

### A guide to registering online for the Pacific Access Category for Fiji and Tongan citizens

The Pacific Access Category is a longstanding visa category that allow people from the Pacific to become residents in New Zealand. It operates through an annual ballot.

This guide covers a step-by-step guide to completing the online registration form.

If you have any questions, please call us on:

- +676 6853977 if you are calling from Tonga or contact <u>INZnukualofa@mbie.govt.nz</u>
- +64 9 914 400 if you are calling from Fiji (or elsewhere outside New Zealand) or contact <u>INZSuva@mbie.govt.nz</u>
- 0508 558 855 if you are in New Zealand.

#### Before you begin

You must be 18 to 45 years old to be the principal registrant.

You can register yourself, or a family member or friend can register on your behalf.

All family members (partner/children) must be included in your registration. If you have a partner or child who holds or has applied for a New Zealand visa based on their relationship to you, they must also be included.

#### Fee

The registration fee is NZD \$85 for the first year you register, and NZD \$35 if you have registered in a previous draw.

You will need a Visa or Mastercard debit or credit card to pay the fee when you register online.



### Step 1. Click the drop-down arrow then choose your country of citizenship. Click next.

Ch	eck if this is the	right form f	or you			
c	Country of citizenship					
	Select a response				^	
	Fiji					
	Tonga					
	Tuvalu					
e a d	Kiribati					
C.g. 1	Samoa					
	Other					
S	EMPLOY MIGRANTS	ASSIST	MIGRANTS & STUDENTS	ABOUT US	CONT	ACT I

## Step 2. Choose the visa category you are registering for and who is filling this form

You must be a citizen of Fiji, Tonga, Tuvalu or Kiribati to register for the Pacific Access Category.

Pacific Access Category and Samoan Quota registration form		
	*Required field	
What are you registering for?		
Pacific Access Category     Samoan Quota		

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#### Step 3. Tell us who is filling this form

If you are doing it yourself, you are the principal registrant.

If another person is doing this for you, such as a Licensed Immigration Adviser, they will be prompted to enter their details, including their license number and type.

Tell us who is filling in this form				
<ul> <li>the principal registrant</li> <li>a Licenced Immigration Advisor</li> <li>someone who can give immigration advice or support without being licenced, such as a lawyer or a family member</li> </ul>				
Advisers licence number:*	12345			
Licence type:*	Full			
Last name:*	Bloggs			
First names:	Joé			

For other people, such as lawyers or family members who can give immigration advice or support without being licensed, they will be asked to tick the reason that applies to them and fill in their details.



Tell	us who is filling in this	; form	
•	the principal registrant a Licenced Immigration Advisor someone who can give immigrat	tion advice or support without being licenced, such as a lawyer or a family member	
am	exempt from licensing under th	e New Zealand Immigration Adviser Licensing Act 2007 because:*	
•	I provided immigration advice in	n an informal or family context only, and I did not provide the advice systematically or for a fee.	
	I am a foreign diplomat or const	ular staff.	
	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.		
D	I am a New Zealand member of agreement.	Parliament or member of their staff and I provided immigration advice as part of my employment	
ast	name:*	Smith	

### Step 4. Principal registrant's details

Where you are asked for the principal registrant's details, please type your last and first names as it appears exactly on your passport or birth certificate. On the drop-down arrows, enter your date of birth.



Principal registrant's details				
NOTE Enter your name as shown in your passport (or birth certificate if you do not have a passport).				
Family or last name:*	Telefoni			
First name 1:	loane			
First name 2:	Optional			
First name 3:	Optional			
Date of birth:*	02 v February v 1978 v			
	NOTE You (the principal registrant) must be aged between 18 and 45 years on the registration closing date.			

You, as the principal registrant must be aged between 18 and 45 years on the registration closing date.

# Step 5. Choose the gender category that best describes how the principal registrant identifies.

Gender:*	۲	Male
		Female
		Gender diverse

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#### Step 6. Choose the marital status that best describes your situation.

Marital status:*		Engaged
		Single
	۲	Married
		Never married
		Partnership
		Separated
		Divorced
		Widowed

Step 7. Choose the country you are a citizen of, the country you were born in, and the country you live in now. These may be the same country but they may also differ.

Country of citizenship:*	Tonga	~
	NOTE Only citizens of Fiji, Tonga, Tuvalu and Kiribati can submit a Pacific Access Category registration.	,
Country of birth:*	Tonga	~
Country of residence: *	Tonga	~

Only citizens of Fiji, Tonga, Tuvalu and Kiribati can submit a Pacific Access Category registration.



Step 8. Upload a copy of your birth certificate by clicking 'Choose File' button to open your files and find your document. The file will be saved to our system – and the file name will show.

Any documents need to be saved either as a PDF, JPEG, JPG, GIF or PNG and must be less than 2MB each.

If you make a mistake, you can click on 'Remove this file'.





### Step 9. Provide your contact details so that we can contact you.

Principal registrant's contact details			
Building name:	ABC House		
Unit or suite number:	Optional		
Street number:	Optional		
Street address or PO Box:*	123 Beach Road		
Cuburb	Ontional		
Suburb:	Upuonai		
Town or city:*	Apia		
Country:*	Samoa ~		
Postcode:	1234		



Step 10. Click in the drop-down arrow to select the country of your international calling code. Then enter your mobile phone number on the space next to it. You can also supply a landline phone number, but you do not have to.

Mobile phone number — including international calling codes:*	72 12345			
<u> </u>	Saint Martin (Saint-Martin (partie française))	+590		
	Saint Pierre and Miquelon (Saint-Pierre-et-Miquelon	1) +508		
	Saint Vincent and the Grenadines	+1		This is how we will contact you with undates
	Samoa	+685		This is now we will contact you with updates.
	san Marino	+378		
Phone number — including	São Tomé and Príncipe (São Tomé e Príncipe)	+239		
international calling codes:	المملكة العربية السعردية) Saudi Arabia	+966	•	

#### Step 11. Enter your email address.

Email address:*	myemail@gmail.com
	NOTE Make sure your email address is correct. This is how we will contact you with updates.



# Step 12. If you want us to contact someone else about your registration rather than contacting you directly, enter their details here.

Contacting you about this registration		
Should we send communications about this registration to the same address as above?*	Yes No	
Full name of contact person:	Awhina Rawhiri	
Organisation name:	Fiafia agency	
Street number:		
Street address or PO Box:*	PO BOX 1234	
Suburb:		
Town or city:*	Аріа	
Country:*	Samoa ~	



Step 13. The next section is on family details. This is important if you will be applying to bring anyone with you. If you are successful in the draw, only the people included here can then apply with you for a visa. It is best to declare all family members (partners/dependent children). If you do not, in some cases this may affect your eligibility for a visa.

You should check how we define partnerships here: <u>https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/support-family/partnership</u>

Dependent children are defined here:

https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/support-family/dependent-children

If you are registering as a single person with no partner or dependent children, you need to confirm "No" here.

	Do you have a partner or dependent children who will be included in this	•	Yes No
--	--	---	-----------

If you are including others in your registration, enter their details here. Select their relationship to you whether they are your partner, son or daughter. Enter their names exactly as spelled in their passport, or in their birth certificate if they do not have a passport.



NOTE You can add up to 15 family members in their details in the upload supporting d Enter the names as shown in their pass	n this section. If you need to add more dependents, you must upload documents that include locuments section. sport (or birth certificate if they do not have a passport).
amily member 1	
Relationship to principal registrant:*	<ul> <li>Partner</li> <li>Son</li> <li>Daughter</li> </ul>
Family or last name:*	Telefoni
First name 1:	Manaia
First name 2:	Optional
First name 3:	Optional
Date of birth:*	17 ~ May ~ 1986 ~
Gender.*	Male Female



#### Step 14. Please upload their birth certificates by clicking 'Choose file'

As with your own birth certificate, their birth certificates will also need to be PDF, JPEG, JPG, GIF or PNG format and be less than 2 MB each.

You can add more family members by clicking 'Add family member' and completing their details. You can add up to 15 family members in this section.

	Widowed
Country of birth:*	×
Country of residence:*	~
Upload your family member's birth certificate*	Choose File No file chosen
	NOTE The file must be PDF, JPEG, JPG, GIF, or PNG and less than 2MB.
	+ Add family member



If you need to add more than 15 dependents, you must upload documents that include their details in the 'Upload support documents' section.

p	load supporting documents
ou	can upload other additional documents or information to consider with your registration.
	<b>NOTE</b> The files must be PDF, JPEG, JPG, GIF or PNG and less than 2MB each. You can only upload up to 5 files.
u ep	must upload details of additional dependents that you are not able to enter on the application form due to the 15 endent limit on the form.
	•
	Choose File No file chosen



### Step 15. Read the privacy statement – or have someone you know read it to you.

Your personal information is important. The privacy statement tells you how the New Zealand government will keep your information private and secure, and how you can make corrections to the information we hold about you if needed.





Step 16. Finally, please carefully check the legal commitment you are making with the New Zealand government. When you submit your registration, you are telling us that these statements below are true.

#### Declaration

Read our privacy statement. **PRIVACY** >

- I have read and understood the Immigration New Zealand (INZ) Privacy Statement.
- I have provided true and correct answers to the questions in this form.
- I understand that if false or misleading information is submitted, INZ may decline my registration or any resulting
  residence application without further warning.
- I will inform INZ of any relevant fact or change of circumstances (including a change in my employment or partnership status) that may affect the decision on my registration.
- 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, INZ will not further process my application.
- I consent for INZ to make necessary enquiries about information on this form and accompanying documentation, and to share this information with other government agencies (including overseas agencies) if it is necessary to make decision about my immigration status.
- I consent for any New Zealand or overseas agency, including border or immigration agencies, education providers, financial institutions, foreign embassies, government authorities, healthcare providers, and police or other law enforcement agencies, to disclose any personal or other information related to this registration form or documentation to INZ so that they can:
  - make a decision on this registration or a resulting residence application
  - answer enquiries about my immigration status once my registration or application has been decided.
- I consent for any agency that holds information (including personal information) related to those matters to disclose that information to INZ.



Step 17. Once you have completed all of the required sections, please tick the box to submit the form.

✓ Yes, I agree	
	SUBMIT FORM



Step 18. You will then be led to the payment section. We accept both Visa and Mastercard debit or credit card, and you must put in your card details. You will see a confirmation message when this has been done.

Online Submission Payment					
	INZ Payment   Card Number   Card Expiry Date   Card Security Code   Name on Card   Payment Amount \$85.00     Pay     Cancel				

After the closing date, we will review all registrations. A confirmation email or text will be sent to the contact details you provided to let you know if your registration has been accepted to go into the ballot draw.

www.immigration.govt.nz

