



Immigration
Advisers Authority

New Zealand Government



Form 101

Initial Licence Application

This application form is for individuals who have never been licensed as an immigration adviser in New Zealand, or who are no longer licensed as an immigration adviser.

WHAT YOU NEED

This application form is for individuals who have never been licensed as a New Zealand immigration adviser or who are no longer licensed as a New Zealand immigration adviser.

Before completing this application form check that you meet the requirements below for the type of licence you are applying for.

If you have a Migration Agent licence through the Australian Office of the Migration Agents Registration Authority, please do not use this form. Please complete Form 401: Trans-Tasman Mutual Recognition Act 1997 Application.

Approved qualification

The only qualification and refresher course currently approved by the Registrar of Immigration Advisers (the Registrar) is the Graduate Certificate in New Zealand Immigration Advice which is offered by the Bay of Plenty Polytechnic, in association with the University of Waikato and Victoria University, Melbourne, Australia. For more information go to www.boppoly.ac.nz.

The approved refresher course comprises Module 10 Professional Practice, plus two modules chosen from Courses B, C or D from the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice.

For a full or limited licence:

- If you have never been licensed as a New Zealand immigration adviser** you must:
 - hold the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice, completed within the 12 months before this licence application is lodged, OR
 - have completed a refresher course* that is approved by the Registrar, completed within the 12 months before the date this licence application is lodged, where you hold the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice which was completed more than 12 months before this licence application is lodged.
- If you have held a full or limited New Zealand immigration adviser licence within the six months before this licence application is lodged and your most recent licence expired or was surrendered** you must complete Form 101: Initial Licence Application (Form 101) and Form 101 B: Supplementary Documentation Application (Form 101 B).
- If you have held a full or limited New Zealand immigration adviser licence within the 36 months before this licence application is lodged and your most recent licence expired or was surrendered** you must have completed a refresher course* that is approved by the Registrar, completed within the 12 months before this licence application is lodged.

- If you have not held a full or limited New Zealand immigration adviser licence for more than 36 months** you must:

- hold the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice, completed within the 12 months before this licence application is lodged, OR
- have completed a refresher course* that is approved by the Registrar, completed within the 12 months before this licence application is lodged, where you hold the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice, which was completed more than 12 months before this licence application is lodged.

For a provisional licence:

- If you have never been licensed as a New Zealand immigration adviser** you must:
 - have passed Course A and Course B of the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice within the 12 months before this licence application is lodged, OR
 - have completed a refresher course* that is approved by the Registrar, completed within the 12 months before this licence application is lodged, where you have passed Course A and Course B of the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice more than 12 months before this application is lodged.
- If you have held a provisional New Zealand immigration adviser licence within the six months before this licence application is lodged and your most recent licence expired or was surrendered** you must complete Form 101, Form 101 A: Supervision Arrangement Application (Form 101 A) and Form 101 B.
- If you have held a provisional New Zealand immigration adviser licence within the 36 months before this licence application is lodged and your most recent licence expired or was surrendered** you must have completed a refresher course* that is approved by the Registrar, completed within the 12 months before this licence application is lodged.
- If you have not held a provisional New Zealand immigration adviser licence for more than 36 months** you must:
 - have passed Course A and Course B of the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice, completed within the 12 months before this licence application is lodged, OR

b. have completed a refresher course* that is approved by the Registrar, completed within the 12 months before this licence application is lodged where you have passed Course A and Course B of the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice more than 12 months before this licence application is lodged.

5. **All applicants applying for a provisional licence** must print off and complete Form 101 A.

*The approved refresher course comprises Module 10 Professional Practice, plus two modules chosen from Courses B, C or D from the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice.

Your completed application will include all of the following:

1. Form 101.
2. If required, Form 101 A and/or Form 101 B.
3. Any supplementary documentation that you are asked to attach.
4. The appropriate licence application fee.

IMPORTANT NOTES

1. On the cover page of this application form is a date of issue. Please check you are using the latest application form before continuing as old application forms will not be accepted. Check www.iaa.govt.nz for the latest versions of all forms.
2. You must complete all sections of this application form. Please read through the whole application form before you start. This will give you a clear idea of what you need to provide.
3. A checklist is included at the back of this application form. When you have completed your application, work through the checklist to ensure that you have answered all questions and attached all necessary supporting documents. Complete the checklist before you submit your application for a licence.
4.  This paperclip symbol indicates that there are documents you need to attach to your application form.
5. You are required to provide the original copy of your New Zealand Criminal Record History from the New Zealand Ministry of Justice.
6. You are required to provide the original copy of any Criminal Record Histories or Police Certificates obtained from any overseas authority.
7. All other documents must be certified copies. A certified copy is a photocopy of the original document, witnessed by a person who is authorised to witness a statutory declaration. Do not send original documents. The Immigration Advisers Authority (the Authority) does not return original documents.
8. A full list of people who can certify documents can be obtained from [section 9 of the Oaths and Declarations Act 1957](#). To complete certification, a signature is required on each page of the copy, with the name and title of the person certifying shown legibly below their signature.
9. Some of the information you provide will be displayed on the public [register of licensed immigration advisers](#). The information that will be displayed on the register is identified in the application form with this symbol. 
10. All information provided in this application form must be in English.
11. All supporting documentation provided must be in English. This includes the client file for those applicants whose licence expired or was surrendered less than six months ago.
12. If any correspondence within the client file you provide is not in English, the Authority will accept translations that are not done by a certified translator. The Authority may however seek a certified translation of any correspondence at any time, and the cost of this will be passed on to you.
13. If you leave out any information or supplementary documentation required, your application will not be accepted. You are required by [section 18](#) of the Immigration Advisers Licensing Act 2007 to provide all available information that is requested in the application form.
14. When you have completed your application form and the supplementary documentation, clip them together with any other attachments in one package addressed to the postal or physical address of the Authority. You may also deliver your application in person to the Authority during business hours.
15. Please do not send a courier to the Authority's postal address. This may cause a delay in lodging your application.
16. You must retain a copy of your application form, supplementary documentation and any attachments you provide for your own records. You may be asked by the Authority to refer to this information during the assessment of your licence application.
17. On receipt of your application it will be checked to confirm that it is complete. If the application is incomplete or documents are missing, it will be returned to you. If your application is complete, it will be lodged and assigned to an assessor.
18. The Registrar will collect from Immigration New Zealand any information about you, or held about applications, requests, appeals, or claims submitted by you or managed in whole or in part by you for the purpose of determining your application for a licence, for investigating complaints about you and for the administration of the licensing regime.
19. The Registrar may contact the clients you have selected to provide references for you, if applicable.
20. The Registrar may record telephone conversations held with you for the purposes of assessing and verifying your application for a licence.
21. The Registrar may contact providers of continuing professional development activities you have participated in for the purpose of verifying and assessing your participation in those activities, if applicable.
22. The Registrar will then decide whether your application for a licence should be granted or refused.
23. If your application for a licence is refused by the Registrar, the refusal and your name and details will be listed on the public [register of licensed immigration advisers](#).

CONTACT DETAILS FOR THE AUTHORITY

Freephone (New Zealand only): 0508 IAA IAA (0508 422 422)

Phone (Outside New Zealand): + 64 9 925 3838

Email: info@iaa.govt.nz

Website: www.iaa.govt.nz

Postal

Registrar of Immigration Advisers

Immigration Advisers Authority

PO Box 6222

Auckland 1141

NEW ZEALAND

Courier

Registrar of Immigration Advisers

Immigration Advisers Authority

Level 2, 52 Symonds Street

Auckland 1010

NEW ZEALAND

PRIVACY NOTICE

All personal information submitted with this application form will be kept and maintained by the Registrar of Immigration Advisers in accordance with the Privacy Act 1993.

The personal information provided will be used:

- to determine whether your application for a licence may be granted and in connection with complaints and disciplinary processes;
- for the maintenance and administration of the public register of licensed immigration advisers; and
- for the maintenance and administration of the immigration advisers licensing regime.

You have the right to access, and to have corrected, any information about you that is held by the Registrar of Immigration Advisers.

Items marked with  will appear on the public register of licensed immigration advisers. If any of your personal or contact details change at any time, you are required under [section 26](#) of the Immigration Advisers Licensing Act 2007 to advise the Authority of this immediately.

SECTION 1 PERSONAL DETAILS

Title Mr Mrs Miss Ms Other (please specify)

Legal Family/Last name



Legal First/Given names



Your full legal name will appear on the public register of licensed immigration advisers

Preferred name



Your preferred name will be indicated in brackets on the public register of licensed immigration advisers

Date of birth

day month year

SECTION 2 PLACE OF RESIDENCE

Have you been lawfully present in New Zealand for more than 183 days in the last 12 months?

Yes No

SECTION 3 PREVIOUS IMMIGRATION ADVISER LICENCE

Have you previously held a New Zealand immigration adviser licence?

Yes No

If yes, please provide your previous New Zealand immigration adviser licence number.

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Have you held a New Zealand immigration adviser licence within the six months prior to lodging this application?

Yes No

Date previous licence was expired/surrendered:

day		month		year	

Note: If your New Zealand immigration adviser licence expired or was surrendered within the six months prior to lodging this application, you will not need to complete section 4 of this application, go directly to section 5. You will need to complete Form 101B.

SECTION 4 QUALIFICATION

 Please attach a certified copy of your academic transcript demonstrating completion of the requirements for the licence you are applying for. Please do not send the originals of your academic transcript.

If you are not able to answer "yes" to any of the questions below you are not able to apply for an immigration adviser licence.

Have you completed the full Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice?

(This is required to apply for a full or limited licence if you have never held a New Zealand immigration adviser licence or if you have not held a licence for more than 36 months)

Yes No

Date of award

day		month		year	

Have you completed Courses A and B of the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice?

(This is required if you are applying for a provisional licence and you have never held a New Zealand immigration adviser licence or if you have not held a provisional licence for more than 36 months)

Yes No

Date of award

day		month		year	

CONTINUED ▼

Have you completed a refresher course (Module 10 and two modules from Courses B, C or D of the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice)?

(This is required to apply for a full, limited or provisional licence if you hold the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice (or Courses A and B only for a provisional licence), but it was completed more than 12 months before this licence application is lodged OR if you have held a full, limited or provisional New Zealand immigration adviser licence within the 36 months before the licence application is lodged and your most recent licence expired or was surrendered)

Yes No

Date of award

<input type="text"/>					
day		month		year	

SECTION 5 TYPE OF LICENCE

You may be granted a full licence if you are able to demonstrate, to the satisfaction of the Registrar, that you have overall competence in all areas of immigration advice.

You may be granted a limited licence, which authorises you to provide immigration advice in relation to certain specified matters, if the Registrar is satisfied that you have competence only in relation to those specified matters.

You may be granted a provisional licence if the Registrar is satisfied that you are a new entrant to the industry or that for any other reason you should work under the direct supervision of a fully licensed immigration adviser for a period of up to 12 months.

What type of New Zealand immigration adviser licence are you applying for?

Choose one type of licence only.

Full Limited Provisional

If you are applying for a limited licence, please indicate which immigration matters or areas you wish to be able to participate in. You may select up to three circles.

Applications for temporary entry

Students Transit Visitors Military/Special Work

Applications for residence

Family Skilled Migrants Business/Investor Special policies

Residence from work Endorsements and application from residents

Dealing with clients' unlawful status (advising persons who are unlawfully in New Zealand)

Claims for refugee/protection status

Appeals to the Immigration and Protection Tribunal

If you are applying for a provisional licence, you and your supervisor must complete Form 101A. Please provide details of your proposed supervisor below:

Supervisor's name

Supervisor's immigration adviser licence number

SECTION 6 CONTACT DETAILS AND ADDRESSES

 **Business Address (this cannot be a PO Box)**

Your business address must be the location where you mainly conduct business. Please note that only one business address will be added to the public [register of licensed immigration advisers](#). If you work for more than one business, please photocopy this page and complete it for each business you work for.

Business/Employer name

Street name and number

Suburb

Town/City

Region/State

Post Code

Country

 **What is your status with this company or organisation. Please tick one circle only.**

- Director Self Employed Employee Contractor Volunteer

Contact Details

Business Phone

+

Direct Dial Phone

+

Mobile

+

Fax

+

Business email

Business website

 **If you consent to the inclusion of the following details on the register, please tick the relevant circle(s).**

- Business Phone Direct Dial Phone Mobile Fax Business email Business website

CONTINUED ▼

 Service Address (this cannot be a PO Box)

You must provide a physical address for service of documents. This address will be added to the public [register of licensed immigration advisers](#). Your service address is required to be in the same country as your business address.

Business/Employer name

Street name and number

Suburb

Town/City

Region/State

Post Code

Country

 Postal address (if different from business and service addresses)

You are not required to provide a postal address. You may provide only one postal address to be added to the public [register of licensed immigration advisers](#). Your postal address is required to be in the same country as your business and service address.

Street name and number/ PO Box/ Private Bag

Suburb

Town/City

Region/State

Post Code

Country

Other Contact Details

Home phone

+

This number will be for internal use only. It will not appear on the public [register of licensed immigration advisers](#).

SECTION 7 FITNESS FOR LICENSING

Please answer questions 1 to 7 below to the best of your knowledge and belief. If you answer "yes" to any of questions 1 to 7 (and the [Criminal Records \(Clean Slate\) Act 2004](#) does not apply to you) you are prohibited from being licensed under [section 15](#) of the Immigration Advisers Licensing Act 2007 and may not apply for a licence. Do **not** submit an application.

1. Are you an undischarged bankrupt? Yes No
2. Are you prohibited or disqualified under any of the provisions of sections [382](#), [383](#) or [385](#) of the [Companies Act 1993](#) (or any corresponding provision of the [Companies Act 1955](#)) from managing a company? Yes No
3. Have you been convicted of an offence against the [Immigration Act 2009](#), the [Immigration Act 1987](#) or the [Immigration Act 1964](#)? Yes No
4. Have you been removed or deported from New Zealand under the Immigration Act 2009, the Immigration Act 1987 or the Immigration Act 1964? Yes No
5. Are you unlawfully in New Zealand? Yes No
6. Are you a person who holds or has held the office of the Minister of Immigration or Associate Minister of Immigration in the New Zealand government within the last 12 months? Yes No
7. Are you a person who is employed or has been employed within the last 12 months as an immigration officer, visa officer, refugee status officer or refugee and protection officer (as defined in the Immigration Act 2009 or the Immigration Act 1987)? Yes No

Please answer questions 8 to 13 below to the best of your knowledge and belief. If you answer "yes" to any of questions 8 to 13 you may be subject to a restriction or otherwise considered "unfit" to be licensed under sections [16](#) or [17](#) of the Immigration Advisers Licensing Act 2007.

8. Have you been convicted, whether in New Zealand or in another country, of a crime involving dishonesty, an offence resulting in a term of imprisonment, or an offence against the [Fair Trading Act 1986](#) (or any equivalent law of another country)? Yes No
9. Are you a person who, under the law of another country:
(a) is an undischarged bankrupt; or
(b) has been prohibited or disqualified from managing a company; or
(c) has been convicted of an immigration offence; or
(d) has been removed or deported from the country? Yes No
10. Have you been an undischarged bankrupt, or prohibited or disqualified under any of the provisions of sections [382](#), [383](#), or [385](#) of the [Companies Act 1993](#) (or any corresponding provision of the Companies Act 1955) from managing a company? Yes No
11. Have you any conviction(s) (whether in New Zealand or in another country) for an offence of a kind other than those referred to in questions 3, 8 and 9(c) above? Yes No

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12. Since becoming licensed, have you been, or are you currently subject to any disciplinary proceedings, whether in New Zealand or in another country, and whether in relation to the provision of immigration advice or in relation to the conduct of any other occupation or profession?

Yes No

Note: If you have any complaints against you pending with the Immigration Advisers Complaints and Disciplinary Tribunal, you must tick “yes” to question 12.

12a. Were these proceedings dismissed?

Yes No

Note: If you have answered yes to question 12a, you do not need to provide any further information, unless specifically requested at assessment.

12b. Have you met all of the requirements of any sanctions, conditions, fines, penalty payments, or compensation payments or any other requirements that were required as a result of these disciplinary proceedings?

Yes No

 If you have answered yes to any of questions 8 to 12 in this section, please provide, on a separate sheet, full details of the relevant event or circumstances, including, if applicable:

- A description of the relevant event or circumstance
- When and where it occurred
- The name of the disciplinary body
- The grounds for the disciplinary action
- If available, please provide:
 - A copy of the judgment made by the disciplinary body;
 - Details of the penalty, sanction or condition imposed;
 - Details of how and when the penalty, sanction or condition was paid or discharged;
 - A copy of a receipt for fines paid.
- Any comments you would like to make.

13. Are you related by employment or association to a person to whom any of the criteria in questions 1 to 12 in this section apply, or to whom a licence could be refused under the Act?

Yes No

 If you have answered “yes” to question 13 above, please provide, on a separate sheet, full details of the employment relationship or association and full details of the relevant event or circumstance, including, if applicable:

- a description of the employment relationship or association with the person
- a description of the relevant event or circumstance including when and where it occurred
- details of the penalty or sanction or condition imposed on the person
- any comments you would like to make.

SECTION 8 PROOF OF IDENTITY

Personal Identification

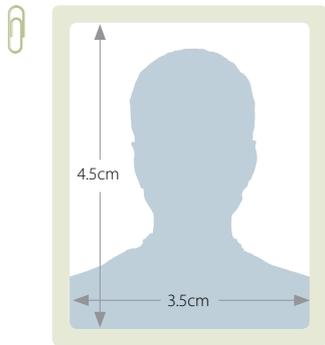
Please attach a certified copy of your current driver licence or birth certificate, or a certified copy of the page of your current passport that shows your photograph and your personal details.

Indicate which document you are providing below:

- Certified copy of current driver licence Certified copy of birth certificate Certified copy of current passport

SECTION 9 PHOTOGRAPH

Please attach one passport-sized and passport-quality photograph, taken within the last six months. The photograph should be a head and shoulders shot, taken on a plain light background. You must be looking directly at the camera and not be wearing a hat, sunglasses or other accessories that obscure your face. The photograph will appear on your immigration adviser licence and on the electronic version of the public [register of licensed immigration advisers](#).



The photograph must be verified as a true likeness of you by a person who has known you for at least 12 months and is not related to you, or part of your family group, or living at the same address as you.

To verify your photograph the verifier must write the following statement on the back of the photograph: "This is a true photograph of <insert your full name>" and then sign his or her signature under the statement.

Please ensure that your verifier completes this section.

Verifier's full name

Address

Phone

+

(+country code - area code - local number)

I declare that I (name of verifier)

have known (full name of applicant)

for at least 12 months and am not related to or part of the family group of, or living at the same address as the applicant

Signed

day month year

SECTION 10 CRIMINAL RECORD HISTORIES / POLICE CERTIFICATES

You are required to provide criminal record histories or police certificates from each country that you have lived in for 12 months or more over the last 10 years. Criminal Record Histories or Police Certificates must have been obtained within the last six months.

New Zealand Criminal Record History

- A New Zealand Criminal Record History can be obtained on application to the Ministry of Justice.
- You must provide an original copy of your New Zealand Criminal Record History with your application.
- We cannot lodge your application before receiving your original New Zealand Criminal Record History.

Overseas Criminal Record Histories or Police Certificates

- If you need to obtain criminal record histories or police certificates from any countries other than New Zealand, you may need to pay a fee for these.
- If a country from which you require a criminal record history or police certificate will only deliver the certificate directly to the Authority, you must not apply for a licence until the Authority has received it. We recommend you allow three months for the criminal record history or police certificate to be delivered to the Authority.
- Please advise the Authority by email to info@iaa.govt.nz that your criminal record history or police certificate will be delivered to us.
- The Authority will contact you by return email when the criminal record history or police certificate has been received.

When requesting your criminal record history or police certificate you must supply all of the names you have listed in the Personal Details section of this application form.

SECTION 11 FEE AND LEVY

In order to be licensed you must pay a licence application fee and an immigration adviser's levy. The licence application fee must be submitted with this application form. The immigration adviser's levy is payable if the Registrar determines that you are eligible to be granted a licence. Do **not** pay the immigration adviser's levy now. This will be requested separately.

If you have been lawfully present in New Zealand for more than 183 days in the last 12 months you are classified as ordinarily resident in New Zealand, and goods and services tax (GST) is included in the fee and levy.

The respective fees and levies are:

	Ordinarily resident in New Zealand	Not ordinarily resident in New Zealand
Fee	\$NZD 909.78	\$NZD 791.11
Levy	\$NZD 1,129.55	\$NZD 982.22

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Payments

- All payments must be made in New Zealand dollars.
- You may pay by EFTPOS (only available at the Authority's office during normal business hours), by bank draft in New Zealand dollars, by New Zealand issued personal cheque or bank cheque, or by Visa or MasterCard.
- Other credit cards and money orders will not be accepted.
- Do not post cash. We do not accept cash.

Please indicate your preferred method of payment below, and provide details, if applicable.

- Bank draft in New Zealand dollars
- EFTPOS
- New Zealand issued personal cheque or bank cheque (Please enclose a New Zealand issued cheque made payable to the Immigration Advisers Authority)
- Credit card
- Visa MasterCard

Credit card number

Expiry date
month year

Please tick one:

- I am ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ \$909.78
- I am not ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ \$791.11

Name on card

Cardholder's signature

Refunds

In some circumstances you may be eligible for a refund of a portion of your application fee (where, for example, your application is returned to you or you withdraw it before it is assessed). If you have paid by credit card the refund amount will be credited back to your credit card account. Otherwise, refunds will be made by cheque in New Zealand dollars.

Fees and levies for not-for-profit advisers

If you volunteer or work for an organisation on a not-for-profit basis you may be entitled to a waiver of the fees and levy payable for your licence. Please read the not-for-profit policy on the Authority's website for further information.

SECTION 12 STATUTORY DECLARATION

This declaration must be made in front of a person authorised to witness a statutory declaration. See the Authority's website for a [list of who may witness a statutory declaration in New Zealand and overseas](#).

Warning: The giving of false information in this application form is an offence under [section 66](#) of the Immigration Advisers Licensing Act 2007 with penalties of imprisonment of up to two years and/or a fine of up to \$10,000 and will result in your application for a licence being refused.

I, (full name of applicant)

of (address)

occupation

do solemnly and sincerely declare the following:

1. The information I have provided in this application form, its attachments and accompanying supporting documents is complete, correct and up to date in every detail to the best of my knowledge; and
2. Any representations I have made in this application form, its attachments and accompanying supporting documents are true and correct to the best of my knowledge; and
3. I am not aware of any other matter relevant to the assessment of my competency that I should bring to the attention of the Registrar of Immigration Advisers; and
4. I understand that, unless I am licensed or exempt, I may not provide New Zealand immigration advice; and
5. I understand that if the Registrar of Immigration Advisers determines that I am eligible for a licence, I will not be granted a licence until I have paid the required amount of immigration adviser's levy (if any) and met any other applicable conditions; and
6. I understand that I must give written notice to the Registrar of Immigration Advisers of any relevant change to the information provided with my application for a licence, or that results in me becoming prohibited from licensing under [section 15 of the Immigration Advisers Licensing Act 2007](#), or has any effect on the matters specified in sections [16](#) and [17](#) of the Act relating to my fitness for licensing, and that notice of any change of circumstances must be provided to the Registrar within 10 working days after the change; and
7. I understand that it is an offence under the [Immigration Advisers Licensing Act 2007](#) to supply false or misleading information with this application; and I believe the statements in this declaration are true in every particular; and
8. I have read and understand my obligations under the [Licensed Immigration Advisers Code of Conduct 2010](#).

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the [Oaths and Declarations Act 1957](#).

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Declared at on this day of 20

Signature of applicant

Before me

(signature of person before whom declaration is made)

Title of authorised person

(as defined in the Oaths and Declarations Act 1957)



IMMIGRATION ADVISER LICENCE APPLICATION CHECKLIST

Please complete this checklist **before** submitting your application for a licence.

Form 101

- Certified copy of your academic transcript demonstrating completion of the requirements (if relevant). Please do not send original documents
- Certified copy of your current driver licence or birth certificate or current passport
- One verified passport-quality photograph
- Criminal Record History or Police Certificate(s) or confirmation from the Authority that it has received your Criminal Record History or Police Certificate(s)
- Payment for the licence application fee or your credit card details
- Letter from the Authority confirming your “not-for-profit” status (if relevant)
- Statutory declaration

Form 101A

- Have you completed Form 101A: Supervision Arrangement Application – provisional licence only? (if relevant)

Form 101B

- Have you completed Form 101B: Supplementary Documentation Application – if you held a New Zealand immigration adviser licence within the last 6 months only? (if relevant)