

Assess General Eligibility for a PRV, VOTC or SSRV in ADEPT

Date Published: 2 February 2024

Classification: Unclassified

When to use

When assessing an application for a Permanent Resident Visa (PRV), Variation of Travel Conditions (VOTC) or Second Subsequent Resident Visa (SSRV) in ADEPT after 28 January 2024.

Context

Phase 1 migration of PRV, SSRV, and VOTC of a resident visa to the ADEPT system primarily involves customer facing integration of the product to ADEPT, including forms and dashboards. For immigration officers, it involves a hybrid form of decision making with the use of a visa assessment template (VAT) for manual assessment and a decision record within ADEPT.

Guidelines

The order of the ADEPT system steps must be strictly adhered to, and no outcomes should be set until the application is ready to be finalised. Setting outcomes early may cause an application to become stuck, and it may not correctly progress through to a decision.

If the applicant does not meet requirements under one of the application types (PRV/VOTC/SSRV), they may be eligible for one of the others (PRV/VOTC/SSRV).

The principal applicant (“the PA”) means the principal applicant of the original visa application. A non-principal applicant means a non-principal applicant included in the original resident visa application.

Role

- Immigration Officer (IO)

Visa Assessment Template

PRV Visa Assessment Templates folder

SSRV Visa Assessment Templates folder

VOTC Visa Assessment Templates folder

Steps

1. Pull application in ADEPT

- To navigate ADEPT see SOP [Pull an application in ADEPT](#).
- Pull the application to the **My activities** section of the **Immigration Officer Dashboard**.
- Add the Immigration Officers name as the **Assessor** in the Eligibility Assessment Activity.

2. Select and open the appropriate VAT

- Open the applicable VAT from the **PRV**, **SSRV**, or **VOTC** Assessment Template folders and save a version as a Word document.
- Complete the VAT while following this SOP.

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3. Complete initial check of PA's application

Check the visa application for supporting documents uploaded by the applicant:

- Open the Visa Application.
- On the **Documents** tab, go to the **Documents** section.
- Select the check box of any documents you want to open.
- Select **Open Document(s)**.

4. Assess the applicant's eligibility for a PRV, VOTC, or SSRV as applied for

If	Then
The application is for a PRV	Go to SOP Assess PRV Eligibility
The application is for a VOTC	Go to SOP Assess VOTC Eligibility
The application is for a SSRV	Go to SOP Assess SSRV Eligibility

5. Assess risk and consider active alerts or active warnings

- Check for active alerts and warnings through the ADEPT Power BI reports.
- Assess risk through the **Risk** tab of the Eligibility Assessment activity.

To navigate ADEPT see SOP [Assess risk and consider active alerts or active warnings](#)

6. Identify if there are character issues or determine if a deportation referral process is required

Note: There are no character requirements for:

- A VOTC application.
- An application from a resident visa holder who has renounced their New Zealand citizenship.

This step does not need to be completed for the above.

Note: Speeding charges are commonly declared by applicants in this section. A speeding charge is an infringement and **not** a conviction. A declared infringement can be rationalised in the assessment, if satisfied that the offence did not eventuate to a conviction. Discuss with a TA if unsure.

See SOP [Assess character or determine if a deportation referral process is required](#)

7. Send an RFI/PPI letter to the applicant and consider response (if applicable)

Go to SOP [Request, and receive a response to, further information or a PPI letter](#).

Note: **DO NOT** set the **Final Outcome** or **Confirm Outcome** field yet. Setting any outcomes for PRV phase 1 must be done after *all required processing, including QC and any required rework*, has been completed, and outcomes must be set in a specific order.

If	Then
Declining application	<ul style="list-style-type: none"> • See SOP Upload VAT to ADEPT and then go to SOP Create and upload a decline letter • Return to this SOP and go to Step 8 once both have been completed

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Approving application	<ul style="list-style-type: none"> • See SOP Upload VAT to ADEPT and then go to SOP Create Proposed Visa • Return to this SOP and go to Step 8 once both have been completed
<p>The PA has accepted the grant of an alternative visa type*</p> <p><i>*If the applicant does not agree to a visa of a different type, and is not eligible for a PRV, the PRV application must be declined. Ensure that they have been sent a PPI letter before doing so</i></p>	<ul style="list-style-type: none"> • Keep the ADEPT application open • Follow the process outlined in SOP Raise and assess a PRV/SSRV/VOTC application in AMS <p>END OF THIS SOP</p>
The PA has agreed to remove an applicant from the application (to enable the application to be decided)	<ul style="list-style-type: none"> • Go to SOP Remove a secondary applicant from the application • If required, raise the appropriate visa type in AMS/contact the applicant to apply for the appropriate visa type • Return to this SOP once the issue has been resolved • See SOP Upload VAT to ADEPT • Go to Step 8

8. Check if Quality Control (QC) is required for this application

If	Then
<p>Application is being declined</p> <p>OR</p> <p>Application is for VOTC or SSRV (regardless of whether it is being approved or declined)</p>	<ul style="list-style-type: none"> • Application must go to QC • Go to SOP Transfer application to Technical Advisor for QC • Ensure any rework is completed and sent back to the TA for QC • Return to Step 9 to finalise application upon QC completion
<p>Application is being approved on the basis of time spent in New Zealand</p> <p>AND</p> <p>There are no character concerns in the application</p> <p>AND</p> <p>The applicant has no section 49(1) or 50 conditions</p> <p>AND</p> <p>The applicant has no active alerts or warnings</p>	<ul style="list-style-type: none"> • Application does not require QC • Go to Step 9 to finalise application

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<p>AND</p> <p>There are no risks on the Risk tab of the Eligibility Assessment activity</p>	
<p>Application is being approved on the basis of criteria other than time spent in New Zealand</p> <p>OR</p> <p>There are character concerns in the application</p> <p>OR</p> <p>The applicant has section 49(1) or 50 conditions</p> <p>OR</p> <p>The applicant has active alerts or warnings</p> <p>OR</p> <p>There are one or more risks on the Risk tab of the Eligibility Assessment activity</p>	<ul style="list-style-type: none"> • The application must go to QC • Go to SOP Transfer application to Technical Advisor for QC • Ensure any rework is completed and sent back to the TA for QC • Go to Step 9 to finalise application upon completion of QC

9. Finalise application

Note: Setting any outcomes for PRV phase 1 must be done after *all required processing, including QC and any required rework*, has been completed, and outcomes must be set in a specific order. If this order is not followed, an error will occur, and the application will become stuck. It will not correctly progress through to a decision.

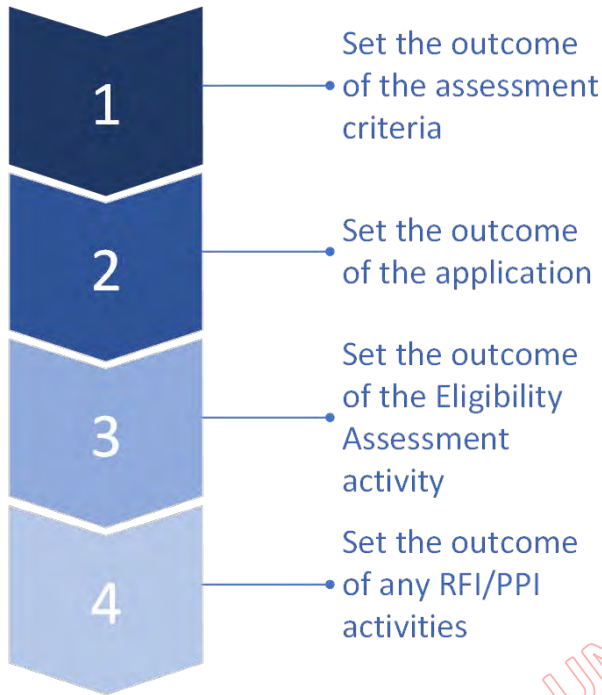
Before any outcomes are set on the application, the following steps must have been completed:

- completed an assessment of the application
- completed any outstanding risk activities
- uploaded the VAT to the **Documents** tab of the application
- requested further information from the applicant (if required)
- created and uploaded a decline letter (if applicable)
- created a proposed visa (if applicable)
- submitted your application for QC and completed any rework (if required)
- checked whether an Additional Document Assessment activity has been created for the application

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- checked whether the application has any outstanding Risk Activities

The order in which outcomes must be set for PRV Phase 1:



If	Then
Approving the application	Go to SOP Approve PRV/VOTC/SSRV application in ADEPT
Declining the application	Go to SOP Decline PRV/VOTC/SSRV application in ADEPT

END

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Assess PRV Eligibility in ADEPT

Date Published: 2 February 2024

Classification: Unclassified

When to use

When assessing an application for a permanent resident visa (PRV) in ADEPT (after 28 January 2024). See Immigration Instructions [RV2 Resident visa holders applying for a permanent resident visa](#).

Context

Phase 1 migration of PRV, second or subsequent resident visa (SSRV), and variation of travel conditions (VOTC) of a resident visa to the ADEPT system involves customer facing integration of the product to ADEPT, including forms and dashboards. For immigration officers, it involves a hybrid form of decision making with the use of a visa assessment template (VAT) for manual assessment.

If the applicant does not meet requirements for the grant of a PRV, they may be eligible for an SSRV or VOTC of their resident visa to allow them to travel to and from New Zealand.

Note: The principal applicant (“the PA”) means the principal applicant of the original visa application. A non-principal applicant means a non-principal applicant included in the original resident visa application.

Guidelines

It is important that the order of the ADEPT system steps is strictly adhered to. No outcomes should be set until the application is ready to be finalised.

- Immigration instructions [RV2 Resident visa holders applying for a permanent resident visa](#)
- [Immigration Act Section 49\(1\)](#) (Visas may be subject to conditions)
- [Immigration Act Section 50](#) (Conditions on resident visas)

Role

- Immigration Officer (IO)

Visa Assessment Template

[PRV Visa Assessment Templates](#) folder

Steps

1. Check details of PA’s resident visa

- Use AMS to check which category the PA was granted residence under and to view their resident visa label.
- Click on the Applications tab to bring up their residence application. Note which category the PA was granted residence under.

2. (If required) Ensure that any section 49(1) conditions have been removed before continuing with assessment

- While within the AMS application, check the PA’s resident visa label to see if it has conditions imposed upon it under sections [49\(1\)](#) or [50](#) of the Immigration Act 2009 (“the Act”).

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- As at **sv2.5(a)**, to be granted a PRV, the PA must have met any section **49(1)** or **50** conditions imposed on their resident visa. These conditions must be removed before PRV can be granted.
- Common section **49(1)** conditions can include **sponsorship conditions** (as in under the Family Parent, Family Sibling, or Refugee Family Support categories), **or work conditions** imposed on some Skilled Migrant Category, South Island Contribution, or Religious Worker resident visas.

If...	Then...
<p>The PA has section 49(1) or 50 conditions imposed on their resident visa</p> <p>AND</p> <p>was granted residence under one of the following categories:</p> <ul style="list-style-type: none"> • the Migrant Investment Categories; or • the Parent Retirement Category; or • the Active Investor Plus visa category 	<ul style="list-style-type: none"> • Confirm the PA submitted a request to the Business Migration branch and had their section 49(1) conditions removed, by checking the 'Applications' tab in AMS. • Ensure that 'Removal of s49 conditions' application has been decided in AMS before continuing with assessment • If the PA has submitted a request to the Business Migration team to have the conditions removed, and this request is still in progress, contact the case officer for the request directly • If the PA does not appear to have submitted this request, they will need to be advised to do so. Discuss with a TA if unsure • Ensure assessment notes are completed on the VAT • Continue to next step
<p>The PA has section 49(1) or 50 conditions imposed on their resident visa</p> <p>AND</p> <p>was granted residence under one of the following categories:</p> <ul style="list-style-type: none"> • Family Parent; or • Family Sibling; or • Refugee Family Support 	<ul style="list-style-type: none"> • If Immigration New Zealand (INZ) has not received any adverse information that suggests otherwise, it can be taken at face value that the conditions have been met • Ensure assessment notes are completed on the VAT • Continue to next step
<p>The PA has section 49(1) or 50 conditions imposed on their resident visa</p> <p>AND</p> <p>was granted residence under one of the following categories:</p> <ul style="list-style-type: none"> • Skilled Migrant Category; or • Religious Worker; or • South Island Contribution 	<ul style="list-style-type: none"> • A formal removal of conditions assessment will need to be completed before continuing on with this SOP • Refer to and complete SOP Consider and remove section 49(1) conditions imposed on a resident visa • Ensure that 'Removal of s49 conditions' application has been decided in AMS before continuing with assessment.

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3. Check that all applicants are eligible to be included in the application

Note: If a secondary applicant's resident visa was raised in AMS manually after the PA's resident visa was granted in ADEPT, see VisaPak 568 for guidance. Ensure an assessment is recorded in the appropriate VAT before asking an IM to consider an Exception to Instructions.

Refer to **RV1.20 Determining the eligibility of non-principal applicants** for full eligibility criteria.

- View a list of applicants in ADEPT. On the **Visa Applicants** tab of the Visa Application, go to the **Visa Applicants** section.
- Check that every person included in the application is eligible to be included.

If ...	Then...
It appears that at least one of the applicants is not eligible to be included	<ul style="list-style-type: none"> • Requirements for the grant of PRV may not be met • Make a note to send the PA a potentially prejudicial information (PPI) letter • If the ineligible applicant is required to be removed from the application, see SOP Remove a secondary applicant from the application • Go to the next step
All applicants are eligible to be included	Go to the next step

Note: If the relationship between the PA and their partner in the original residence class application has ended, that now-former partner is not eligible to be included in the PRV application. In this scenario, the former partner is eligible to be considered in their own right for a VOTC or a new residence class visa. Refer to **RV1.20.1** for further guidance.

A child who was included as a dependent child in the original residence application, but now no longer meets the definition of a dependent child at **R2.1** (for example, if they are now aged 25 or above), cannot be included in the PA's application. They will need to make their own separate PRV application (see **RV1.20.5**).

4. Check if any applicants are ineligible for a PRV - **RV2.1**

- Check if any of the provisions at instruction **RV2.1 Who is not eligible for a permanent resident visa?** apply to anyone included in the application.
- Discuss with a TA if unsure.

If...	Then...
None of the provisions specified at RV2.1 apply to anyone included in the application	Go to the next step

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A provision at RV2.1 applies to at least one person included in the application

- Requirements for the grant of PRV may not be met
- Make a note of this concern (as the PA will need to be sent a potentially prejudicial information (PPI) letter) and go to the next step

5. Check that the requirements of RV2.5(a) and (b) are met


Check that:

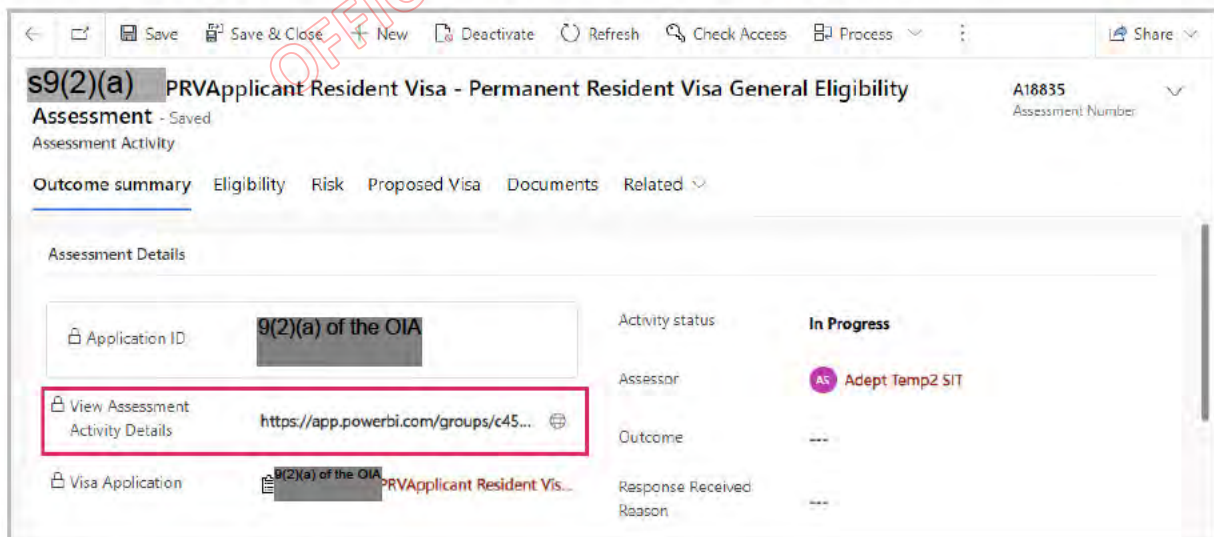
- There is no evidence that the applicant has been granted New Zealand citizenship*; and
- the applicant holds a resident visa or has held a resident visa in the three months before the application was made, and has held that resident visa continuously for at least 24 months (RV2.5(a)); and
- their first day in New Zealand as a resident was at least 24 months before the PRV application was applied for (RV2.5(b)).

Note: RV2.15 states a person who holds a resident visa as a result of renouncing their New Zealand citizenship may be granted a PRV without meeting any further instructions, if they apply for it.


- Check the PA's movements by referring to the Movements tab in AMS, or the Power BI report for the Eligibility Assessment activity in ADEPT.

To open the Power BI report:

- Open the Eligibility Assessment activity.
- On the **Outcome Summary** tab, go to the **Assessment Details** section.
- In the **View Assessment Activity Details** field, select the globe icon .



The screenshot shows the ADEPT system interface for an Eligibility Assessment. The title bar reads "s9(2)(a) PRVApplicant Resident Visa - Permanent Resident Visa General Eligibility Assessment - Saved" with an assessment number of "A18835". The "Outcome summary" tab is selected, and the "Assessment Details" section is visible. A table of details includes:

Application ID	s9(2)(a) of the OIA	Activity status	In Progress
View Assessment Activity Details	https://app.powerbi.com/groups/c45... 	Assessor	AS Adept Temp2 SIT
Visa Application	s9(2)(a) of the OIA PRVApplicant Resident Vis...	Outcome	---
		Response Received Reason	---

Check client movements and status:

- On the Power BI report, select the **Movements** tab.

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NEW ZEALAND IMMIGRATION Eligibility Assessment for s9(2)(a) Resident Visa - Permanent Resident Visa General ADEPT

Declarations Risks Visas **Movements** Alerts & Warnings Application History Quality Control

Visa Applicants Click on the Client ID to view the client reports

Applicant Type	Applicant Name	Client ID	Client Status
Primary	PRVAApplicant	s9(2)(a) of the OIA	In

System Concerns

Review Concerns	Created On
Full assessment (including character and risk) of all applicants required	09-Jan-2024 01:58 AM

Filter On Applicant

All

Travel Documents

Applicant Name	Travel Document Number	Notionality As Shown In Passport	Issuing Authority	Issue Date	Expiry Date	Expiry Less Than 90 Days	Month(s) To Expire	Source System	Is Primary?
PRVAApplicant	s9(2)(a) of the OIA	Finland	Finland	31-Dec-2019	31-Dec-2029	No	71 months 19 days	ADEPT	Yes

Movements

Client ID	Identity Number	Movement Type	Travel Document Number	Arrival/Departure Date	Embarkation Port Name	Disembarkation Port Name	Visa Type	Date Visa Expiry
s9(2)(a) of the OIA		ARR	s9(2)(a) of the OIA	01-Jun-2015 06:00 AM	Sydney International Airport	Auckland International Airport	Resident	31-Dec-9999

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- The **Visa Applicants** section displays information about each applicant.
- The **Movements** section displays movement history in and out of New Zealand for each applicant.
- The **Filter On Applicant** section lets you filter to display information only for specific applicants. To filter for a specific applicant, select the drop-down arrow, and then select the applicant.

If the PA...	Then...
Meets the requirements of RV2.5(a) and (b)	Go Step 6
Does not meet the requirements of RV2.5(a) and (b)	<ul style="list-style-type: none"> • Requirements for the grant of a PRV may not be met • Make a note of this concern (as the PA will need to be sent a PPI letter) and go to Step 6

6. Assess how the applicant demonstrates their commitment to New Zealand - RV2.5(c)

The PA must demonstrate a commitment to New Zealand by meeting the requirements set out in any one of the five subsections below.

Check the application to see which criteria the PA has indicated they meet and refer to the applicable section below for its requirements.

- 1: Significant period of time spent in New Zealand - RV2.5.1 (*expand to view*)
- 2: Tax residence status in New Zealand - RV2.5.5 (*expand to view*)
- 3: Investment in New Zealand - RV2.5.10 (*expand to view*)
- 4: Establishment of a business in New Zealand - RV2.5.15 (*expand to view*)
- 5: Base established in New Zealand - RV2.5.20 (*expand to view*)

Does the PA meet one of the above five commitments to New Zealand?

If	Then
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Yes	Return to SOP Assess General Eligibility for a PRV, VOTC or SSRV in ADEPT
Not yet. They may be able to meet PRV instructions if they can provide further information	<ul style="list-style-type: none"> Consider if the applicant may be able to meet instructions if they provide further information. Consult a TA if unsure Go to SOP Request, & receive a response to, further information or PPI letter to create and send a request for further information (RFI) or PPI letter
No, they do not appear eligible for a PRV	Go to Step 7 to check if the PA is eligible for a different visa type

7. Consider if the applicant meets requirements for the grant of an SSRV or VOTC

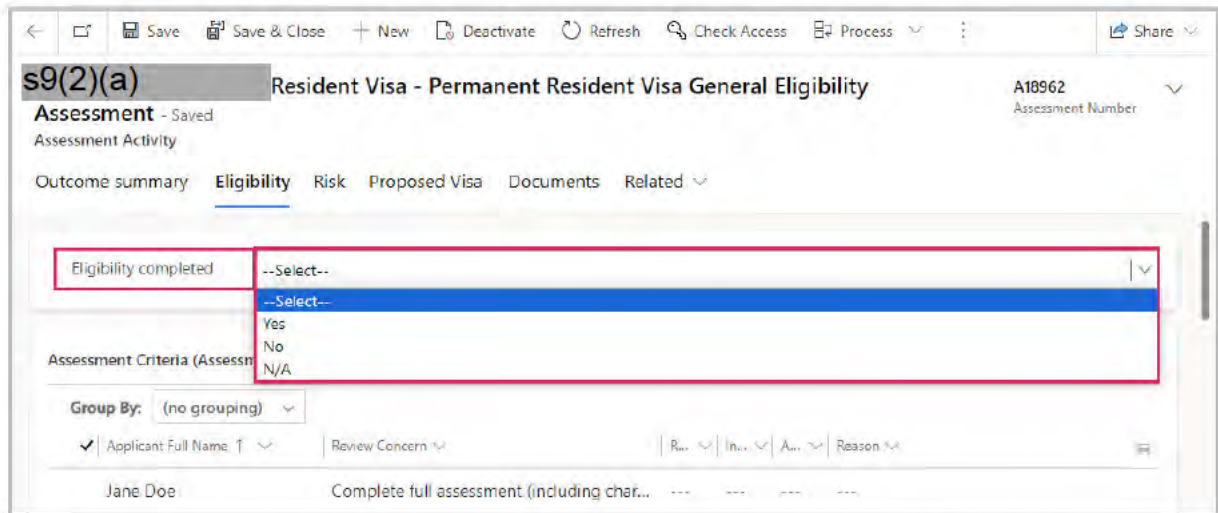
- If the PA is not eligible for the grant of a PRV, check whether they are eligible for an SSRV or VOTC.
- Consider the criteria outlined in SOP [Assess SSRV Eligibility in ADEPT](#) or SOP [Assess a VOTC application in ADEPT](#).
- If it appears that the PA may meet requirements for an alternative visa type, they must be assessed against the instructions for that category using the applicable VAT found in the **PRV Visa Assessment Templates** folder
- Ensure any secondary applicants are eligible to be included in the application.
- Complete the new VAT and consider:

If it appears that the applicant	Then
Meets requirements for grant of SSRV or VOTC	<ul style="list-style-type: none"> Applicant must be advised that although they do not meet requirements for grant of a PRV, they appear to meet requirements for the grant of an SSRV/VOTC Go to SOP Request, and receive a response to, further information or a PPI letter to manually create an RFI/PPI letter If the applicant confirms that they are happy with the product switch, go to SOP Raise and assess a PRV, VOTC, or SSRV application in AMS
Does not meet requirements for SSRV or VOTC	<ul style="list-style-type: none"> Applicant must be advised that they do not meet the requirements for grant of a PRV/SSRV/VOTC in a PPI letter Go to SOP Request, and receive a response to, further information or a PPI letter to create and send the PA a PPI letter

8. Set the 'Eligibility completed' field to indicate that assessment has been completed.

- After completing your assessment of the application, go to the **Eligibility** tab of the Eligibility Assessment activity and set the **Eligibility completed** field to **Yes**.

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Note: The Eligibility completed field does not trigger any system processes. It is a visual indicator to signal whether eligibility assessment has been completed.

END

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