NEW ZEALAND IMMIGRATION

Residence Guide

a guide to completing the *Residence Application (INZ 1000)*

About this guide

This guide is intended to help you complete your *Residence Application (INZ 1000)* correctly. It explains the evidence you must provide when applying for residence.

Please take time to read this guide carefully, and refer to it when completing your application form.

Numbered boxes like this **B9** refer to questions in the application form. Please make sure you answer all the relevant questions and provide all the documents we ask you to, otherwise we may not be able to accept your application. If you are applying for residence while you are in New Zealand on a visitor, work or student visa, you need to make sure your visa is valid when you apply for residence.

Help us to decide your application quickly by:

- reading this guide carefully, and
- providing all the required documents with your application form.

For more information and application forms, visit our website **www.immigration.govt.nz**.

Who is this guide for?

For use by applicants applying for a residence class visa under the:

- Residence From Work Category (including the South Island Contribution resident visa)
- Family categories (except Parent Category)
- Pacific Access Category
- Samoan Quota Scheme
- Special Residence categories, or
- Employees of a Relocating Business Category.

If you want to submit an Expression of Interest under the Skilled Migrant Category, you can complete and submit an Expression of Interest form online at **www.immigration.govt.nz**.

If you want to apply for residence under the Parent Category, see our *Parent Category Guide (INZ 1207)*.

If you want to apply for residence under the Entrepreneur Residence Category, see our *Entrepreneur Residence Guide (INZ 1057)*.

Immigration Levy

You must pay an immigration levy at the time you apply for residence and pay your application fee, unless you are exempt. The amount will depend on what category of residence you apply for. You can find details of which categories of applicants are required to pay the immigration levy and the amount you will need to pay in our Fees Guide (INZ 1028).

More information

All INZ forms, leaflets, fee and immigration levy information can be downloaded from our website **www.immigration.govt.nz**.

If you have questions about completing this form, you can:

- see our website **www.immigration.govt.nz**
- telephone our call centre on 0508 55 88 55 (within New Zealand)

GUIDE TO COMPLETING THE APPLICATION FORM

About the application form

To apply for a residence class visa you must complete and sign the form *Residence Application (INZ 1000)* and send it to us with:

- the application fee and immigration levy and
- all the documents we need to assess your application.

If you do not include everything we need, we will not process your application and will return it to you. All the documents you provide must be in English or translated into English.

Answer all the questions in sections A–H that apply to you or to any family members included in your residence application. 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. When you have completed sections A–H, you should then complete the section for the category you are applying under, and then Section P: Declaration, Section Q: Immigration adviser's details, Section R: Declaration by person assisting the applicant (if required) and Section S: Paying your application fee and immigration levy.

Passport numbers

If any family member included in your application does not have a passport, but is named in (and will travel on) another person's passport, please state the passport number and the name of that other person when completing the 'passport number' question for the family member who does not have their own passport.

Mandatory inclusion of family members

If you are the principal applicant and hold a work visa and your partner and children hold temporary visas linked to your work visa, they must be included and cannot be subsequently removed from your residence application. Failure to do so may result in your application not being accepted or being declined.

New Zealand Business Number

Where you enter the details of an organisation or business, the form will have a field for a New Zealand Business Number (NZBN). The NZBN should have 13 numbers and always begins with 94. An NZBN is a unique identifier for all organisations operating in New Zealand. You do not have to fill in the NZBN if you do not know what it is or if the organisation you are providing details about is based outside New Zealand. You can find more information about the NZBN, including finding an NZBN for a specific organisation, by going to **www.nzbn.govt.nz**.

Completing Section A Principal applicant's personal details

A1 **Principal applicant**

The principal applicant is the person who will be primarily assessed against the residence instructions. If this is you, you should fill in the application 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 at Section R: Declaration by person assisting the applicant.

A10 **Main occupation**

Your main occupation is the job you spent most hours doing in the last 12 months. If you have not worked in the last 12 months, please state your previous occupation. If you have not worked for the last five years or more, please state 'N/A'.

A11 See 'Passport numbers', above.

Completing Section B Contact details

B3 **Name and address for correspondence or adviser details.**

The address you give must be a physical address (not a PO Box).

You can apply for residence by completing and submitting the application form yourself or you can ask another person – such as a friend, lawyer, or immigration adviser – to help you. (We refer to people who help you in this way as your 'agent', 'adviser' or 'representative'.) We give all applicants equal treatment so you are free to choose whether or not to use an agent, adviser or representative. Our website, **www.immigration.govt.nz**, has lots of information about migrating to and settling in New Zealand and also provides links to other services that may be able to help you.

Please be aware of the following if you do decide to use an agent, adviser or representative.

- You can give your own address or your agent's, adviser's or representative's address as our point of contact. However, there may be times when we want to work directly with you.
- If you give your adviser's address, we will send them all correspondence about your application, 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 or we will continue to deal with them. If you are changing your immigration adviser, please use the form *Immigration Adviser Details (INZ 1160)*.
- You are responsible for any documents or information you submit with your application as well as any information that your agent, adviser or representative submits on your behalf.

If anybody else helps you to complete the form – by interpreting, translating, or filling it in for you, for example – they must also sign Section R: Declaration by person assisting the applicant.

Completing Section D Partner's personal details

You must supply evidence of your relationship to any family members who are included in your application.

Definition of partner

A partner may either be legally married, or in a civil union, or in a de facto partnership (whether opposite or same sex)

You can include your partner in your application, but for your partner to be approved residence you must provide evidence that you have been living together in a genuine and stable relationship for at least 12 months at the time that the application is lodged and meet other requirements for your partnership to be recognised.

Evidence of relationship to your partner

Refer to 'Completing Section J: Family Partnership Category' for a list of the type of evidence you will need to show us and the minimum requirements for the recognition of a partnership.

Completing Section F Dependent children

You can include your children and your partner's children in your application if they are single and aged 17 or younger, or are single, aged 18 to 24 years of age, and have no children of their own.

Children aged 21 to 24 years must be either totally or substantially reliant on you or your partner for financial support, whether or not they are living with you or your partner.

Your dependent child may hold a visitor visa with conditions that enable them to work part-time (20 hours per week for most of the year, and 40 hours per week between 1 December and 31 January) while they are waiting for a decision on your resident visa application.

Any work undertaken in line with these conditions won't be considered when determining whether they are totally or substantially reliant on you or your partner for financial support.

Your partner's children cannot be approved for residence unless you and your partner are able to meet the minimum requirements for the recognition of partnerships.

Definition of single

We define single as not living together in a genuine and stable partnership (see also Completing Section J Family: Partnership Category).

Evidence of relationship to your children

You must supply evidence of your relationship to any family members who are included in your application. To prove your relationship to your child please include their full birth certificate showing your name as well as your child's name.

Adopted children

If you have an adopted child you must provide evidence of the adoption, whether it is a legal or a customary adoption.

Evidence of a legal adoption is original or certified copies of adoption papers from the country in which the adoption was approved.

Evidence of a customary adoption is a written declaration by you, the adoptive parents, stating:

- that you have adopted the child; and
- the date of the adoption; and
- the country in which the adoption took place.

INZ may seek confirmation of a customary adoption from the person's biological parent(s).

Under Dependent Child instructions, if a person has been legally adopted overseas by a New Zealand citizen or residence class visa holder, you must provide evidence that an overseas adoption meets requirements. See 'Completing Section K: Family Dependent Child Category' for further details.

F49 **Custody arrangements**

Make sure that you complete this question.

If you are separated or divorced and will bring any children under 16 years of age to New Zealand with you, you must provide evidence that you are legally allowed to remove the children from any country in which rights of custody or visitation have been granted to the other parent or any other person. If the other parent of any accompanying children under 16 years of age is not included in your application for residence, you must provide evidence of your right to remove the children from their country of residence.

Evidence that you have the right to remove children from their country of residence includes:

- legal documents showing you have custody of the child, and the sole right to decide where they live, without any visitation rights being granted to the other parent; or
- a Court order permitting you to remove the child from their country of residence; or
- legal documents showing you have custody of the child, and a signed statement from the child's other parent – witnessed in accordance with local practice or law – which confirms that they agree to allow the child to live in New Zealand if your residence application is approved.

Completing Section G Character requirements

G2 Every person aged 17 years and over applying for residence in New Zealand must provide:

- a police certificate from their country of citizenship, and
- police certificates from any country they have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years.

If you are applying under the Partnership or Dependent Child categories, and you meet the following criteria, you may not need to submit a new police certificate:

- you submitted a police certificate with an earlier temporary entry visa application, and
- you are lodging your residence application within 24 months of the date of issue of the certificate.

Note: Residence applications have different requirements for police certificates to temporary entry applications. You may not have submitted a police certificate from every country you have lived in for 12 months or more in the last 10 years (the residence requirement) with your previous application. If this is the case, you must supply the additional police certificates with your residence application.

For information on how to obtain a police certificate visit **www.immigration.govt.nz/policecertificate**.

Accessing the website is the quickest means of obtaining this information, however if you do not have access to the internet you can either call us on 0508 55 88 55 if you are in New Zealand, or (09) 914 4100 if you are in Auckland.

G6 If you have been removed, deported or excluded from any country, you may not meet character requirements and may not be eligible to be granted a visa. You must declare if you have been removed, deported or excluded from any country, excluding New Zealand.

Completing Section H Health requirements

H2 You and your partner and dependent children (if included) need to be in good health to be granted residence. The questions in this section apply to every person who is included in your application.

H1 You (and any other applicant included in your application) are required to provide a completed medical certificate and a *Chest X-ray Certificate (INZ 1096)*, unless you have previously provided these certificates and they were issued less than 36 months ago.

If you (or any other applicant included in your application) have provided a medical certificate and chest X-ray certificate within the last 36 months, you do not need to provide further certificates unless:

- the health status of any applicant has deteriorated since their previous certificates were issued, or
- you have been requested in writing by an immigration officer to provide updated certificates; or
- any applicant included in your application has spent six consecutive months since their last chest X-ray certificate was issued, in a country, area or territory not listed as having a low incidence of TB (see the leaflet *Health Requirements (INZ 1121)* for further information).

If you (or any other applicant included in your application) are required to provide a medical certificate or chest X-ray certificate, they must be less than three months old when we receive your application.

Pregnant women and children under 11 years of age are not required to have an X-ray, unless a special report is required.

In most countries we require the medical examinations to be carried out by one of a selected panel of medical practitioners or institutions. The details of these countries and the names and addresses of the approved panels are listed on our website **www.immigration.govt.nz/paneldoctors**/.

Submitting your medical and chest X-ray certificates.

Refer to the leaflet 'Health Requirements Guide' for further information.

Medical certificates you should provide

Apart from the *Chest X-ray Certificate (INZ 1096)* there are two other types of medical certificate. These are the:

- *General Medical Certificate (INZ 1007)*, which must be provided by all applicants other than those specified below; and
- *Limited Medical Certificate (INZ 1201)* which must be provided by applicants who:
  - are applying under the Partnership Category as the partner of a New Zealand citizen or residence class visa holder and who meet the requirements of the Partnership Category (which includes living together for at least 12 months, refer to Section J of this Guide for more information), and any dependent child(ren) included in their application; or
  - are applying under the Dependent Child Category as the dependent child of a New Zealand citizen or residence class visa holder and who meet the requirements of the Dependent Child Category (refer to Section K of this Guide for more information); or
  - have been recognised as having refugee or protection status in New Zealand and are applying for a permanent resident visa, and their partner and dependent child(ren).

H5 If you are applying for a visa as the partner or dependent child of a New Zealand citizen or resident and you were eligible for inclusion, but were not included in, or were withdrawn from, your partner or parent's residence application, you must provide a *General Medical Certificate*.

H4 If you answer 'yes' to any of these questions, make sure you provide a full explanation of your circumstances so we can assess your medical condition(s). The purpose of the questions at H4 and H5 is to find out whether you may have a medical condition for which a medical waiver cannot be granted.

H6 A child is considered to require special education services if they need a specialist teacher and/or other specialists such as a speech language therapist, an occupation therapist, a physiotherapist, and an educational psychologist to assist with their education.

Note: If you have a partner or dependent child who is eligible for inclusion in your residence application and you choose not to include them, or withdraw them from your application before it is approved, you need to be aware of the implications that this will have on any future visa application made by them. If you are granted a resident visa, should your partner or dependent child apply for a residence class visa or temporary entry class visa in the future as your partner or dependent child, they will be required to complete a *General Medical Certificate (INZ 1007)* rather than the *Limited Medical Certificate (INZ 1201)*, which is the medical certificate for partners and dependent children of New Zealand citizens and residents. If at the time your partner or dependent child applies for a visa, an immigration officer determines that they do not have an acceptable standard of health, they will **not** be granted a medical waiver. You can find more details about our health requirements and medical waivers in our leaflet *Health Requirements (INZ 1121)*.

Checklist for Sections A to H

The checklist at the end of Section A lists all the documents and information you must provide for your application to be accepted. If your application does not include these documents, we cannot accept it.

You may provide additional information or documents after your application has been accepted, but you must do so before we make our decision. Once a decision has been made on your application we won't consider any further information or documents.

Make sure you keep us informed of any change in your circumstances or the information you provide.

Application form

Make sure you complete all the relevant sections of the *Residence Application (INZ 1000).*

Passport or identity document

We need to see your current passport (the original document or a certified copy) as proof of your identity. If you are outside New Zealand and your passport is unavailable, please provide your birth certificate or other identity document. You must also give the passport details for each family member included in your residence application.

Photographs

Attach two recent passport-sized photographs of each person included in your application. All photographs must have the person's name and the date the photograph was taken written on the back.

Birth certificates

Provide original or certified copies of full birth certificates for each person included in your application.

Application fee and Immigration Levy

You need to pay a fee and immigration levy when you lodge your application unless you are not required to do so. Fee and immigration levy details are listed on our website, **www.immigration.govt.nz/fees** and in our *Fees Guide (INZ 1028)*.

Other documents

Please supply the documents we request so we can make a decision on your application. The documents required will support the statements you make on the residence application form.

All documents you provide should be either original or certified copies. If you send certified copies, INZ may ask for originals at a later date.

Certified copies are photocopies that have been stamped or endorsed by a person who confirms that the copy is a true copy of the original. The person who certifies the copy must be authorised to do so by law in your home country or in New Zealand (eg. a Justice of the Peace, Notary Public, lawyer, or Court official).

All the documents you provide may be subject to verification checks by INZ.

Translations

If any of your documents are not in English, you must have them translated into English. Any translation provided must:

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

Translations may be prepared by:

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

If you are considering applying for New Zealand citizenship at a later date you may want to have your documents translated by the Translation Service of the Department of Internal Affairs. For details see **www.dia.govt.nz**.

I5 **Evidence you have held a Talent work visa for at least 24 months**

INZ will be able to confirm from our own records whether you meet this requirement.

Note: If your Talent work visa was granted while you were outside New Zealand then the 24 months begins from the date of your first arrival in New Zealand on that visa.

I6 **English language requirements for partners and dependants**

See our leaflet *English Language Information (INZ 1060)* for details.

I7 **English language requirements for principal applicants under Religious Worker instructions**

Principal applicants under Religious Worker instructions must provide evidence to show they meet the minimum standard of English. These applicants cannot pre-purchase English language tuition to meet the requirements for Religious Worker residence applications. See our leaflet *English Language Information (INZ 1060)* for details.

Long Term Skill Shortage List Instructions/Talent (Accredited Employer) Instructions

You need to provide evidence indicated below with your application.

I9 **Full or provisional registration**

If registration is required by law to practice in the occupation in which you are employed, you must provide a current registration certificate from the relevant New Zealand registration authority.

I10 **Evidence of employment by an accredited employer* for at least 24 months**

You must provide:

- a letter from your New Zealand employer showing the dates of your employment, to confirm you have been employed in New Zealand for 24 months or more. If you have had more than one New Zealand employer while the holder of a Talent (Accredited Employer) work visa, you should supply letters from each employer
- a Summary of Earnings form from New Zealand Inland Revenue to confirm your base salary over this period meets the salary threshold that was in place when you applied for your Talent (Accredited Employer) work visa,** based on a 40 hour work week.

You must provide confirmation in writing from your New Zealand employer that you currently have employment in New Zealand which is:

- at an annual base salary that meets the salary threshold that was in place when you applied for your Talent (Accredited Employer) work visa,** based on a 40 hour work week; and
- full-time (at least 30 hours per week); and
- ongoing (permanent or indefinite, or for a stated term of at least 12 months); and
- genuine; and
- compliant with relevant employment law in force in New Zealand. This includes having a written employment agreement specifying the necessary terms and conditions, and which meets holiday, special leave and occupational health and safety requirements.

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* If your employer's accreditation was not renewed or was rescinded after you were granted your Talent work visa, you may still qualify for residence if you were granted a variation of your work visa conditions by INZ allowing you to work for a non-accredited employer.

** The salary threshold is $55,000 per annum if you applied for your work visa before 7 October 2019, and $79,560 per annum if you applied on or after 7 October 2019.

The letter from your employer should be no more than one month old when you make your application. A letter from an employer stating that you are still employed on the same terms and conditions on which you were granted a Talent work visa or variation of conditions must have a copy of those terms and conditions attached.

Note: if you have a base salary of NZ$90,000 or more and you applied for you Talent (Accredited Employer) work visa before 7 October 2019, you may be eligible for a permanent resident visa.

I11 **Evidence of employment for at least 24 months in an occupation on the Long Term Skill Shortage List**

You must provide a letter from your New Zealand employer showing the dates of your employment and the occupation you were employed in, to confirm you have been employed in New Zealand for 24 months or more in the Long Term Skill Shortage List (LTSSL) occupation for which the visa was granted or an occupation on the current LTSSL. If you have had more than one New Zealand employer while the holder of a LTSSL work visa, you should supply letters from each employer.

Evidence of current employment in a priority occupation with a base salary of at least NZ$45,000 per year

You must provide confirmation in writing from your New Zealand employer that you currently have employment in New Zealand which is:

- in the priority occupation for which your work visa was granted, or an occupation on the LTSSL current at the time your application for residence is made; and
- at an annual base salary of NZ$45,000 or more; and
- full-time (on average, at least 30 hours per week); and
- ongoing (permanent or indefinite, or for a stated term of at least 12 months); and
- genuine; and
- compliant with relevant employment law in force in New Zealand. This includes having a written employment agreement specifying the necessary terms and conditions, and which meets holiday, special leave and occupational health and safety requirements.

The covering letter from your employer should be no more than one month old when you make your application. A letter from an employer stating you are still employed on the same terms and conditions under which you were granted a work visa under the LTSSL Instructions must have a copy of those original terms and conditions attached.

Talent (Arts, Culture and Sports) Instructions

You need to provide evidence indicated below with your application.

I13 **Evidence you are sponsored by a New Zealand organisation of national repute in your field of art, culture or sports**

You must provide a recently completed *Talent (Arts, Culture and Sports) Sponsorship Form (INZ 1091)* from a New Zealand organisation of national repute supporting you for residence.

Your sponsorship form must include a signed undertaking from the supporting organisation or an eligible New Zealand residence class visa holder or citizen guaranteeing to provide you with accommodation and financial support during the first 24 months of your residence in New Zealand, if this should be necessary.

I14 **Evidence you have not applied for or been granted welfare assistance while the holder of a Talent work visa**

I15 You must answer the question asking whether you or any person included in your application have ever applied for or been granted welfare assistance from the New Zealand Government while you have been the holder of a Talent work visa, and give your consent to INZ carrying out a verification check with Work and Income (a service of the New Zealand Ministry of Social Development).

Evidence of active engagement in your field of arts, culture or sports throughout a period of 24 months in New Zealand

You must provide a Summary of Earnings form from New Zealand Inland Revenue showing your earnings over the period since you were granted a Talent work visa to the time of your application for residence.

You should also provide any other documents or evidence that demonstrate you have been actively engaged in your field of arts, culture or sports while you have been the holder of a Talent work visa. Examples of suitable evidence include:

- documents showing income generated by your activities in your field (such as GST receipts, bank accounts, tax returns)
- schedules of performances, exhibitions, activities or events in which you have participated or featured
- letters of appreciation or commendation from individuals or organisations for your activities, performances or achievements
- a statement from the New Zealand organisation which sponsored you for a Talent work visa giving details of your activities over the past 24 months.

These are examples only. You may provide any other evidence that you consider shows you have been actively engaged in your field of arts, culture or sports.

Evidence you are still prominent in your field of arts, culture or sports

Provide any documents that you consider show you are still prominent in your field. For example:

- a recent letter or statement from the New Zealand organisation of national repute sponsoring you for residence confirming your prominence
- recent letters from New Zealand and/or international organisations – or individual persons – generally acknowledged as having specialist knowledge or expertise in your field of arts, culture or sports and confirming that you are still considered prominent
- published articles (newspaper, magazine, journal, internet, etc) identifying you as being expert or prominent in your field.

Evidence your continued presence in New Zealand will enhance New Zealand's accomplishments and participation in your field of arts, culture or sports

Your *Talent (Arts, Culture and Sports) Sponsorship Form (INZ 1091)* requires the New Zealand supporting organisation to state how your presence in New Zealand will enhance New Zealand's accomplishments and participation in your declared field of arts, culture or sports.

INZ will consider whether you meet this requirement on the basis of the information given by your supporting organisation, but will also take into account any other supporting documents you provide. INZ may also make enquiries with your supporting organisation, or any other relevant experts or organisations associated with your field of arts, culture or sports, before reaching a decision.

You may provide any other supporting letters or documents that you wish to from, for example:

- other New Zealand national or representative organisations in your field, and/or
- prominent New Zealand persons commonly acknowledged as experts in your field stating how your continued presence in New Zealand will enhance New Zealand's accomplishments or participation in your field of arts, culture or sports.

Religious Worker instructions

You must be in New Zealand at the time you apply for residence.

Evidence you are able to be sponsored for religious work by an organisation whose primary purpose is advancing religion should be provided.

Any such evidence must include:

- a completed *Sponsorship Form for Religious Workers (INZ 1190)*, and
- evidence of the sponsoring organisation's financial ability to sponsor you for the duration of your resident visa, and
- an employment agreement or a description of the religious work you are applying to undertake.

Evidence the sponsoring organisation has a genuine and long-term need for a religious worker should also be included in your application. Evidence may include, for example, information from the sponsoring organisation or its governing body, about growth or expansion of the organisation and/or the religious services/activities the sponsoring organisation provides.

South Island Contribution resident visa instructions

You must have held a work visa granted under the South Island Contribution work instructions for a period of at least 24 months.

You must have been employed in a full-time role (at least 30 hours per week), in the specified region and industry during the currency of your South Island Contribution work visa.

You must also have current employment or an offer of employment which:

- is full-time (at least 30 hours per week); and
- is genuine; and
- is ongoing and sustainable (permanent or indefinite, or for a stated term of at least 24 months); and
- is in the region and industry specified by your South Island Contribution work visa; and
- has terms and conditions that are not less than the those of the New Zealand labour market; and
- is with an employer who has no significant adverse record with Immigration New Zealand or the Labour Inspectorate, and is not included on a list of non-compliant employers maintained by the Labour Inspectorate.

If your occupation or offer of occupation requires provisional registration, then you must hold the appropriate full or provisional registration required.

Completing Sections J-K | Family categories

You will need to meet English language requirements if:

- your partner or parent gained residence under the Skilled Migrant Category, Residence from Work Category, General Skills Category, or one of the categories under the business immigration instructions; and
- you were not included in that application although you were eligible to have been included.

If these criteria apply to you, you will need to meet the English language requirements for applicants under those categories when you apply under the Family Category. To check the standard of English you will need to meet, please refer to our leaflet *English Language Information (INZ 1060)*.

For information on how to apply for residence under the Parent Category, please see the *Parent Category Guide (INZ 1207)*.

The Sibling and Adult Child Category closed permanently on 15 May 2012.

Completing Section J | Family: Partnership Category

A partner may be either legally married, or in a civil union, or in a de facto partnership (whether opposite or same sex).

J6 Genuine and stable partnership

A partnership is considered to be genuine and stable if it is:

- genuine, because it has been entered into with the intention of being maintained on a long-term and exclusive basis; and
- stable, because it is likely to endure.

You may apply for residence at any time under these instructions, but to be granted a residence class visa you must meet all requirements and have been living together in a genuine and stable partnership for at least 12 months at the time of lodgement of the application. This 12 months of living together must be established using evidence from when you and your partner were aged 18 years or older. Acceptable evidence you and your partner are in a genuine and stable partnership includes:

- marriage certificate (if married)
- civil union certificate
- proof of shared residence (such as joint mortgage or tenancy agreements or rent book)
- financial dependence or interdependence (proof of shared income or bank accounts, or accounts that show money transfers between your account and your partner's account)
- birth certificates for your children
- any evidence of public or family recognition of your relationship
- correspondence (including post-marked envelopes) to you and your partner at the same address
- photographs of you and your partner together
- evidence of the duration of your relationship
- the degree of commitment to a shared life
- the performance of household duties.

If you have been living apart from your partner for any periods during your relationship, you must also provide evidence of the length of these periods and the reasons for them.

J7 Minimum requirements for the recognition of partnerships

The minimum requirements for recognition of partnership are that you:

- are both 18 years or older when this application is made; and
- have met prior to this application being made; and
- are not close relatives according to Schedule 2 of the Marriage Act 1955 (see below).

A man may not marry his	
Grandmother	Son's wife
Grandfather's wife	Sister
Wife's grandmother	Son's daughter
Father's sister	Daughter's daughter
Mother's sister	Son's son's wife
Mother	Daughter's son's wife
Stepmother	Wife's son's daughter
Wife's mother	Wife's daughter's daughter
Daughter	Sister's daughter
Wife's daughter	Brother's daughter

A woman may not marry her	
Grandfather	Daughter's husband
Grandmother's husband	Brother
Husband's grandfather	Son's son
Father's brother	Daughter's son
Mother's brother	Son's daughter's husband
Father	Daughter's daughter's husband
Stepfather	Husband's son's son
Husband's father	Husband's daughter's son
Son	Sister's son
Husband's son	Brother's son

J8 Evidence your partner is eligible to support your application

You need to provide evidence that your partner:

- is a New Zealand citizen or residence class visa holder; and
- supports your application.

J9 **Evidence your partner supports your application**

Partnership Support Form for Residence (INZ 1178) completed by your sponsoring partner.

J10 **Evidence your partner is a New Zealand citizen or residence class visa holder**

We will only recognise evidence of your partnership from when you and your partner were both aged 18 or older. We will not use earlier evidence to assess whether you meet the partnership requirements.

Acceptable evidence includes:

- a New Zealand residence class visa in their passport or travel document
- their valid New Zealand or Australian passport
- their New Zealand birth certificate
- a recent statement of citizenship for your partner from the Department of Internal Affairs
- their certificate of New Zealand citizenship
- an endorsement in a foreign passport indicating New Zealand citizenship.

If your partner:

- holds a valid Australian passport but does not hold a current New Zealand residence class visa, or
- holds a New Zealand residence class visa which was granted on the basis that they were the holder of either a current Australian permanent residence visa or a current Australian resident return visa,

they must provide evidence that New Zealand is their primary place of established residence at the time your application is made and assessed.

Evidence that New Zealand is your partner's primary place of established residence

This may include, but is not limited to, original or certified copies of:

- correspondence addressed to your partner
- employment records
- records of benefit payments from Work and Income (a service of New Zealand's Ministry of Social Development)
- banking records
- rates demands
- Inland Revenue records
- mortgage documents
- tenancy and utility supply agreements
- documents showing your partner's household effects have been moved to New Zealand.

Your partner is **not eligible to support your application** if he or she:

- has been convicted at any time of any offence involving family violence or of a sexual nature prior to the date the application is made (unless granted a character waiver); or
- was the perpetrator of an incident of family violence which has resulted in the grant of a residence class visa to a person under the instructions for victims of family violence; or
- has been included as a partner in or supported an application where a residence class visa was granted on the basis of a partnership in the five years immediately preceding the date the current application is made; or
- has been included as a partner in or supported more than one previous application where a residence class visa was granted on the basis of a partnership.

Note: A residence class visa is considered to have been granted on the basis of a partnership if the New Zealand partner:

- previously supported a successful application under Partnership Category instructions; or
- was the principal applicant in a successful application under Partnership Category instructions; or

- was the principal applicant in any successful residence class visa application that included a secondary applicant partner who was also granted residence; or
- was granted residence as the partner of a principal applicant in any residence class visa application.

Evidence that your partner meets the character requirement is:

- a New Zealand police certificate obtained by INZ; and/or
- a police or similar certificate, less than six months old, indicating your partner's record of convictions or lack of convictions from any country in which they have lived 12 months or more in the 10 years prior to the date the application is made.

The requirement to obtain police certificates applies to partners who are aged 17 and over only.

The police certificate(s) must be less than six months old. For more information on police certificates see **www.immigration.govt.nz/policecertificate**. Accessing our website is the quickest means of obtaining this information, however if you do not have access to the internet you can either:

- call us on 0508 55 88 55 if you are in New Zealand or (09) 914 4100 if you are in Auckland, or
- contact your nearest INZ office.

Permanent resident visa

You may be eligible for a permanent resident visa if you:

- meet all the other requirements under the Partnership Category instructions; and
- have a New Zealand citizen partner who has been residing outside New Zealand for a period of five years; and
- have been living together in a genuine and stable relationship for at least five years.

Completing Section K Family: Dependent Child Category

K1 You are considered to be a dependent child if you are single and:

- aged 17 or under, or

K2

- aged 18 to 20, with no children.

K3 If you are aged 21 to 24, are single and have no children of your own, you may be asked to provide evidence you are dependent on an adult for financial support.

If you hold or held a visitor visa with limited work conditions, any work that you undertook in accordance with these conditions won't be considered when determining whether you're dependent on an adult for financial support. You may, however, be asked to provide evidence that your work was in line with these conditions.

K4 **Evidence of the New Zealand immigration status of your parent(s)**

You need to prove your parent(s) are either New Zealand citizens or residence class visa holders.

Evidence your parents are New Zealand **citizens** can include original or certified copies of:

- their valid New Zealand passport
- their Certificate of New Zealand Citizenship
- a recent official statement confirming their citizenship from the Department of Internal Affairs
- their New Zealand birth certificate, or
- an endorsement in a foreign passport indicating New Zealand citizenship.

Evidence your parents are New Zealand **residence class visa holders** can include original or certified copies of:

- a current New Zealand residence class visa in their passport or travel document, or
- a valid Australian passport.

You must also provide evidence your parents are **actually residing** in New Zealand. Acceptable evidence your parents are actually residing in New Zealand includes:

- correspondence (including post-marked envelopes) addressed to you from New Zealand
- employment references
- rates demands
- income tax returns
- mortgage documents
- documents showing household effects have been moved to New Zealand, and
- any other documents or evidence that proves they are actually living in New Zealand.

Evidence of relationship to your parents

We also need to confirm your relationship to your parents. If you are the **biological child** of your parents, your full birth certificate should show this. If you have been **legally adopted** you must provide the original or certified copy of the Notice of Adoption Order from your home country, along with documents that show your adoption order has the same effect as a New Zealand adoption under section 17 of the Adoption Act 1955, or the Adoption (Intercountry) Act 1997.

If you are adopted, you could be impacted by changes to New Zealand's international adoption policy, which means many overseas adoptions are no longer recognised for immigration purposes. This means adopted children of New Zealand citizens and residents are not eligible for a visa dependent on the parent-child relationship if the adoption took place in a country that is not exempt.

An adoption can meet requirements by being:

- a New Zealand adoption order made under the Adoption Act 1955; or
- an overseas adoption order which, under section 17(1) and 17(2) of the Adoption Act 1955, has the same effect as a New Zealand order (see note below); or
- an overseas adoption order which, under the Adoption (Intercountry) Act 1997, has the same effect as a New Zealand adoption order.

Note a child with an adoption order described in section 17(1) and 17(2) of the Adoption Act 1955 cannot be granted a visa as a result of the adoption unless the adoption is from an exempt country (see section 17(3)(b) and (4) of the Adoption Act 1955).

Evidence an overseas adoption meets this requirement includes:

- a ruling from a New Zealand court, or
- the assessment of INZ processing officer, or
- an Article 23 adoption certificate, for Hague Convention intercountry adoptions.

Notices of interim orders are not evidence of adoption.

If you have been **adopted by custom**, acceptable evidence of a customary adoption is a written declaration by your adoptive parents stating:

- you were adopted by them
- the date of the adoption, and
- the country in which the adoption took place.

We may seek confirmation of a customary adoption from your biological parent(s).

K5 Declaration that you are single

Being single means that you are not living in a genuine and stable partnership. For further information see K6 Genuine and stable partnership under Completing Section J Family: Partnership Category.

Completing Section L Refugee Family Support Category

See the *Accommodation Guide for Refugee Family Support Category Sponsors (INZ 1208)* for information on accommodation requirements.

L2 Evidence of 'sole carer' (tier one sponsors)

If your sponsor was entered into the tier one queue on the basis that they are the 'sole carer' of a dependent relative or relatives in New Zealand you will need to provide evidence of this. A sponsor is considered to be the sole carer of a dependent relative or relatives if they have the primary responsibility for the day-to-day care of those relatives.

Evidence that a tier one sponsor is a sole carer can include* original or certified copies of:

- evidence of Accident Compensation Corporation (ACC) payments made to the sponsor (where the sponsor is considered by ACC to be a provider of home help to a sick or injured relative or relatives), and/or
- evidence from a district health board, general practitioner or other health agency which specifies the sponsor as a carer of a dependent relative or relatives, and/or
- evidence from Work and Income (a service of the New Zealand Ministry of Social Development) that the dependent relative or relatives are on an invalid's benefit, and/or
- any other evidence that the dependent relative or relatives are totally or substantially reliant on the sponsor for financial support whether living with them or not (where the dependent relative(s) are 16 or younger).

Evidence of your relationship to your sponsor

Evidence of your relationship to your sponsor can be original or certified copies of:

- birth certificates establishing your relationship to your sponsor
- household registration documents, if these establish your relationship to your sponsor, or
- evidence of adoption which establishes your relationship to your sponsor.

You may provide other evidence that proves your relationship to your sponsor.

Evidence of sponsor's immigration status

Acceptable evidence that your sponsor is a New Zealand citizen or residence class visa holder can include original or certified copies of:

- a New Zealand residence class visa in their passport or travel document
- their valid New Zealand passport
- their Certificate of New Zealand Citizenship
- a recent official statement confirming their citizenship from the Department of Internal Affairs, or
- an endorsement in a foreign passport indicating New Zealand citizenship.

Note that your sponsor must have been granted residence in New Zealand on the basis of their status as a refugee.

Evidence of time spent by your sponsor in New Zealand as a citizen and/or holder of a residence class visa (tier two sponsors only)

If your sponsor's registration was selected from the tier two queue and you subsequently make a residence application under the Refugee Family Support Category we will determine the amount of time your sponsor has spent in New Zealand by referring to our records of your sponsor's entry to and exit from New Zealand. If we need any further information or evidence to confirm the time spent in New Zealand by your sponsor, we will contact you.

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* Note that we may request additional evidence.

M2 **Offer of employment**

N2 You must include an offer of full-time employment when you lodge your application. The job offer can be for either you or your partner (if they are included in your application, and you meet all the partnership requirements as per Section J: Family: Partnership Category). Employment is full-time if it averages at least 30 hours per week. Acceptable evidence of an offer of full-time employment includes original or certified copies of the following documents:

- a written offer of employment
- a detailed job description
- a letter from the employer stating whether or not any occupational registration is required by law for you to take up the position, and
- an employment agreement entered into by the employer and you, stating:
  - the terms of employment
  - the hours of work, and
  - the period during which employment may begin.

Minimum income requirement

If you have dependent children, you must show you will meet a minimum income requirement to ensure you can support yourself and your dependants if you come to New Zealand. The minimum income is based on the unemployment benefit (married and civil union rate) plus the maximum accommodation supplement as set by the New Zealand Government. For the current figure, visit our website at **www.immigration.govt.nz**.

Acceptable evidence you will meet the minimum income requirement includes original or certified copies of a job offer with salary or wages equal to or higher than the minimum income requirement.

If you and your partner both have an offer of employment in New Zealand, both of your wages or salaries may be taken into account when determining if the minimum income requirement is met, provided (at the time the application is assessed) an immigration officer is satisfied that your relationship meets our minimum criteria for the recognition of partnerships (see 'Completing Section J: Family Partnership Category'). The second offer of employment must meet all the requirements for an acceptable offer of employment except the requirement that the offer be for full-time employment.

English language requirement

You must meet a minimum level of English language ability to gain residence under this category. You may wish to attach documents that indicate your ability when you lodge your application. Even if evidence is provided, an immigration officer may require you to attend an interview to test your English language ability.

Completing Section O Employees of a Relocating Business Category

See the leaflet *English Language Information (INZ 1060)* for full requirements.

Only principal applicants are required to meet a minimum standard of English under the Entrepreneur and Employees of a Relocating Business categories.

Partners or dependent children of the principal applicant may pre-purchase ESOL tuition at the time their residence application is decided.

Details of the relocating business

You should attach to your application a letter to Immigration New Zealand from the Chief Executive

Officer (CEO) of the relocating business. The letter should give the following information and be accompanied by supporting documents.

- The name and location of the business intending to relocate to New Zealand.
- A statement as to why it is relocating and what the benefits will be to New Zealand.
- The names and dates of birth of staff (and their immediate family members) in respect of whom ministerial discretion is requested.
- Explanations as to why the employees concerned do not qualify under current immigration categories, countersigned by the staff member concerned.
- The current role in the business of the employee(s), and their intended role in the relocated business.
- An explanation as to why they are considered to be key staff.

The relocation of the business must be supported by New Zealand Trade and Enterprise (NZTE).

Please note that INZ will consult with NZTE to determine their support of your application.

Completing Section P Declaration

Ability to maintain yourself and any dependants

You must have sufficient personal resources to maintain yourself and your dependants for at least your first 24 months as a resident in New Zealand (this does not apply to you if you are an applicant under the Refugee Family Support Category, the Partnership or Dependent Child categories, or the Religious Worker instructions.)

Personal resources may include:

- cash and assets
- a verified definite offer of employment in New Zealand (you must submit a written offer), or

If you wrongly declare you have sufficient personal resources, you may be liable for deportation.

Emergency benefits

Information about your personal resources, and the contents of your application form, will be provided to Work and Income (a service of the New Zealand Ministry of Social Development) if you apply for an emergency benefit.

You are not entitled to an emergency benefit from Work and Income for the first 24 months of your residence in New Zealand unless you are in hardship. If you apply for an emergency benefit, you must prove you cannot support yourself and your dependants before the application will be considered. If you have deprived yourself of income and/or property by giving it away, or by any other means, your emergency benefit application may be declined.

Signing the declaration section

Make sure you read and understand all the declarations before you sign the declaration section. Contact the Immigration Call Centre (0508 558 855) if you have any questions about the declaration.

VisaView

It is an offence for an employer to employ a person who is not entitled to work for them in New Zealand. It is also an offence for an education provider to allow a person to undertake a course of study if that person is not entitled to do so.

VisaView is an online enquiry system that allows registered employers and education providers to check whether a person who is not a New Zealand citizen can work or study in New Zealand for them.

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

Completing Section Q Immigration adviser's details

Complete this section if you have received immigration advice about your application.

Completing Section R Declaration by person assisting the applicant

If anybody has helped you to complete your residence application form by explaining, translating, or filling it in for you, they must sign the declaration at Section R: Declaration by person assisting the applicant.

Make sure they read and understand the declaration before they sign it.

Completing Section S Paying your application fee and immigration levy

Ensure you complete the payment details section of the application form and enclose your fee and immigration levy.

To find out how much to pay, payment method and where to send your application see: **www.immigration.govt.nz\fees**.

Tax obligations while residing in New Zealand

If you are planning to work in New Zealand, you will need an IRD number. All your tax, entitlement and personal details are linked to this number, which is unique to you. This is administered by Inland Revenue, New Zealand's tax service. You can apply for an IRD number online at **www.ird.govt.nz/irdnum-individuals**.

Most types of individual income derived from overseas are temporarily exempt from tax in New Zealand if you fulfil certain conditions. The temporary tax exemption is available to new migrants and returning New Zealanders who have not been resident for tax purposes in New Zealand for at least 10 years. See **www.ird.govt.nz/temp-tax-exemption** for further information.

Importing your car, boat, and/or household items

You may be able to bring your car, boat and/or household items to New Zealand. For detailed information on restrictions, and to find out if you must pay Customs charges, see the New Zealand Customs Service website **www.customs.govt.nz**.

For enquiries telephone 0800 428 786 (within New Zealand) or +64 9 300 5399 (outside New Zealand), or email **feedback@customs.govt.nz**.



New Zealand Government
Te Kāwanatanga o Aotearoa