

1. Passport



A passport is required to travel to all countries, including Australia. Before you travel overseas ensure your passport is in good order and is travel fit. If your passport is damaged or not valid you may be denied boarding on to your flight by Border officials. Ensure your passport:

- Has not expired
- Is not within six months of expiry (many countries require at least 6 months validity to allow entry).
- Has the necessary visas for your travel destination (contact the nearest Embassy of the country to which you are travelling, or your travel agent may be able to advise you on this).
- Is not damaged, defaced or excessively worn (any one of these can mean your passport is invalid for travel).
- Is a machine readable passport, if you are travelling to or through the USA.

Getting a Passport

To get a new passport complete a passport application form in full. This form should be completed by the applicant or consenting parent if:

- You are applying for a passport for the first time;
- You wish to replace your current passport;
- Your passport has expired; or
- Your passport has been lost or stolen.

Application Form Downloads

- [Application for a New Zealand Passport when lodged in New Zealand](#)
- [Application for a New Zealand Passport when lodged in Australia](#)

Please note: that application forms must be handwritten. The Passport Office will not process forms completed on a computer. Hard copy versions of the forms are available from the Passport Office or a Post Office.

Send to the Passport Office:

- The correctly completed application form;
- Two recent photos; and
- The correct fee.

The fees and requirements for passport applications are different depending on whether:

- The application is lodged within New Zealand; or
- The application is lodged outside New Zealand.

It takes up to **ten working days** to process a standard application or up to **three working days** if you use our urgent service.

Please note: the processing time begins when we receive a correctly completed application and we have all the information required to issue a passport. Extra time should be allowed for delivery to and from the Passport Office.

References:

Unpaid Fines Could Stop you Travelling Overseas

From 28 September 2006 if you owe reparation, or your fines are overdue, you could be stopped from arriving or departing any New Zealand international airport.

Keeping Your Passport Safe While Travelling

Always remember your passport is your most valuable document when travelling.

DO:

- Keep it secure while you are travelling and it is in use.
- Store your passport safely away from view when it's not in use.
- Check it regularly.
- Keep it in a dry place.

DON'T:

- Leave your passport unattended when travelling.
- Tamper with your passport in any way or attempt to fix it if it's peeling.
- Provide it as security to anyone else.

The New Zealand Ministry of Foreign Affairs and Trade has designed a website, www.safetravel.govt.nz, to help make your overseas travel experience safe by providing guidance on how to prepare for your travel, and what to do if trouble strikes you overseas. The website contains general travel advice, as well as specific travel advisories for particular areas.



References:

New Zealand's Department of Internal Affairs - <http://www.dia.govt.nz/diawebsite.nsf> Safe Travel - www.safetravel.govt.nz