZ provides a guide on what information should be included in your written statement *Refugee and Protection Status Claim – Written Statement Guidelines* (INZ 1362).

Note: if you do not answer the questions in the Confirmation of Claim form in sufficient detail then the form may be returned to you for completion.

You may attach other documents which you think are relevant to your claim to refugee and protection status. Originals should be provided. If you do not want to send in the original version, you should attach certified copies. A copy of a document is certified when a lawyer, Justice of the Peace or other authorised person certifies that it is a true copy of the original document. Certified translations of these documents should be provided if the documents are not in English. A translation is certified when it is done by a recognised translator who certifies that they have correctly translated the document.

If any of your family members in New Zealand also wish to lodge a claim for refugee and protection status, they must complete and file a separate *Confirmation of Claim to Refugee and Protection Status in New Zealand* (INZ 1071) form. If you wish to lodge refugee and protection claims for your children or dependants you must complete and lodge separate forms for each person.

You must lodge your passport or other travel document that you used to travel to New Zealand, even if it is non-genuine. This will be returned to you unless it is non-genuine. You must also supply two (2) passport-sized photographs of yourself. If your travel document is not available when you lodge your claim you must indicate why the document is not available and where it is located. If your travel document later becomes available while your claim is being considered you must supply it to the RSU promptly.

About the information you give in confirming your claim

Immigration New Zealand needs the information you give to assess your claim to refugee and protection status. The information you provide as part of your refugee and protection status claim is subject to strict confidentiality obligations as set out under section 151 of the Immigration Act 2009. If you are concerned about the confidentiality of the information you provide as part of your refugee and protection status claim you should speak to your legal representative or immigration adviser about this or raise as soon as possible with the RPO considering your claim if you do not have a legal representative. For more detailed information on this matter, see the RSU Practice Note.

The RSU confidentiality guidelines help RPOs ensure information provided by claimants, refugees and protected people is treated confidentially. They can be found here: www.immigration.govt.nz/documents/refugees/refugee-status-confidentiality-guidelines.pdf

Warning

In the *Confirmation of Claim to Refugee and Protection Status in New Zealand* (INZ 1071) form you must complete a declaration where you declare that all the information you provide in the form and any accompanying material is true and correct. A person who makes a false statement in a declaration is guilty of an offence punishable by a fine or imprisonment.

How your claim to refugee and protection status will be considered

Your claim will be considered by an RPO within the RSU of INZ. Your claim may also be referred to the local representative of the UNHCR for comment.

We may ask you for further information about your claim. In most cases we will interview you about your claim. You will have the opportunity to provide further information and to comment on any potentially prejudicial information.

You will be notified in writing of the decision on your claim. You will have the opportunity to appeal a decline decision on your claim to the Immigration and Protection Tribunal (IPT).

Interview

It may be necessary for you to attend an interview for the purpose of determining your claim. If you are required to attend an interview, you or your representative will be notified in writing of the details of time and place.

If you cannot attend an interview, you must notify INZ immediately. If you do not attend an interview without good reason the officer may proceed to determine your claim based on the available information.

If English is not your first language, INZ will provide an independent interpreter for the interview free of charge unless you request otherwise and your request is acceptable to the interviewing officer. You may be accompanied to the interview by a representative of your choice. Legal Aid can be applied for to pay the cost of a lawyer, if they are your representative. If you choose to use a representative who is not a lawyer, you will need to pay their costs.

After the interview, the officer assigned to your case may send you or your representative a report of the interview for comment before making a decision on your claim. You will be notified in writing of this decision.

Further information

Immigration New Zealand may request further information from you about your claim. That request will be made in writing and may be sent to you or given to you at the interview. If you do not provide the information in the timeframe specified the officer may proceed to determine the claim.

In the event that you cannot obtain key information and evidence that is relevant to your claim in a timely manner, you must raise this with the RPO as soon as possible.

Prejudicial information

Any information which may be prejudicial to your claim and which the RPO may consider when determining your claim will be disclosed to you. Where the information was provided by you or is publicly available or the disclosure of the information would be likely to endanger the safety of any person, it will not be disclosed to you (in which case you will be notified of the non-disclosure of the information). You will have a reasonable opportunity to comment on any prejudicial information. If you do not comment on the information within the specified timeframe the officer may proceed to determine the claim.

Appeal of decisions

If your claim to refugee and protected person status is declined by the RSU, you may appeal within 10 working days (or five working days if you are in detention at the time the decision is made) of the date of the decision to the IPT. The IPT will then determine your appeal.

The IPT's address is:

Immigration and Protection Tribunal
Level 1, Chorus House
41 Federal Street
AUCKLAND 1010

Temporary visas

If you currently hold a temporary visa (visitor, work or student), it is important to keep your visa valid while your claim to refugee and protection status is processed. You can do this by submitting an application for a temporary visa on the normal application form for your type of visa, together with your passport or certificate of identity and a passport-sized photograph, before the expiry of your existing visa. Refugee and protection status claimants do not need to pay the normal application fees.

You may wish to lodge an application for a special work visa for refugee and protection claimants. The grant of such a work visa will be at the discretion of INZ, who will assess your application against your personal circumstances. If your application is successful, you will be granted an open work visa until your claim has been finally decided.

You may lodge your application for a visa by mail. Visit the INZ website for more information: www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa

As long as you keep your visa current, you may be granted further visas for the duration of your refugee and protection status claim, including any appeal to the IPT. This provision does not apply to subsequent claims.

Current immigration law makes it difficult to obtain a visa if you let your visa expire. Applicants who claim refugee and protection status after their visas have expired may not be given visas.

Permission to attend English language courses will usually be given by letter on request.

Working in New Zealand

If you are working, you are entitled to minimum employment rights as detailed on the following government website.

www.employment.govt.nz/starting-employment/rights-and-responsibilities/minimum-rights-of-employees/

If you are working, as a migrant worker you have the same rights as New Zealand workers, and it is a crime for employers to exploit you. INZ and the Labour Inspectorate within MBIE can help migrants who are being exploited.

www.employment.govt.nz/resolving-problems/types-of-problems/migrant-exploitation/

www.immigration.govt.nz/about-us/policy-and-law/integrity-of-the-immigration-system/migrant-exploitation

For more information

If you have questions:

Contact the:

Refugee Status Unit
Level 5, Blue Tower, Spark Centre
167b Victoria Street West
AUCKLAND
PO Box 90533,
Auckland Mail Centre,
AUCKLAND

Phone: (09) 928 2236

Email: RSU@mbie.govt.nz

Web: www.immigration.govt.nz/contactus

Immigration Contact Centre: 0508 558 855
(within New Zealand)

USEFUL RESOURCES

Translations of documents

If English is not your first language, you must provide a translation of your documents. It must:

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

- have the stamp or signature of the translator or translation business
- be paid for by you.

Translations may be prepared by:

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

Language resources

<p>Ezispak</p>	<p>Ezispak provides on demand translation services in over 180 languages.</p> <p>This service is available 24 hours a day, 7 days a week.</p> <p>www.ezispak.co.nz Phone: 0800 453 771 Email: contactus@ezispak.com.au</p>
<p>NZ Relay</p>	<p>The New Zealand Relay Service (NZ Relay) provides New Zealand Sign Language interpreting services and other associated services for people who are deaf, hearing impaired, deaf-blind, or speech impaired.</p> <p>www.nzrelay.co.nz</p> <p>NZ Relay Help Desk services are available 24 hours a day, seven days a week, 365 days a year.</p> <p>TTY: 0800 4 713 713 Phone: 0800 4 715 715 Fax: 0800 4 329 697 Email: helpdesk@nzrelay.co.nz</p>
<p>The Translation Service Te Pūtahi Whakawhiti Reo</p>	<p>The Department of Internal Affairs (DIA) provides professional translation and language services.</p> <p>If you require documents translated for Immigration purposes, the Translation Service can assist.</p> <p>www.dia.govt.nz/Translation-Service Select <i>Citizenship and Immigration</i></p> <p>Obligation free quotes for translation services are usually available within 24 hours.</p> <p>Hours: Monday to Friday 9am to 4pm Phone: 0800 TRANSLATE (0800 872 675) or +64 (04) 460 2220 Email: translate@dia.govt.nz</p>

GUIDE TO COMPLETING THE FORM

About the Confirmation of Claim form

If you have any questions relating to the *Confirmation of Claim to Refugee and Protected Status in New Zealand (INZ 1071) form* or require assistance to complete this form then please contact the RSU.

Completing Section A		Claimant's personal details
A1 to A3	Claimant The claimant is the person who is seeking recognition as a refugee and protected person and who will be assessed against the Refugee Convention and the Convention Against Torture and Articles 6 and 7 of the International Covenant on Civil and Political Rights. If this is you, you should fill in the Confirmation of Claim 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 the relevant declaration in Sections J, K or L: Declaration by interpreter/Immigration Adviser/lawyer/person assisting the claimant.	
A4	Other names Include any other names different from your current name that you have been known by. Aside from cases where a name may have legally changed this should include names you have been informally or commonly known by that are not your legal name, such as nicknames.	
A6	Gender If you are gender non-binary please select “other” and provide detail in the space provided.	
A9	Preferred personal pronoun Indicate the pronoun you like to be referred to with. For example, I’m Xena, I’m from Amazon Island, and I like to be referred to with <i>she</i> , <i>her</i> , and <i>hers</i> pronouns. She/Her/Hers He/Him/His They/Them/Theirs Just your name (in place of a pronoun)	
A13	Country of former usual residence If you are not recognised as a citizen of any country then you should list the country or countries that you have most recently lived in for more than 12 months. You do not need to have had a legal right to live in this country at the time. If you have resided in any country for more than 5 years at any point in your life, regardless of whether you had a legal right to live there, you should list this country or countries. If you do have a country of citizenship you should enter “N/A” or “not applicable”.	
A14	Religion When specifying your religion please also specify your denomination of religion e.g. Christian – Catholic, Muslim – Sunni, Buddhism – Theravāda	

A15	<p>Preferred languages</p> <p>INZ will try to arrange for an interpreter who is fluent in your most preferred language to attend your interview. If that is not possible, an interpreter fluent in one of your other selected languages will be arranged.</p> <p>List the languages in order of fluency starting with your first language. Rank each language in order of preference for the language that you will be interviewed in.</p>
A16	<p>Health considerations</p> <p>Immigration New Zealand will endeavour to accommodate any ongoing health considerations a claimant may have that are likely to impact them during the claim process.</p> <p>Provide details of any special needs that you would like INZ to be aware of i.e. that may require assistance at interview or otherwise impact your ability to engage with the process.</p>

Completing Section B	Contact details
-----------------------------	------------------------

B1	<p>Residential address</p> <p>Please provide the physical address that you are living at.</p> <p>If your physical address changes you must notify the RSU immediately at rsu@mbie.govt.nz or through your representative.</p>
B2 to B3	<p>Representative</p> <p>If you are being assisted with your claim by a legal representative or a licensed immigration adviser you must provide their name, company and contact details with your claim.</p> <p>Please be aware of the following if you do decide to use an agent, adviser or representative.</p> <ul style="list-style-type: none"> • You can give your own address or your agent’s, adviser’s or representative’s address as our point of contact. • If you give your adviser’s address, we will send them all correspondence about your claim, 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 immediately or you may miss key correspondence related to your claim. If you are changing your immigration adviser, please use the form <i>Immigration Adviser Details</i> (INZ 1160). • You are responsible for any documents or information you submit with your claim as well as any information that your agent, adviser or representative submits on your behalf.

C2 to C3

Fear of returning to your country of origin

Provide a brief summary of why you fear returning to your country of origin along with details of the basis of your claim for refugee or protection status as follows.

A refugee is defined by the United Nations 1951 Convention Relating to the Status of Refugees as amended by the 1967 Protocol as:

- A person who:
 - “owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside his country of nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country”; or
 - “who, not having a nationality and being outside the country of his former habitual residence, is unable or, owing to such fear, is unwilling to return to it”.

Section 130(1) of the Immigration Act 2009 states that a person is to be recognised as a protected person under the Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT) where there are:

- “substantial grounds for believing that he or she would be in danger of being subjected to torture if deported from New Zealand”.

Section 131(1) of the Immigration Act 2009 states that a person is to be recognised as a protected person under the International Covenant on Civil and Political Rights (ICCPR) where there are:

- “substantial grounds for believing that he or she would be in danger of being subjected to arbitrary deprivation of life or cruel, inhuman or degrading treatment if deported from New Zealand”.

In your own words, provide information on who you fear on return, when this fear first began, and the reasons for this fear including whether your fear is because of your membership of any political, religious, or other groups. You should also provide information on any events that caused this fear, including any events against you, your family or persons in a similar situation to yourself. You should indicate why you cannot access protection, such as from the police or from the government, in your home country especially if you fear someone other than the government in your home country.

NOTE: Before a scheduled interview you will need to provide a detailed written statement within 12 weeks from lodgement of your Confirmation of Claim form that explains in full your claim to refugee or protection status.

C4

Supporting evidence you will provide

Provide details of information, evidence, and supporting documents that you will provide to support your claim including when it will be provided.

You should think about what information and evidence from sources other than yourself you can provide to support and corroborate your claim. Such evidence can include documentation that supports and corroborates your personal evidence and persons who may be able to act as witnesses in support of your claim. Documentary evidence can take many different forms and can include official documents from governments or private organisations, publicly available information such as media reports, multi-media evidence such as videos and photographs and social media evidence.

Evidence must be provided to the RPO within the specified timeframe. If for any reason, you are unable to meet this timeframe please raise this with the RPO as soon as possible.

Completing Section D Family details

<p>D1</p>	<p>Partnership status</p> <p>You must choose the option that describes your current partnership status.</p> <p>You have the following options for your partnership status:</p> <ul style="list-style-type: none"> • single (not currently married or in a partnership or civil union) • married/in civil union (a civil union is a legally recognised union of a couple of the same or opposite sex, with rights similar to those of marriage) • partner/de facto (living together) • separated (this includes being separated from a civil union) • divorced (this includes having a dissolved civil union) • widowed • engaged.
<p>D2</p>	<p>Current partner(s)</p> <p>Provide details of your current partner for the relationship status selected in D1.</p> <p>If you have more than one current partner provide details for all of them. If you come from a country where polygamous marriages are recognised provide details of all your spouses.</p>
<p>D3</p>	<p>Former partners</p> <p>Only provide the details of former partners if your reasons for fearing return to your country of origin involve those partners in any way.</p>
<p>D4</p>	<p>Children</p> <p>Provide details of all your children including adopted, step-children, deceased children.</p>
<p>D5</p>	<p>Other family members</p> <p>Provide details of all parents, adoptive parents, step-parents, guardians, brothers, sisters, step-brothers, step-sisters, including deceased family members in these categories.</p>

Completing Section E Previous refugee or protection claims

<p>E1</p>	<p>Previous refugee claims</p> <p>If you have ever claimed refugee and protection status in any country in the world, including New Zealand, at any time, tick “yes”.</p> <p>If you have ever been registered with UNHCR in any country in the world at any time, tick “yes”.</p> <p>If you are a <i>Palestinian</i> and you have been registered with the United Nations Relief and Works Agency (UNRWA) at any time, tick “yes”.</p> <p>Include all refugee claims and registrations regardless of whether you were recognised as a refugee or whether the matter was finally decided.</p>
<p>E2</p>	<p>Details of previous refugee claims</p> <p>Provide details of any refugee claims or UNHCR/UNRWA registrations.</p> <p>If you have registered with UNHCR on more than one occasion, for example in different countries at different times, please indicate each time separately. If you have claimed refugee status in the same country more than once please list each claim separately. Do not count appeals of a declined decision as a separate claim.</p> <p>If possible, include any case numbers or reference numbers issued to you by the authority that considered your claim or you were registered with.</p>

E3	<p>Evidence of previous claims made overseas</p> <p>Provide any documents relating to previous claims for refugee and protection status or UNHCR/UNRWA registrations in all countries other than New Zealand that you have e.g. UNHCR/UNRWA identity card; or correspondence relating to previous claims.</p> <p>Immigration New Zealand will have evidence of previous claims made in New Zealand.</p>
E4	<p>Claims by family members</p> <p>Enter details of any claims to refugee or protection status made by members of your family. Answer to the best of your knowledge and ability. Indicate who made the claim and their relationship to you.</p>

Completing Section F	Background Information
-----------------------------	-------------------------------

F1	<p>Military Service</p> <p>If you have served in any military or para-military unit affiliated with a government please provide details. Include information on:</p> <ul style="list-style-type: none"> • Start and finish dates of your service. • Positions and ranks held. • Location of service and dates in each location. • Units served in. If multiple units served in please provide names and dates of service for each. • Details of your role/normal duties in each unit served in. • Whether you were ever involved in combat. <p>If you have evidence of your military service such as a service booklet or other service record please attach a copy and submit it with your form.</p>
F2	<p>Military service obligations</p> <p>If you come from a country that has compulsory military service please indicate whether you are currently subject to these military service obligations.</p> <p>If you are exempt from compulsory military service obligations please explain why. If you have obtained an official exemption please explain the reason for the exemption and the length of time it applies for. If you have evidence of this exemption please attach a copy and submit it with your form.</p> <p>If you are subject to military service obligations in your home country that you object to completing please indicate the reason for your objection.</p>
F3	<p>Desertion or evasion of military service</p> <p>If you have deserted, absconded or evaded military service please provide details. This should include when, why and where this happened.</p> <p>If you experienced any consequences or punishment as a result please provide details.</p>
F4 to F8	<p>Police Record</p> <p>If you have answered yes to any of the questions F4 to F7, please provide details in F8. To the best of your ability provide dates for each incident and in brief the reasons for each incident. List in chronological order with the oldest incident first.</p>

<p>F9 to F14</p>	<p>Involvement in activities of interest</p> <p>If you answer Yes to any of F9 to F13, involvement is any kind of participation in or contribution to that activity. Provide details in F14.</p> <p>This could include, but is not limited to, employment, conscription, membership, voluntary support, or coercion. You should provide dates for your involvement. Explain the nature of your involvement including any role or activities you were engaged in. If you were involved in any criminal or violent insurgent or paramilitary activity in any way provide details.</p>
<p>F15</p>	<p>Residential address in country of origin</p> <p>Provide details of the last address you lived at permanently in your country of origin. If you were in hiding for a period then explain this in the basis of claim questions in section C.</p>
<p>F16</p>	<p>Years of education</p> <p>Add the total number of years of formal education you have had. This includes all childhood education and post high school tertiary education such as at a university or technical college.</p>
<p>F17</p>	<p>Highest educational qualification</p> <p>Provide details of the highest educational qualification you have obtained. For example, if your highest qualification was from high school provide details of that school and the qualification attained. If your highest qualification is a tertiary qualification from a University or College provide details of the institution and qualification.</p> <p>If, for any reason, you did not complete a qualification that would have been your highest qualification had you finished it provide details of that course along with your highest qualification obtained.</p> <p>If you wish to provide a complete educational history you may do so on a separate sheet of paper. If your educational history is relevant to the basis of your refugee and protection claim provide it in full on a separate sheet of paper. Sign each additional sheet of paper.</p>
<p>F18</p>	<p>Occupation</p> <p>State your usual occupation/job.</p>
<p>F19</p>	<p>Work history</p> <p>The purpose of the question is to understand your career, how you were employed, and how you financially supported yourself in your country of origin. Provide details of your full-time employment in your country of origin. Also provide details of any other significant or long term jobs you held in your home country or third countries. If your employment history is relevant to the basis of your refugee and protection claim please provide it in full.</p> <p>If your work history consists of part-time or casual work only, then provide general details of the nature of this work.</p> <p>If you wish to provide a complete employment history you may do so on a separate sheet of paper. Sign each additional sheet of paper.</p>

<p>G1</p>	<p>Countries where you have lived other than your country of origin</p> <p>List all countries where you have lived in addition to your country of origin.</p> <p>You do not need to list holidays or short trips unless relevant to your basis of claim. In general, if you have spent more than 3 months in another country you should list it.</p>
<p>G5</p>	<p>Visa details</p> <p>If you answered yes to G2, you must provide details of all visas applied for, the country applied to, the date you applied, and the outcome of each application.</p> <p>If you answered yes to G3, you must provide details of each instance when you overstayed your visa in the country that issued that visa and were unlawfully in that country. Provide details of the visa you were on, the country that issued the visa, the period that you were unlawfully in that country, and why you overstayed your visa.</p> <p>If you answered yes to G4, you must provide details of each instance when you were required to leave any country, either voluntarily or forced e.g. deported.</p>
<p>G6</p>	<p>Genuine passports and travel documents</p> <p>Provide as much detail as you are able i.e. if you can't remember the passport number or exact dates then provide the name the passport was issued to, the country of issue and approximate issue and expiry dates.</p>
<p>G7</p>	<p>Obtaining genuine passports and travel documents</p> <p>Provide details of the steps taken to obtain the genuine passports or travel documents detailed in G6.</p>
<p>G8</p>	<p>Non-genuine passports and travel documents</p> <p>Provide as much detail as you are able i.e. if you can't remember passport number or dates then provide the name the passport was issued to, the country of issue and approximate issue and expiry dates.</p> <p>A non-genuine passport or travel document includes any document that is unauthorised, unlawfully obtained, fabricated or illegally altered in any way.</p>
<p>G9</p>	<p>Obtaining non-genuine passports and travel documents</p> <p>Provide details of the steps taken to obtain the non-genuine passports or travel documents detailed in G8.</p> <p>Provide details of any assistance provided by any third party, such as an agent, and any fees paid.</p>
<p>G10</p>	<p>Other identity documents</p> <p>It is important that you provide all identity documents that you have in order to help establish your identity. If you have used a false identity to travel to New Zealand you should also declare any documents you have in the name of this false identity. Types of documents may include – birth certificates, education certificates, employment documents, identity cards, driver's licence, and military service booklets.</p>

<p>G11</p>	<p>Entry into New Zealand</p> <p>Tick the box that matches how you entered New Zealand:</p> <ul style="list-style-type: none"> • Border Claimant – if you immediately made a claim to refugee and protection status at the New Zealand border on arrival. • Visitor – if you entered New Zealand on a New Zealand visitor visa or arrived in New Zealand on a no-visa required passport and were issued a visitor visa on arrival. • Transit passenger – if you arrived in New Zealand as a transit passenger scheduled to travel to another country. • Student – if you arrived in New Zealand on a Student visa • Work – if you arrived in New Zealand on a Work visa • Stowaway – if you travelled to New Zealand on any kind of vessel that you did not have permission to travel on. • Ship deserter – you were a crew member or passenger on a ship visiting New Zealand that you left before it departed New Zealand. • Other – any circumstance or method of entry not covered by the above. Please explain how you entered New Zealand in the space provided.
<p>G12</p>	<p>Grant of New Zealand visa</p> <p>If you answer “No” to G12, please explain what and how any of the information you provided in your visa application to INZ is inaccurate or false.</p> <p>If any of the submitted documents were false, state which ones and provide details of how they were false.</p>
<p>G15</p>	<p>Your recent journey to New Zealand</p> <p>Please provide full details of all locations you travelled through to arrive in New Zealand from your country of origin. You should include any transit stops even if they were only for a short time.</p> <p>If you spent lengthy periods in a third country while travelling to New Zealand please indicate the length of this period using the dates of arrival and departure.</p>
<p>G16 to G19</p>	<p>Entering New Zealand unlawfully, lodging claim under a name different or arriving by boat</p> <p>Answer G16 to G19 if you entered New Zealand unlawfully, under a different name than the one you are lodging your refugee and protection claim under, or on a boat of any kind.</p> <p>You must also declare details of any passport used to enter New Zealand under a different name in question G6. You should provide as much information about this document as you can.</p>

Completing Section H **Your stay in New Zealand**

<p>H1</p>	<p>People you knew in New Zealand before you arrived</p> <p>Provide details of people you knew in New Zealand before you arrived. This includes both friends and family members.</p> <p>These people may be able to provide support or act as witnesses during the processing of your claim.</p>
------------------	---

H3	<p>Contact with people in your country of origin</p> <p>Provide details of all contact you have with family and other people in your country of origin since you arrived in New Zealand that you think is relevant to your claim. Include the last contact you had with your immediate and closest family members.</p> <p>Include all forms of contact such as mail, telephone, video call, email or social media contact.</p>
H4	<p>Current living situation</p> <p>Provide details of how you are supporting yourself and what access you have to accommodation and social support services in New Zealand. If you are employed, please state how and where you are employed.</p>

Completing Section I	Declaration by claimant
-----------------------------	--------------------------------

I	<p>Read the declaration carefully before you sign it.</p> <p>You must sign the declaration for your completed Confirmation of Claim form to be accepted by the RSU.</p> <p>You also make sure that you have checked each page and added your initial and the date at the bottom of each page of the form where indicated.</p> <p>If you completed the form in English without the assistance of an interpreter you must also confirm that you understand English and understood the contents of the form.</p>
----------	--

Completing Section J	Declaration by interpreter
-----------------------------	-----------------------------------

J	<p>Any interpreter assisting in the completion of the Confirmation of Claim form must complete this declaration.</p> <p>They must certify that they have translated the complete contents of the form and all attached documents to the claimant and confirmed that the claimant understood the contents of the form.</p>
----------	---

Completing Section K	Declaration by immigration adviser
-----------------------------	---

K1	<p>If an immigration adviser or legal representative has assisted you to complete this form then they must complete this section.</p>
-----------	---

Completing Section L	Declaration by person assisting claimant
-----------------------------	---

L1	<p>Anyone who has helped you complete the form by explaining, translating or filling it in must complete this section.</p>
-----------	--

For more information

If you have questions about any of the information in this guide:

- see our website www.immigration.govt.nz/contactus
- telephone our call centre on 0508 558 855 (within New Zealand).