

Application for New Zealand Citizenship by Descent & Passport

Child

(15 years or under)

Who can apply?

Any person born outside New Zealand on or after 1 January 1978, and whose mother or father was a New Zealand citizen (otherwise than by descent) at the time of their birth or adoption can apply for registration of New Zealand citizenship by descent. Your child's mother or father will have either been born in New Zealand or will have received a grant of New Zealand citizenship before they were born. If you are aged 16 years or older, and want to apply for citizenship, please use the Adult form.

To find out more please contact the Citizenship Office. Our contact details are at the bottom of this page.

Need a passport too?

Use this form just to register your child's citizenship by descent, or to register your child's citizenship by descent and apply for a New Zealand passport for them. There is no need to complete a separate passport form.

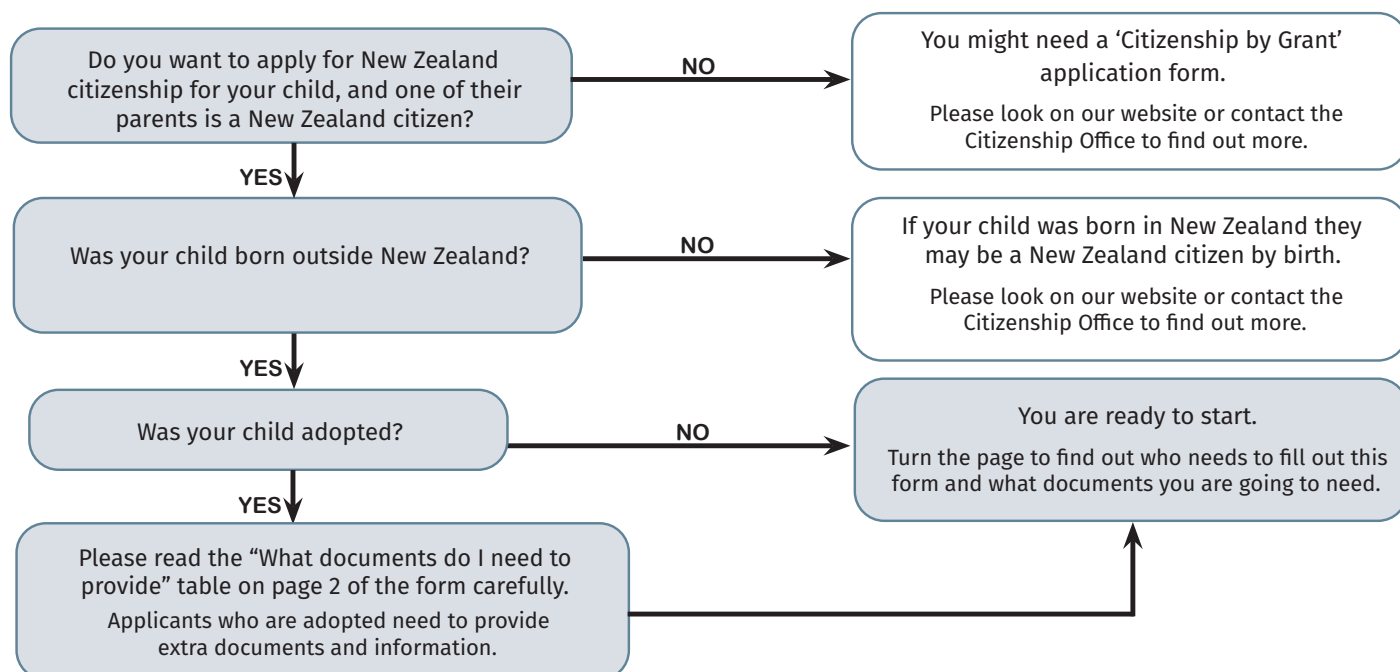
How long will it take?

For current processing timeframes, visit govt.nz/registercitizenship.

Where should I start?

Answer the questions in the boxes below to see what you should do.

The questions in these boxes are based on the legal requirements for a citizenship by descent application. The results from the questions are only a general indicator to give you some idea of your child's eligibility for citizenship by descent. These questions do not form part of the formal assessment process. A formal assessment will be carried out by the Department of Internal Affairs, should you choose to apply for citizenship for your child. For more detailed information, please read the rest of the application form or see our website citizenship.govt.nz.



Need help? 1300 559 535 (AUS) 0800 22 51 51 (NZ) +64 (4) 462 0651 citizenship.govt.nz passports.govt.nz



Te Tari Taiwhenua
Internal Affairs

Office use only

NOTES 31 January 2025
Date Received DD MM YY Name

1 Who fills in this form?

You will need a 'New Zealand Parent', and a witness to help you complete this application form.

If your child has two parents who are both New Zealand citizens (other than by descent), you can choose either parent to be the 'New Zealand Parent', when completing this form. If the birth mother or claim parent is unable to sign the application, please contact us.

2 What documents do I need to provide?

Check the tables below to see which documents the 'Child' and the 'New Zealand Parent' need to provide. Remember, we need **original documents**. We will return all your original documents to you. Any documents not in English will be translated as part of your application. If you would like a copy of the translation, download a 'Request for Translation' from our website (govt.nz) and include this with your application.

Child

Birth certificate (Full official state-issued)	This document needs to be the original birth certificate. Hospital certificates are not accepted. It must have the child's full name, place and date of birth, gender and both parents' names. If the child's birth certificate does not have all this information on it, please contact the Citizenship Office. Photocopies can not be accepted.
2 photos	You must provide 2 identical, passport size photos of the child. These photos must meet certain requirements. Please see the photo section for more information.
Change of name documents (if your child has changed their name)	If your child's name has changed for any reason (for example: adoption, statutory declaration) you need to provide an official state-issued change of name document (for example: the adoption order or statutory declaration). We cannot accept 'also known as' names. Note: If this name change happened in New Zealand, you do not need to send the documents. The Citizenship Office can access them electronically.
Adoption documents (if your child has been adopted)	You must provide all original adoption documents if your child has been adopted outside New Zealand. Adoptions from other countries have different requirements. For more information, please see our website or phone the Citizenship Office.

New Zealand Parent

Your most recent New Zealand passport number	Please enter your most recent New Zealand passport number in question 22 of this form. If you do not have a New Zealand passport, you need to provide a current photo identification document (for example a driver licence). This can be certified by a Justice of Peace, Notary, Sworn Police Officer, Court Registrar, NZ Embassy/NZ Consulate staff member or Department of Internal Affairs (DIA) staff authorised to do so.
Change of name documents (if you have changed your name)	If your name has changed for any reason (for example: marriage, adoption, statutory declaration) you need to provide an official state-issued change of name document (for example: your marriage/civil union certificate or adoption order). Note: If this name change happened in New Zealand, you do not need to send the documents. The Citizenship Office can access the records electronically.

Application for Child Passport

No other documents required	If you also want to apply for a New Zealand passport for your child, you just need to complete question 40 of this form and add the additional passport fee.
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Your child's passport-size photos need to be:

- Recent colour photos, less than 6 months old.
- Be a full front, close up view of the head and shoulders with the head covering 70% to 80% of the photograph.
- Be taken with a neutral expression (not smiling or frowning) with their mouth closed.
- Show the child looking straight at the camera, and their head not tilted.
- Show child's eyes open and clearly visible, and no hair in their eyes.
- Without sunglasses. Tinted prescription glasses may be worn as long as eyes are still visible.
- A true image and not altered in any way.
- Clear, sharp and in focus with minimum reflective light on face. No redeye.
- With a plain light coloured background (not white).
- Be of good quality colour and on high quality photographic paper, with no ink marks on the image (no inkjet printers).
- Passport-sized (45mm x 35mm).
- Glasses frames must not obscure the eyes.
- Do not trim the photos.

4 The questions numbered **4** to **13** are about the **child**.

Remember, you are filling this out for a child, so you need to use their name and details on this page.

5 What is the child's full name?

Copy the names from the child's birth certificate. You must provide the original state issued birth certificate with the application. If their name has been legally changed (by adoption etc.), then use the new name details from that document.

Surname or family name(s)

[illegible]

First and middle names

[illegible]

6 Where were they born?

Copy the town, city or village and country of birth from their birth certificate.

City, town or village where they were born

[illegible]

Country where they were born

[illegible]

7 What is their date of birth? (DD/MM/YYYY)

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

8 What gender are they?

☐ Male ☐ Female ☐ Other

9 What is their height and eye colour?

Remember, you are filling in this form for your child, make sure you give their height and eye colour.

Height, in centimetres

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Eye colour, for example: Brown, Blue, Green, Grey, Hazel, Black

[illegible]

10 Is the child adopted? (Refer to section 2 for the documents you need to provide.)

☐ Yes. Please write their adoption date and country of adoption in the boxes below

No → go to 11

Date of adoption

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Country of adoption

[illegible]

11 Has their name been legally changed for any reason? (Refer to section 2 for the documents you need to provide.)

This could be because they were adopted, changed their name by deed poll etc.

☐ Yes → please tick a box below to show how their name has been changed

☐ Deed poll ☐ Adoption ☐ Other (please specify) →

☐ No → go to 12

12 What is your **child's** home address and your contact details?

This address information must be for the child. It must be where they usually live.
If they live in more than one place, please put the details of the place they spend the most time.

Unit and/or house number Street name

Suburb

Place name (city, town, village) State or territory Postcode

Country

Your contact number

+

Country code Area code Phone number

Your email address

13 What is your postal address?

This is where we will return your documents.
Please note that in most cases courier services cannot deliver to Post Office boxes.

☐ Same as the child's residential address → go to 14

☐ I want the documents sent to this address ↓

Your name

Unit and/or house number Street name

Suburb

Place name (city, town, village) State or territory Postcode

Country

If the child's parent received their New Zealand citizenship by descent, they cannot be the 'New Zealand Parent' on this application.

15 Parent's claim to New Zealand citizenship

Please tick one of the following. I was:

- ☐ Born in New Zealand
 - ☐ Born in Niue, Tokelau or Cook Islands
(The original birth certificate must be supplied)
 - ☐ Given a grant of New Zealand citizenship

16 What is your relationship to the child who is claiming New Zealand citizenship by descent?

Please tick one of the following

- [illegible]

17 What is your full name?

Title, please tick on of the following options

- Mr Mrs Ms Miss Other (please specify)

Surname or family name(s)

First and middle names

18 Has your name been legally changed for any reason? (Refer to section 2 for the documents you need to provide.)

This could be because you were adopted, got married, changed your name by deed poll etc.

- ☐ Yes → please tick a box below to show why your name has changed

- ☐ Marriage/Civil Union ☐ Deed poll ☐ Adoption ☐ Other (please specify)

Write the name you had before it was legally changed in the space below

- ☐ No → go to 19

19 Where were you born?

Copy the city, town or village and country of birth from your birth certificate.

City, town or village where you were born

Country where you were born

20 What is your date of birth?

DD / MM / YYYY

21 What gender are you?

☐ Male ☐ Female ☐ Other

22 What is your New Zealand passport number?

Write the number of your most recent New Zealand passport below.

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This is the end of the New Zealand parent section. Please go to question 28, and read and sign the Privacy Act section.

23 The questions numbered **23** to **27** are for the child's **other parent**.

To complete this application form we need both parents' details. One parent's details must be in the 'New Zealand Parent' section and the other parent's details must be in this section.

24 What is your full name?

Copy the names from your birth or citizenship certificate. If your name has been legally changed (by marriage, civil union, adoption etc.), then use the new name details from that document.

Title, please tick option that applies

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (please specify) →

Surname or family name(s)

[illegible]

First and middle names

[illegible]

25 Has your name been legally changed for any reason?

This could be because you were adopted, got married, changed your name by deed poll etc.

☐ Yes → please tick a box below to show why your name has changed

☐ Marriage/Civil Union ☐ Deed poll ☐ Adoption ☐ Other (please specify)

Write the name you had before it was legally changed in the space below

[illegible]

☐ No → go to 26

26 What is your date of birth?

DD / MM / YYYY

27 What is your relationship to the child who is claiming New Zealand citizenship by descent?

Please tick one of the following.

☐ Birth parent

☐ Adoptive parent

Other parent (please specify) →

This is the end of the other parent's section. Please go to question **28**, and read the Privacy Act section. Then complete question 30.

Collection, authorisation and use of information in support of this application

WARNING: It is an offence against the Passports Act 1992 to knowingly or recklessly make a statement that is false or misleading in a material particular for the purposes of gaining a New Zealand passport. It is also an offence to knowingly or recklessly give false information or conceal any facts for the purpose of gaining New Zealand citizenship for oneself or on behalf of someone. If you do so, you may be denied/lose New Zealand citizenship, face criminal charges, or both.

Who needs to sign

The Department retains the right to request further documents should they be required.

By signing below you declare the following:

- ## 29 New Zealand parent

Full name

Signature

 SIGN HERE

Date _____

DD / MM / YYYY

30 Other parent

Full name

[illegible]

Signature

 SIGN HERE

Date _____

DD / MM / YYYY

31 The next section is for your witness.

Get the person who is your child's witness to complete all the following questions. Make sure you give your witness the 2 identical photos of the child so they can complete the details on the back of one photo, see question 38.

32 This section numbered **32** to **39** is for the witness.

Before you fill in this section, please read the statements carefully to make sure you can be a witness.
The witness must:

- not be a relative or part of the family group of the child
- not live at the same address as the child
- be aged 16 years or over
- have known the child for more than 12 months, or since birth if the child is under 12 months old

If you meet the above criteria → go to **33**


33 Do you hold a New Zealand passport?

[illegible]

☐ No → go to **34** You might be able to be a witness.

34 You only need to answer this question if you do not have a New Zealand passport. You must still meet all the requirements in section 32.

Which of the following groups describes your current job?

- ☐ Registered medical professional (for example, a doctor, nurse, dentist, pharmacist, physio etc.)
- ☐ Teacher (primary or secondary teacher or university lecturer)
- ☐ Minister of religion
- ☐ Lawyer
- ☐ Police officer
- ☐ Kaumatua
- ☐ None of the above  Stop, you cannot be a witness for this application.

35 If you do not hold a New Zealand passport, complete the following fields for your place of work or organisation you are involved with.

Name of organisation

[illegible]

Organisation address

[illegible]

Contact number
(Reception or Administration)

Organisation website

/social media link

If you are unable to supply a website or social media organisation page with a staff list please supply a letter from your employer or leadership team on letterhead confirming your employment and how long you have worked there.

36 What is your full name and date of birth?

Title, please select one of the following options

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (please specify) →

Surname or family name(s)

[illegible]

First and middle names

[illegible]

What is your date of birth?

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

37 Where do you live?

Please write the details of your residential address and contact details.

Unit and/or house number

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Street name

[illegible]

Suburb

[illegible]

Place name (city, town, village)

[illegible]

State or territory

--	--	--

Postcode

--	--	--	--	--	--	--	--	--

Country

[illegible]

Contact number

[illegible]

Country code

Area code

Phone number

Email address

[illegible]

38 Do you have the child's 2 photos?

The witness needs to write 3 things on the back of one of the photos:

- the full name of the child
- sign the back of photo
- today's date



Please check carefully. Have you written the 3 things on the back of one of the photos correctly?

Do not: staple, glue or paperclip photos to the application as this may cause damage.

Ensure your photo has been correctly witnessed to avoid delays in processing.

Witness to:

- write full name of the child
- sign back of photo
- write today's date

I declare that

- ▶ I am 16 years of age or over.
- ▶ I have known the applicant for more than 1 year or since birth if under 12 months.
- ▶ The information I have given is complete and correct to the best of my knowledge.
- ▶ The person in this photo is the person named in section 5.
- ▶ I have written the full name of the applicant, signed my name and written the date on the back of one photograph.
- ▶ I understand that if I have provided false information, this passport can be cancelled and I can, by law, be fined or imprisoned.

Collection, authorisation and use of information in support of this application.

By signing below you declare the following:

Child's full name (as shown in question 5)

For

Years (YY) Months (MM)

Signature of witness

Date _____

This is the end of the witness section.

40 This is where you apply for a **PASSPORT** for your child.

If you do not want a passport for your child, please leave this question blank.

I want to apply for a passport for my child

Note: If your your child wears a headcovering please contact us.

Only one parent needs to give permission in this question. Please tick one of the boxes below.

I give my consent for a passport to be issued to the child named in question **5** of this application.

I am the:

New Zealand parentOther parent

Signature

DateA black passport cover with the text "NEW ZEALAND PASSPORT" and "URURHWHENIA AOTEAROA" in white. It features the New Zealand coat of arms and a silver fern frond on the right side.

Documents List Applicant	Original	Photocopy
Applicant's birth certificate		
2 x passport photos		
State Issued ID		
Applicant's change of name certificate		
Fee		
Other:		

Parent's passport		
Parent's state-issued photo ID		
Parent's marriage/civil union certificate		
Parent's change of name certificate		
Other:		

41 Citizenship and passport application fees

What do you need to pay?

Application Fees vary depending on which country you lodge your application in.

Choose the country you are sending your application to and tick which service you need in the boxes below.

If you reside outside of New Zealand, and are sending your application to New Zealand for processing, we will exclude the GST amount from the New Zealand application fees.

Note: You cannot make an urgent application if your case involves an overseas adoption.

Fees if lodged in New Zealand	
<input type="checkbox"/> Citizenship	NZD \$204.40
<input type="checkbox"/> Citizenship & passport	NZD \$329.40
<input type="checkbox"/> Urgent citizenship & passport	NZD \$544.40
Courier delivery cost will be charged based on your delivery destination — see below for further details.	

Fees if lodged in Australia	
<input type="checkbox"/> Citizenship	AUD \$165.00
<input type="checkbox"/> Citizenship & passport	AUD \$313.00
<input type="checkbox"/> Urgent citizenship & passport	AUD \$566.00
Courier delivery cost will be charged based on your delivery destination — see below for further details.	

Fees if lodged in the UK	
<input type="checkbox"/> Citizenship	GBP £86.00
<input type="checkbox"/> Citizenship & passport	GBP £164.00
<input type="checkbox"/> Urgent citizenship & passport	GBP £297.00
Courier delivery cost will be charged based on your delivery destination — see below for further details.	

Courier costs

Delivery destination	Lodged in New Zealand	Lodged in Australia	Lodged in the United Kingdom
New Zealand	NZD \$5.00 (including GST)	Lodge your application in New Zealand	Lodge your application in New Zealand
Australia	NZD \$13.00	AUD \$12.00	Lodge your application in Australia
United Kingdom	NZD \$28.00	Lodge your application in the United Kingdom	GBP £14.00
Asia Pacific countries	NZD \$23.00	AUD \$21.00	Lodge your application in New Zealand or Australia
United States	NZD \$34.00	AUD \$32.00	GBP £17.00
European countries (excluding the UK and countries listed below)	NZD \$45.00	Lodge your application in the United Kingdom	GBP £22.00
Bulgaria, Bosnia and Herzegovina, Cyprus, Croatia, Greece, Macedonia, Malta, Switzerland, Serbia, Libya, Pakistan, Ukraine	NZD \$54.00	Lodge your application in New Zealand or the United Kingdom	GBP £26.00
Russia, Iran, Nepal, Belarus	NZD \$56.00	AUD \$52.00	GBP £27.00
Rest of world	NZD \$47.00	Lodge your application in New Zealand or the United Kingdom	GBP £23.00

Fees vary depending on which country you are sending your application to. Make sure you have ticked the service you require in question **41**.

Tick the method of payment you want

Credit card/Debit card please complete the card details below

1

EFTPOS (in person only)

1

Preloaded payment card (for example, Prezzy card — do not post card)

Card details

9

Visa

9

MasterCard

Amex

Name as it appears on card

[illegible]

Card number

[illegible]

Expiry date

		/		
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(MM)

 (YY)

Security code/CSC (UK only)

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(last 3 numbers on the reverse side of card)

Cardholder signature



CARDHOLDER SIGN HERE

I authorise the Department of Internal Affairs to charge the total amount across to my credit or debit card.

43 Lodging your application and documents

By post

If you want to post us your application, we advise you to use a 'track and trace' courier bag from New Zealand Post (within New Zealand) or registered mail (from overseas) to keep track of your original documents. We will send your documents back to you by courier.

New Zealand	Australia	United Kingdom
<p>Courier or post to:</p> <p>The Citizenship (Descent) Office Service Delivery and Operations Department of Internal Affairs PO Box 10680 Wellington 6140 New Zealand</p>	<p>Courier or post to:</p> <p>Department of Internal Affairs GPO Box 365 Sydney NSW 2001 Australia (Express Post, Standard Mail, Registered Mail)</p>	<p>Courier or post to:</p> <p>Department of Internal Affairs 1 Pall Mall East London SW1Y 5AU United Kingdom</p>

Hand deliver to one of our offices

For office locations, please visit govt.nz/citizenship or call us on 0800 22 51 51 or if outside New Zealand +64 (4) 462 0651.

If you are applying through the United Kingdom office, you must post or courier your application. You cannot deliver your application in person.