



Application number: [Application Number]
Client number: [Client Number]

[Date]

[AdviserName1]
[AdviserName2]
[AdviserStreetNumber] [AdviserStreetNamePOBoxNumber]
[AdviserSuburb]
[AdviserCity]
[AdviserCountry]
[NZBN_Adviser]

Dear [Client Name]

Application for an endorsement for:

Applicant:

[Client Name]
[Secondary Applicant 1]
[Secondary Applicant 2]
[Secondary Applicant 3]
[Secondary Applicant 4]

Date of birth:

[Date of Birth]
[SecondaryApplicant1DateOfBirth]
[SecondaryApplicant2DateOfBirth]
[SecondaryApplicant3DateOfBirth]
[SecondaryApplicant4DateOfBirth]

Thank you for your application for an endorsement, which we received on [Date Tendered].

Our decision on your application

I am pleased to tell you that we have granted you an endorsement.

Your endorsement

[if granting an endorsement label, use this paragraph; delete these instructions] Your endorsement is valid for the duration of the passport it is endorsed in. It allows you to enter New Zealand as a New Zealand citizen when you travel on your foreign passport.

[if granting an electronic endorsement only, use the next two paragraphs; delete these instructions] This letter is to confirm that you have an electronic endorsement. While it is not physically endorsed in your foreign passport, it is electronically entered and retained in our records.

Your endorsement is valid for the duration of the passport it is linked to. It allows you to enter New Zealand as a New Zealand citizen when you travel on your foreign passport. You may wish to present this letter with your passport when you travel to New Zealand.

When the passport [containing or linked to] your endorsement expires and you wish to travel on a new foreign passport, you must apply for another endorsement to be [put in or linked to] your new foreign passport to enable you to enter New Zealand as a New Zealand citizen.

Your documents

We are returning your original documents with this letter. The documents are:

- [List documents]

Contact us

[Choose one of the following contact options as appropriate. Delete these instructions.]

If you have any questions, you can:

- call me on [Case Manager Phone Number]
- email me at [Case Manager Email]
- call our Immigration Contact Centre on 0508 55 88 55 or 09 914 4100, or for those outside of New Zealand +64 9 914 4100, or
- find answers to frequently asked questions or lodge an email enquiry online at www.immigration.govt.nz/help

You will need to tell us your application and client numbers (see the top of this letter). Please be ready to quote them when you phone.

Yours sincerely

[Case Officer]
[Case Manager Designation]
Immigration New Zealand

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OFFICIAL INFORMATION ACT