

## Declining secondary applicant (partner) included in a residence application

### When to use

When a secondary applicant (partner) fails to meet the partnership criteria and is not eligible for a deferred decision, however the principal applicant meets the requirements for the granting of the visa independently.

**Note:** Do not use this SOP if any of the applicants (including the partner) do not meet other requirements such as health or character. In this scenario the whole application will normally be declined, in accordance with Immigration Instructions.

### Role

- Immigration Officer

### Pre-requisites

- The response to a PPI letter has been assessed, and all requirements are met except for the requirement for the principal applicant and partner to be living together in a partnership that is genuine and stable.

### Steps

#### 1. Complete final assessment

Has the application been submitted through ADEPT?

If	Then
Yes	Follow the process described in the ADEPT User Guide at 4.9.18 to record that the requirement for a couple to be living together in a genuine and stable requirement has not been met (R2.1.15.a.i) and remove (deactivate) the secondary applicant partner from the application. The application can then be finalised in ADEPT to approve the principal applicant independently. Edit the approval letter to advise that the partner's residence application has been declined. Go to Step 2 below.
No	Finalise the assessment template and save the updated case summary to AMS. This should include: <ul style="list-style-type: none"> <li>• Summary of partnership concerns put to client for comment</li> <li>• Summary of client's response</li> <li>• Weighing and balancing of all factors; and an explanation as to why the client's response does not alleviate the initial concerns.</li> </ul> Go to Step 2 below.

#### 2. Create application decision letter

- Select the relevant template via AMS TLS (approval or approval in principal letter).
- Write the decision outcome letter following the template prompts and save as a DRAFT.

**Notes:**

The outcome letter will include an approval or 'approval in principal' in relation to the decision on principal applicant and any dependent children (if applicable), and will advise of the decline decision in relation to the secondary applicant partner.

If the secondary applicant partner holds a 2021 Interim visa, the letter should advise that the expiry date of the interim visa is 2 months after the 2021 RV decision date.

#### 3. Forward application for quality control check

Change AMS location to "Quality Control" and forward the application and the draft outcome letter for a quality control check.

If	Then
Rework is required	Complete rework as instructed by the quality checker

No rework is required	Go to Step 4 below.
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**4. Finalise the outcome letter**

- Make any changes to the outcome letter if required (following the Quality Check) and save the letter as final in the AMS template letter system (TLS).

**5. Remove the partner from the application in AMS**

- Remove the partner from the application in AMS.
- Add a note to the original resident visa application to explain why they have been removed using the following template:

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**Template:** The SA partner included in this application ([AMS client number], [full name of SA], [date of birth of SA]) has been removed from the application record in AMS and a new replacement application will be created as a manual workaround to record the decline decision for this secondary applicant.

**6. Finalise the original resident visa application in the usual way**

**7. Create a new application in AMS for the secondary applicant (partner) only**

- Create a new resident visa application for partner in AMS which is the same type as the original application, completing lodgement requirements as appropriate (including waiving the fees, as the fees are already included on the original resident visa application).
- Ensure the lodgement date is the same as the original resident visa application.
- Link this application in AMS with the original resident visa application.
- Add the principal applicant as a supporting partner in the contacts tab. Add an application note to explain why the application has been created using the following template:

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**Template:** This application has been created for the SA partner ([full name of SA], [date of birth of SA]) who is included in application [enter original resident visa application number] ([AMS client number], as a manual workaround to record the decline decision for this secondary applicant.

**8. Complete the determination for the new resident visa application**

- In AMS complete the Determination tab as appropriate (including partnership requirements not met).
- Click the 'Decide' button.

If	Then
The secondary applicant (partner) is holding a 2021 Interim visa	Update the 2021 Interim visa expiry date if required in accordance with the SOP: <a href="#">Update 2021 Interim visa expiry (RV 2021)</a> .

**9. Finalise the original resident visa application in the usual way**

END

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## Update 2021 Interim visa expiry (RV2021)

### When to use

After withdrawing or declining a 2021 Resident Visa application and the client holds a 2021 interim visa.

### Role

- Immigration Officer

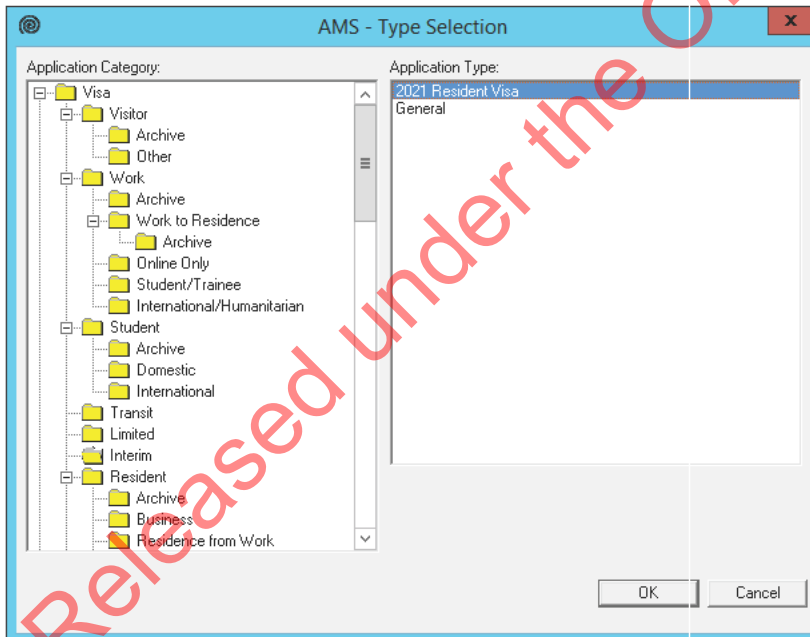
### Pre-requisites

- The client has a 2021 Resident Visa application that has been declined or withdrawn
- The client holds a 2021 Interim Visa that is still within 12 months from when it started (if 12 months have passed, their interim visa has expired and the client is unlawful if they are still in New Zealand)

Action	Timeframe
Update the expiry date for the 2021 interim visa	<ul style="list-style-type: none"><li>• Same day as the decline or withdraw decision. This is the day that the client is informed of the decision (i.e. emailed the decision letter and not the day the 2021 RV application is finalised in AMS).</li></ul>

### Steps

#### 1. Create a new 2021 interim visa



#### 2. Process lodgements

For applicant : Test, WT

Lodgement Questions				
No	Yes	Waive	To Follow	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Client falls within policy to be considered for an interim visa

**Data Entry Questions**

[Empty text area for data entry questions]

3. Add an application note stating that the 2021 interim visa is being raised to update the expiry date following a decline or withdraw decision on the client's 2021 Resident Visa application.
4. Complete Determination tab

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AMS - [Application Details]

File Edit Special Window Help

Application Number : **Section 9(2)(a)** Visa, Interim visa, 2021 Resident Visa 00.00

No	Yes	Waive	In Progress	Description	Details
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to approve the interim visa	

Apply OK Cancel

Summary Applicant(s) Fees Contacts Determination Templates

Ready Audit Trail is OFF DB = amsbranch

5. Check AMS notes for the date the decision of the 2021 Resident Visa application was emailed to the client

6. Decide application

- Enter the Start Date of Visa as today
- Enter the Expiry Date Stay to be 2 months after the date the decision of the 2021 Resident Visa application was emailed to the client

AMS - Format Label For Principal Applicant

### Enter Visa Details

Start Date of Visa

Travel Conditions

Single Entry Visa  Multiple Entry Visa

First Entry Before

Expiry Date Travel

Expiry Date Stay  dd/mm/yyyy  Indefinite

**Record Decision Only ?**

Record Decision Only

Cancel <Back Next> Finish

7. Format label

### Select Special Conditions

Sel	Condition	Man
<input checked="" type="checkbox"/>	You must leave before visa expiry or face deportation.	Y
<input checked="" type="checkbox"/>	See visa approval letter for visa conditions.	Y

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AMS - View Label details

Label Details

Label Number :	<input type="text"/>		
Type of Application :	<input type="text" value="Interim visa Visa"/>		
Place of Issue :	<input type="text"/>	Client Number :	<input type="text" value="60564459"/>
Start Date :	<input type="text" value="30/Nov/2021"/>		
First Entry Before :	<input type="text" value="N/A"/>	Expiry Date Travel :	<input type="text" value="N/A"/>
Number of Entries :	<input type="text" value="N/A"/>	Visa Expiry :	<input type="text" value="30/Nov/2022"/>

Label Holder Details

Name :	<input type="text" value="Test, WT"/>		
Travel Document Nbr :	<input type="text"/>	Date of Birth :	<input type="text" value="01/Jan/1999"/>
Sex :	<input type="text" value="Male"/>	Citizenship :	<input type="text" value="China"/>

Label Endorsee Details

Endorsee Name	Sex	Date Of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

You must leave before visa expiry or face deportation. See visa approval letter for visa conditions.

AMS - View Label details

Label Details

Label Number :	<input type="text"/>		
Type of Application :	<input type="text" value="Interim visa Visa"/>		
Place of Issue :	<input type="text"/>	Client Number :	<input type="text" value="60564459"/>
Start Date :	<input type="text" value="30/Nov/2021"/>		
First Entry Before :	<input type="text" value="N/A"/>	Expiry Date Travel :	<input type="text" value="N/A"/>
Number of Entries :	<input type="text" value="N/A"/>	Visa Expiry :	<input type="text" value="30/Nov/2022"/>

Label Holder Details

Name :	<input type="text" value="Test, WT"/>		
Travel Document Nbr :	<input type="text"/>	Date of Birth :	<input type="text" value="01/Jan/1999"/>
Sex :	<input type="text" value="Male"/>	Citizenship :	<input type="text" value="China"/>

Label Endorsee Details

Endorsee Name	Sex	Date Of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

You must leave before visa expiry or face deportation. See visa approval letter for visa conditions.



Application Number : **Section 9(2)(a)** Visa, Interim visa, 2021 Resident Visa 00.00

Applicant	Label Nbr	Label Status	Label Holder	Travel Doc	Cty
Test, WT		NOT ISSUED	YES	5252	CN

**Confirm Label** ✕

Click Yes if you want to finalise the visa **WITHOUT** a printed label. Click No if you want to finalise the visa with a printed label.

Confirm Label Audit Trail is OFF DB = amsbranch

The application is completed.



Application Number : **Section 9(2)(a)** Visa, Interim visa, 2021 Resident Visa 00:00

Principal Applicant : Test, WT

Held At : Northern Region Documentation Branch

File Number : 60564459 Case Manager : Briguera, Silvestre

Type : Standard Location : Not Allocated

Date Tendered : 30/Nov/2021 Date Accepted : 30/Nov/2021

Date Decided : 30/Nov/2021 Date Completed : 30/Nov/2021

Decision : Approved

Status

Accepted

Decided

Completed

Risk Rating : None

Ready Audit Trail is OFF DB = amsbranch



END

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