



Immigration Advisers Authority
PO Box 6222
Auckland 1141
New Zealand

Dear applicant

Applying for a New Zealand Immigration Advisers licence

Thank you for your interest in applying for an Immigration Advisers licence. This application pack contains all the information you will need to lodge your application.

To find out whether you need a licence, please read the *About Immigration Adviser Licensing* brochure contained in this folder.

Should you decide to apply, please ensure that you fill in the *Application for an Immigration Adviser Licence* booklet correctly, including all supporting evidence and documentation. If your application is not complete, you may be refused a licence. **If you are refused, your name and details must be listed on the public Register of Licensed Immigration Advisers.**

At the end of the application booklet, you will find a checklist that outlines everything you'll need to complete your application in full. Please be sure that you work through this checklist thoroughly before submitting your application. Page 18 of the Booklet explains how to apply for a New Zealand Criminal Record History. Please contact the Immigration Advisers Authority to obtain a signed "*Priv/F2 -Request by a Third Party*" form. Do not use the form available on the Ministry of Justice website.

Licensing is an important step forward for the entire industry. As Registrar of Immigration Advisers, my goal is that only qualified people give immigration advice about New Zealand and that they act in a professional and ethical manner. A robust, fair, transparent licensing process is key to achieving this goal, so if you have any questions, please contact the Authority on:

Freephone (New Zealand only)
Phone (outside New Zealand)
Email

0508 IAA IAA (0508 422 422)
+64 9 925 3838
info@iaa.govt.nz

Yours sincerely

Barry Smedts
Registrar of Immigration Advisers