

## Instruction Sheet for completing the attached Disclosure Agreement

**IMPORTANT: Please read and follow these instructions carefully to avoid error or delay. You must complete ALL the required information and initial each page.**

1. You can either fill in the agreement on the screen and print it out to **sign and initial** or print it out and fill it in by hand using **BLOCK CAPITALS**.
2. Under **“parties”** type or write your Employer Name (as per your VisaView account) into the space provided under Secretary for Internal Affairs. e.g. XYZ Plumbing NZ Ltd
3. Under **“registered employer’s details”** provide ALL the required information including your employer ACC number. We need this to update your VisaView account and to be able to contact you.
4. Under **“signed by the parties”** fill in **your** name; **your** position (or job title) in the organisation; the name of your employer and the date.
5. Print out the disclosure agreement (if you haven’t done so already).
6. Sign the disclosure agreement **AND initial each page** in the space provided next to “registered employer” – bottom right hand corner of the page.
7. You need to send the completed disclosure agreement to the Department of Internal Affairs by one of the following methods:

### scan & email

Scan the completed disclosure agreement and email it as an attachment to: [DataAccessServices@dia.govt.nz](mailto:DataAccessServices@dia.govt.nz) with **“Passport disclosure agreement”** in the subject line.

You do not need to send this page. Disclosure agreements sent by email are binding in the same manner as those sent by post. **Remember to sign the agreement and initial each page.**

8. We will email you back notification and a copy of the final signed disclosure agreement once approval has been granted. This will usually take between 7 and 10 working days.

If you have any questions or require help completing the disclosure agreement email [DataAccessServices@dia.govt.nz](mailto:DataAccessServices@dia.govt.nz) with your query and contact details.



## VisaView Disclosure of Passport or Travel Document information agreement

**PARTIES:** Secretary for Internal Affairs (“Secretary”)

**AND**

### Registered Employer’s details

Employer name (as per your VisaView account)

ACC number

Administrator’s Name (as per your VisaView account)

Phone number

Email

Postal address

### Purpose of the agreement

Immigration New Zealand offers an online service for employers, VisaView, to verify whether a person is entitled to work for that employer, based on immigration information held by the Ministry of Business, Innovation and Employment (MBIE).

The purpose of this Agreement is to extend the VisaView service by allowing a Registered Employer to verify that a person is a New Zealand citizen by confirming the persons New Zealand passport details.

Under s36 of the Passports Act 1992 the Secretary may disclose travel document information to any appropriate agency, body, or person for the purpose of determining whether a person is a New Zealand citizen. Employers are entitled to receive information under this provision to check whether a person is a New Zealand citizen and therefore entitled to work in New Zealand. Only New Zealand citizens can hold a New Zealand passport.

VisaView has a secure connection to the Department of Internal Affairs' (DIA) Data Access Platform (DAP) to allow the validation of travel document information by Registered Employers.

The DAP verifies whether information supplied by a Registered Employer is consistent with the information held by DIA on behalf of the Secretary on an exact match basis, and provides a response to the Registered Employer via VisaView.

The DAP cannot provide any assurance that the person presenting the information is who they claim to be, but rather that they have provided information that is consistent with information held by the Secretary. It is a check of citizenship, not identity, as the information could belong to another person, for example, if the person has presented a stolen passport or travel document. Registered Employers are advised to seek additional confirmation of identity.

This Agreement is made on the expectation that the Registered Employer has agreed to the Terms and Conditions, and the Terms and Conditions are part of this Agreement.

## **Definitions of Terms**

“Agreement” – means this Agreement, any variations agreed to by the Parties, and the Terms and Conditions

“Effective Date” – is the date that the Parties entered into this Agreement

“Travel Document” – has the meaning given to “New Zealand Travel Document” in the Passports Act

“Passport” – as defined in the Passports Act

“Terms and Conditions” - the MBIE terms and conditions of use for the VisaView website

“Registered Employer” – means an employer who completes the VisaView registration process successfully, and includes the employer’s users and administrators.

## **Term and Termination**

This Agreement comes into force on the Effective Date and shall continue in force unless either Party terminates the Agreement with or without notice.

## **Method and form of disclosure**

The Registered Employer must obtain the consent of each person whose information it intends to validate before checking that person’s information.

After entering a person's information the Registered Employer will receive one of three possible responses:

YES, the passport information provided is consistent with the record of a valid passport held by the Department of Internal Affairs.

Passport record exists, unable to confirm details at this time. Additional verification is recommended. Passport holder may contact the Passport Office if required.

NO, the passport information supplied is not consistent with the record of a valid passport held by the Department of Internal Affairs.

If a Registered Employer receives response 2, that the passport record exists but DIA is unable to confirm details at this time, the Registered Employer is advised to take additional measures to ensure the identity of the person presenting the passport. This response could be the result of a number of reasons, including that the passport has expired, or that it has been reported lost or stolen. If the passport has expired there is no need for the holder to contact DIA.

### **Information that may be disclosed**

The only new information that will be disclosed to a Registered Employer under this Agreement is an indication about the status of a travel document if the Registered Employer receives response 2 above.

No other information will be disclosed to a Registered Employer.

### **Use of Information by the Registered Employer**

The Registered Employer may only use the information disclosed under this Agreement for the purpose outlined in this Agreement.

The Registered Employer is not permitted to disclose any information disclosed under this Agreement to any person except the person to which it relates, unless authorised to do so by law.

If a Registered Employer cannot verify a person's citizenship using the process outlined in this Agreement, the Registered Employer must offer the person an alternative means by which to prove his or her entitlement to work, for example, providing a copy of a New Zealand birth or citizenship certificate along with photo identification, or a Passport from the Cook Islands, Niue, or Tokelau.

### **Variations**

This Agreement may be varied by the Parties in writing in accordance with s36(3) of the Passports Act.

The Parties must consult with the Privacy Commissioner before any variation.

## Review

The Privacy Commissioner may require the Parties to jointly review this agreement in accordance with section 36(5) of the Passports Act. On behalf of the Parties, the Department of Internal Affairs will report on the results of the review to the Privacy Commissioner as soon as practicable.

The Parties will co-operate with each other in any review and use their reasonable endeavours to make available the necessary resources, facilities and information to facilitate any review.

## Liability

The Secretary cannot identify the holder of the passport or travel document presented to the Registered Employer. The Secretary can only verify whether the information on that document corresponds with information held by the Secretary.

There is no cause of action against the Crown, or a Minister of the Crown, the Secretary, or a delegate of the Secretary, or an employee or a contractor of the Department of Internal Affairs, the chief executive of the Ministry of Business, Innovation and Employment, or an employee or a contractor of the Ministry of Business, Innovation and Employment, to recover damages for any loss or damage that is due directly or indirectly to the use of VisaView and the DAP.

## Signed by the Parties

Name

Position in Organisation

Name of Employer

Date

\_\_\_\_\_  
(signature)

Secretary for Internal Affairs

Date\_\_\_\_\_

Signature\_\_\_\_\_