



Ministerial Professional Development Training

Topic: Tips When Completing Immigration NZ Forms

Date: March 2024 (AC/AFS)

Context

This Practice Note will help the JP avoid many of the common issues that arise after Immigration forms are sent to INZ for processing.

Forms in General

If a client presents with a form which has no version date – either top or bottom - it is likely to be rejected. Old forms are routinely rejected. New forms the header contains the date of origin. Best to check the client downloaded the form from the Immigration website not GOOGLE. INZ updates the list of acceptable versions regularly.

You are not expected to check every box on the form for accuracy and completion, nor are you expected to cross out what does not apply. You are expected to check that the questions if any incorporated in the statutory declaration are complete. Partnership Form (INZ 1178) is one example.

Usual rules apply to identify your client and deal with pre-signed forms as you would usually.

Check on the Sponsorship Form INZ 1025 that the client has completed the length of time they want the person they are sponsoring to stay. It is the last question on the first page of the form and is often missed.

Enquire carefully if the client is aware that citizenship/residency evidence is required. A certified copy of the photo page of the passport is needed or citizenship certificate to support INZ 1025. A driver licence is not acceptable. The client needs to be advised they have a choice to send in their original documents or a certified copy and it certainly helps if it is the same JP taking the Statutory Declaration who also certifies the copy.

If the client wants you to certify their tenancy agreement, employment contract, their payslips. These are not actually required unless requested specifically by INZ.

Do not worry about the completion of the section by the Immigration Advisor or person assisting with the form as it comes after the Statutory Declaration

Many Immigration forms ask for your (JP) full details, phone numbers, emails, street address and fax number. There is no need for these details. As long as you sign, print name and give your JP number you can be tracked down if there are any questions.

If the client wants you to certify endless copies of proof of partnership, such as emails, letters, photos, text, plane tickets etc then best option is to get the client to give a number to every page 1 through to whatever number say 100, then work back so it says 1/100, then 2/100 etc, then you can complete a Statutory Declaration with one Exhibit Note covering all 100 pages. Just add Exhibit A comprising 100 pages for example, saying what the docs represent and the various

sources they came from.

Some Immigration forms require disclosure of criminal convictions. While some traffic offences are infringements and do not carry a conviction, there is an expectation of full disclosure. If in doubt the client should include infringements for transparency.

Check when dealing with a Visa transfer request, that there is no need to certify every page of the new employment contract and cover letter. Certify on the front page in the usual way adding in that it is a 'however-many' page document. The majority of employment contracts comprise numbered pages but on the rare occasion they are not numbered add the number to each page.

Some clients do not have their original identity document, e.g. passport. Immigration will **NOT** accept a Statutory Declaration with an Exhibit Note for a copy of a downloaded image of the relevant document.

The current Visa is emailed to the client by Immigration, so you are looking at a PDF document on-line. The client wants you to certify this document. You would do that in the usual way for an e-document. If you are concerned you can check data points against a passport or other identity document, like a driver licence. Clients can pay extra for the Visa stuck in the Passport but most don't. Fraud is Immigration's issue not ours.

JPs sometimes get Immigration Advisors such as Malcolm Pacific turning up with bundles of documents to be certified. A business is classified as a member of the community for which JP's services are free, irrespective of the volume of work they may do for that member of the community. If the volume of documentation becomes problematic you may wish to discuss with the Operations Committee of the Association. Alternatively suggest the organization makes a separate appointment

Are JPs responsible for ensuring that copies of the incorporation documents for businesses are certified and attached where a business is bringing in employees? REFER Form INZ 1025. The most commonly requested services regarding visa applications are the certification of documentation and the provision of statutory declarations. With certification, JPs are expected to make sure that the copies are true and accurate. However, it is the responsibility of the visa applicants and/or concerned individuals/organisations (i.e., sponsors) to prepare their applications, complete relevant forms and gather necessary supporting documents. Form INZ 1025, for example, should be completed by the sponsor. The sponsor may ask a JP to help complete ~~provide~~ statutory declaration (Section G of the form). If certified copies of any supporting documents are required as part of the form, it is the responsibility of the sponsor (or the visa applicant) to identify what these supporting documents are and ask a JP to help certify copies.

INZ 1024 - Sponsorship

This is a form for adult children to sponsor their parents to be residents in New Zealand. The form has been recently updated to optionally allow for the inclusion of the name of a second sponsor. If both names have been entered, it means the JP is taking two statutory declarations on the one form. You will be aware from your manual that you need to identify both sponsors/signatories to a statutory declaration if there are two and that you need to address each person in taking the declaration with best practice being that you read the declaration to each person and get the oral confirmation.

Other

Some JPs are stamping and initialing every page of the form and this needs to stop as it raises expectations that we should all be doing this. It is not required.

There are some forms where the signature box is on a separate page from the declaration. There is no need to cram signatures on same page as declaration just follow the form and sign where indicated. Similarly this practice is raising expectations for other JPs who are following the form and doing it correctly.