

Web address: www.immigration.govt.nz/moscow

INZ reception is open to the public **9.30 am – 11.30 am** Monday to Friday (except public holidays). INZ can be contacted for phone **inquires** between **9.30 am – 11.00 am**, and **4 pm to 5 pm**, Monday to Friday (except public holidays).
 Telephone: **(7 495) 956 2642** or Fax: **(7 495) 232 0180**

VISITORS VISA CHECKLIST (Tourism, visiting sponsor/family/friends)

You can bring your application to our office or send it to us by courier post. If your application meets all the lodgement requirements, it will be considered and decision made within 14 days. If your visa is not issued within 14 days, you will be fully informed about the reasons by electronic mail or requested to provide additional information.

You must produce **originals or true certified photocopies** of the documents listed below together with any translations. All documents presented must be in **English or/and translated into English**, by an accredited translation service.

We cannot accept this application if you do not provide the below listed documents. If your application does not meet the lodgement requirements it will be returned to you with a copy of this checklist and you will be asked to resubmit it.

1.	Original valid travel passport	The passport for each person included into the application must be valid for at least 3 months beyond the intended date of departure from NZ.
2.	Application form INZ1017	Visitors visa application form must be completed, signed and dated by each person that is to be included in the application plus the additional form (attached).
3.	1 passport-sized photo	One recent passport-sized photograph for each person included in the application with the applicant's name printed on the back of it.
4.	Maintenance funds	- Employment reference and/or employment contract; and - Recent original bank account statement or copies of the credit card with the recent original statement of account; or a <i>Sponsorship Form for visiting New Zealand INZ 1025</i> from NZ sponsor.
5.	Onward air flight bookings	Or guarantee of repatriation as per the sponsorship form. Please note that purchased ticket cannot serve as guarantee of your visa. You are recommended not to purchase your ticket before the approval for a visa has been obtained.
6.	Application fee	Application fee should be paid in cash in Russian roubles . Russian citizens are exempt from payment of VV application fee. We do not accept credit card payments or bank transfers. Applications will not be accepted unless the fee is paid or receipt for payment is provided.
7.	Medical certificate	Medical certificates must be less than 3 months old at the time the application is made and completed by a panel doctor . Each person on the application should provide <i>Temporary Entry Chest X-Ray Certificate INZ1096</i> Each person on the application should provide <i>Medical and Chest X-Ray Certificate INZ1007</i>
8.	Police certificate	Any person aged 17 and over intending to be in NZ for more than 24 months is required to provide a police certificate from the applicant's home country and any country in which they have lived for 5 or more years since attaining the age of 17 years. Police certificates must be less than 6 months old at the time the application is made.

9.	Additional information which can demonstrate that you are a genuine visitor for any intended purpose to New Zealand.	<ul style="list-style-type: none"> - For tourists: tourist programme in New Zealand, hotel bookings, other travel evidence; - For sponsored visitors: evidence of relationship/contacts/meeting with NZ sponsor; - For all visitors: evidence of employment and/or studies if applicable; - For those recently married or intending getting married in NZ: marriage arrangements in NZ.
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- Application fee - **Options on how to make payment in NZ:**
 - ü Alternatively, the fee can be paid in NZ\$ in NZ by the agent, sponsor or another contact. For the fee to be paid in NZ, the payer has to complete a 'Fees Paid in NZ' Form INZ 1079. This Form can be obtained from the nearest INZ office in NZ and then forwarded to the Finance Centre of Excellence, Support Services, PO Box 3705, Wellington, with the payment details. When the receipt for the amount is obtained, **the original should be forwarded to this office with the application.**

! Parent and Grandparent Policy

If you are applying for a multiple entry visitor's visa (valid for three years) under the **parent and grandparent policy** each applicant must lodge an application for a visitor's visa, as set out above and provide a full medical certificate as if their intention were to remain in New Zealand for more than 12 months. Applicants must be sponsored by the principal applicant's child or grandchild who must be aged 17 years and who is a New Zealand citizen or holds a New Zealand residence permit.

Any other information that may be required from you:

- For applicants under 18 years of age travelling on their own or with one parent only we require notarised letter of consent from one or both parents/guardians allowing travel to NZ, or custody papers. Such applicants should provide their original birth certificates to show the relationship of the parties concerned;
- Birth certificates and custody papers of the children included into the application. Please contact the Visa Section on (495) 956 2642 to clarify the custody requirements;
- For students we require a reference from their educational institution and a copy of a student card;
- Photocopy of the internal passport of pages with endorsements only (**please make double-sided copies!**);
- Photocopy of the previous travel passports of pages with endorsements only (**please make double-sided copies!**);
- Marriage certificate and/or divorce certificate (if applicable); and
- Evidence of de-facto partnership (if applicable); and
- Any other information that would demonstrate you are a genuine visitor/tourist to New Zealand and have incentives to return to your home country at the end of your visit.

Please Note:

- We cannot discuss the details of the application with any other person including the sponsor without the applicant's permission, unless the applicant has filled in Section B 3 of the Application Form; and
- For all applications accepted, an Immigration Officer may request the applicant to present further documents/information and/or attend an interview (the interview can be conducted by phone or, if necessary, at this office); and
- You can appoint an agent or courier to deliver your application and documents to this office who will collect your passport/documents from us after the application has been finalised. Please enclose a **power of attorney** to that effect or list the details of your agent/courier in the application form; and
- Please indicate by ticking the relevant box in the collection details section of the application form so that we know how to return the documents to you. You should prepay a return delivery by courier post otherwise we will return the documents to you by local registered mail. INZ takes no responsibility for documents lost in the post.

- The standard processing time for this type of a visa is 2 weeks unless additional information has been requested. During the peak season (November to January) the processing can take longer and we recommend you lodge your application in advance.

Please refer to our website www.immigration.govt.nz for application forms, guides, information sheets including panel doctors list, fees calculator for up to date fees, up to date policy requirements and other additional information. If additional information is required on temporary visa application, please contact Visa Section on direct telephone (495) 956 2642 Monday-Friday from 9.30-11.00am or 4.00-5.00pm.

**POWER OF ATTORNEY TO COLLECT MY PASSPORT
ДОВЕРЕННОСТЬ НА ПОЛУЧЕНИЕ МОЕГО ПАСПОРТА**

I authorise Immigration New Zealand to return my passport by one of the following ways (please tick one):

Я доверяю Иммиграционной Службе Новой Зеландии вернуть мне мой паспорт следующим образом (поставьте одну галочку):

I will collect my documents myself
Я заберу свой паспорт сам(а)

This person _____
is authorised to collect my passport (in this case this person will need to present their passport)

Доверенное лицо заберет мой паспорт (в этом случае необходимо удостоверение личности доверенного лица) Его имя и фамилия: _____

Travel agency _____ will collect my passport
Туристическое агентство _____ заберет мой паспорт

I will organize courier collection of my documents when ready
Я закажу обратную доставку курьерской службой.

Please send my passport by registered mail (please indicate a postcode).
Delivery is no less than three weeks.
Прошу выслать мой паспорт заказной почтой на адрес (индекс обязательно). Доставка не менее 3-х недель _____

Name and surname _____
Имя и фамилия

Signature and date
Дата и подпись