



Immigration Advisers Authority

New Zealand Government



Fast-track Application Form for Renewal of an Immigration Adviser Licence



Fast-track Application Form for Renewal of an Immigration Adviser Licence

Table of Contents

Fast-track Application Form for Renewal of an Immigration Adviser Licence	3
Part A: Personal and Contact Details	4
Part B: Fitness for Licensing	7
Part C: Fee and Levy	9
Part D: Photograph, Authorisation and Statutory Declaration	11
Fee Information	15
Application Checklist	17
Important Notes	18



Fast-track Application Form for Renewal of an Immigration Adviser Licence

THIS APPLICATION FORM IS FOR INDIVIDUALS holding a New Zealand immigration adviser licence who wish to renew that licence and who are eligible for the fast-track renewal application stream.

You may only lodge this application form if you are eligible for the fast-track renewal application stream. You are eligible to complete this form if:

- You are applying to renew a full or limited licence only, and
- You have lodged two consecutive standard renewals since your initial licence was granted, and
- Since your most recent renewal, there has been no complaint made to the Immigration Advisers Authority (the Authority) that meets the criteria set out in section 44 of the Immigration Advisers Licensing Act 2007 (the Act) of which you have been informed, and
- Since your most recent renewal, the primary company or organisation you work for has not changed, and
- At your most recent renewal the Authority did not request you to provide evidence of a change in business practice at your next renewal, and
- Your last two renewal applications were not fast-track renewals.

If you submit a fast-track renewal application and you are not eligible, the application will not be lodged and will be returned to you. You will be required to submit a standard renewal application form prior to the expiry of your current licence or your licence will expire.

It is important that your completed application for a fast-track or standard renewal is received by the Authority before your current licence expires. If your completed application is not received in time, your licence will expire, and the expiry will be recorded on the register of licensed immigration advisers (the register). If you wish to give immigration advice in the future, you will have to apply for a new immigration adviser licence.

You must complete all sections of this application form. Please read through the whole application

form BEFORE you start. It will give you a clear idea of what you need to provide. If you leave out any required information, documents or evidence, your application will not be accepted.

Your completed fast-track renewal form must be submitted together with the following:

1. Evidence relating to fitness (where applicable)
2. The licence application fee
3. A verified passport photograph.



This paper clip symbol indicates that there are documents you need to attach. Please clip these documents to the relevant page.

DO NOT SEND ORIGINAL DOCUMENTS AS THEY WILL NOT BE RETURNED TO YOU.

The Authority takes no responsibility for lost or damaged original documents.

Your fast-track renewal application must be received by the Authority in hard copy. Do not email or fax your application.

If you are prohibited from licensing under section 15 of the Act, hold or are employed by the holder of a current New Zealand practising certificate as a barrister or as a barrister and solicitor, or are a category 2 exemptee, you should not submit an application. You should contact the Authority immediately to surrender your licence.


If you have a Migration Agent licence through the Migration Agents Registration Authority, please complete the Trans-Tasman Mutual Recognition Act 1997 Application for a New Zealand Immigration Advisers Licence.

This form is valid for 60 days from date of download.

THERE IS A CHECKLIST AND ADDITIONAL REFERENCE MATERIAL AT THE BACK OF THIS FORM.

PART A: Personal and Contact Details






When filling out this form please print clearly.

Items marked with  will appear on the register of licensed immigration advisers.

PRIVACY NOTICE:

Personal information submitted with this application will be kept and maintained by the Registrar of Immigration Advisers in accordance with the Privacy Act 1993. Personal information collected will be used to determine whether the application for renewal of a licence may be granted and in connection with complaints and disciplinary processes. Personal information will also be used for the maintenance and administration of the register of licensed immigration advisers and for the administration and maintenance 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.

Section 1 Personal Details

<input type="checkbox"/>	 IAA licence number	<input type="text"/>
<input type="checkbox"/>	 IAA licence type	<input type="text"/>
<input type="checkbox"/>	Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify) <input type="text"/>
<input type="checkbox"/>	 Family/Last name	<input type="text"/>
<input type="checkbox"/>	 First/Given names	Your full legal name will appear on the register of licensed immigration advisers. <input type="text"/>
<input type="checkbox"/>	 Preferred name	Your preferred name will be indicated on the register of licensed immigration advisers. <input type="text"/>
<input type="checkbox"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>


Section 2 Place of Residence

<input type="checkbox"/>	Have you been lawfully present in New Zealand for more than 183 days in the last 12 months? Yes <input type="checkbox"/> No <input type="checkbox"/>
--------------------------	---

When filling out this form please print clearly.

Section 3 Contact Details

Your business address must be a location where you regularly conduct business. Please note that only the business address entered on this page will be loaded onto the register of immigration advisers found at www.iaa.govt.nz. If you have more than one business address please select carefully which business address you want to see on the register.

 Business address (this cannot be a PO Box)

Business/Employer name (delete one)

What is your employment status with this company or organisation? Please tick one box only.

Director Self-employed Employee Contractor Volunteer

Street name and number

Suburb

Town/City

Area/State

Postcode

Country

If you consent to the inclusion of your business phone(s), fax, email or website address on the register, please tick the relevant box(es) beside those details below .

Business phone

(+country code - area code - local number)

DDI

(+country code - area code - local number)

Mobile

(+country code - mobile code - local number)

Business fax

(+country code - area code - local number)

Business email

Website address

When filling out this form please print clearly.

 Physical address for service of documents (this cannot be a PO Box)

You may provide one physical address for service of documents only. It is expected that your service address will be in the same town and country as your business address.

Street name and number


Suburb

Town/City

Area/State

Postcode

Country

 Postal address (if different from business address)

You may provide one postal address only.

Street name and number/PO Box/Private Bag

Suburb

Town/City

Area/State

Postcode

Country

 Other contact details

Home phone

(+country code - area code - local number)

 Have you worked for any other company or organisation not listed above during your current licence period?

Yes No



If you answered yes, please provide, on a separate sheet, the name of every other company or organisation you have worked for during your current licence period and your employment status with it (director, self-employed, employee, contractor, volunteer).

PART B: Fitness for Licensing

When filling out this form please print clearly.

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 holding a licence under section 15 of the Immigration Advisers Licensing Act 2007. 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 14 below to the best of your knowledge and belief. If you answer "yes" to any of questions 8 to 14, you may be restricted from licensing or otherwise considered unfit for licensing.

8. Since you applied for your current licence, 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. Since you applied for your current licence, have you, under the law of another country:
 - a. been made an undischarged bankrupt, or
 - b. been prohibited or disqualified from managing a company, or
 - c. been convicted of an immigration offence, or
 - d. been removed or deported from the country? Yes No
10. Since you applied for your current licence, 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

When filling out this form please print clearly.

11. Since you applied for your current licence, have you been convicted (whether in New Zealand or in another country) for an offence of a kind other than those referred to in questions 3, 8 and 9c in this section? Yes No
12. Since you applied for your current licence, have you been, or are you 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



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 circumstance, including, if applicable:

- a description of the relevant event or circumstance including when and where it occurred
- details of whether it involved dishonesty
- details of the penalty or sanction or condition imposed
- details of how and when the penalty or sanction or condition was paid or discharged
- a copy of a receipt for fines paid or a copy of a judgement
- any comments you would like to make.

If you have answered "yes" to any of questions 8, 9c or 11 in this section, the Authority may ask you to obtain a police certificate. The Authority will contact you about this following lodgement of your application.

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.

14. Has anything relating to your fitness for licensing under sections 15, 16 or 17 of the Immigration Advisers Licensing Act 2007 occurred since you applied for your current immigration adviser licence that you should have disclosed to the Authority but have not disclosed? Yes No



If you have answered "yes" to question 14 above, please provide on a separate sheet:

- a full description of the relevant event or circumstance, including when and where it occurred
- any comments you would like to make.

When filling out this form please print clearly.

In order for your licence to be renewed you must pay a licence application fee and an immigration advisers levy. The licence application fee must be submitted with this application form. The immigration advisers levy is payable if the Registrar determines that you are eligible to have your licence renewed. Do NOT pay the immigration advisers 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 (see Part A Section 2 in this form), 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	NZ\$909.78	NZ\$791.11
Levy	NZ\$1,129.55	NZ\$982.22

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.

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 (delete one)

Credit card number Expiry date

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

When filling out this form please print clearly.

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 fee and levy payable for your licence.

If your fee and levy were waived when you made your last application, please contact the Authority before submitting your application to establish whether the organisation you volunteer or work for has retained its not-for-profit status.

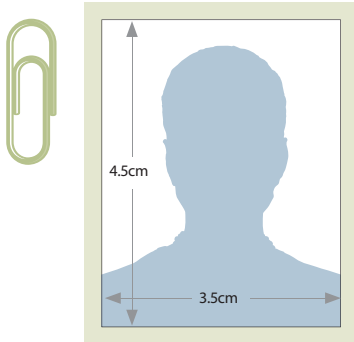
If your circumstances have changed and you now volunteer or work for an organisation on a not-for-profit basis and believe you may be entitled to a waiver of the fees and levy payable for your licence, please read the information on the Authority's website.

PART D: Photograph, Authorisation and Statutory Declaration

When filling out this form please print clearly.

Section 1 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, with a clear white background. You must be looking directly at the camera and not wearing a hat, sunglasses or other accessories that obscure your face. The photograph will appear on your licence and on the electronic version of the register.



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 photographs the verifier must write the following statement on the back of the photograph: "This 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

Date

When filling out this form please print clearly.

Section 2 Authorisation for the Collection of Information

I authorise the Registrar to collect from Immigration New Zealand any information about me, or held about applications, requests, appeals or claims submitted by me or managed in whole or in part by me, for the purpose of determining my application for renewal of a licence, for investigating complaints made about me and for the administration of the licensing regime.

I authorise the Registrar to record telephone conversations held with me for the purposes of assessing and verifying my application for renewal of my licence.

I authorise the Registrar to contact providers of continuing professional development activities I have participated in for the purposes of verifying and assessing my participation in those activities.

Signature of applicant

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

When filling out this form please print clearly.

Section 3 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 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. I meet the standards set out in the Immigration Advisers Competency Standards 2010.
2. I have completed 20 hours of continuing professional development since my current licence was granted.
3. 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.
4. 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.
5. 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.
6. I understand that, unless I am licensed or exempt, I must not provide New Zealand immigration advice.
7. 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 prescribed amount of immigration advisers levy (if any) and met any other applicable conditions.
8. 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.
9. 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.
10. 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.

Declared at _____ on this _____ day of _____ 20 _____

Signature of applicant

Before me

(signature of person before whom declaration is made)

Title of authorised person – print name/stamp

(as defined in the Oaths and Declarations Act 1957)



When filling out this form please print clearly.

See clause 8 of the code of conduct.

Important: Information given in this section will **NOT** form part of the assessment of your application for renewal of your licence. Information provided in this section will be collated to establish the range of fees being charged by licensed immigration advisers. The Registrar is seeking the information to gain an overview of fees being charged by advisers and, from this, will be able to form a view as to what fees are fair and reasonable, in terms of clause 8 of the code of conduct.

Information about average and median fees will be published on the Authority’s website. This will allow migrants to judge whether the fees being sought for immigration matters they are seeking advice on are reasonable. Information about fees being charged by individual advisers will **NOT** be published.

Please complete the following table. Figures should be in New Zealand dollars, inclusive of GST. Do not include INZ fees or other disbursements. Enter NA for application types you have not dealt with.

Application type	Tell us the average fee you have charged for each application type in NZ\$ (GST inclusive) since your current licence was granted.
Temporary Entry, Student	NZ\$
Temporary Entry, Visitor	NZ\$
Temporary Entry, Work	NZ\$
Residence, Skilled Migrant	NZ\$
Residence, Family (parent)	NZ\$
Residence, Family (partner)	NZ\$
Residence, Family (other, eg child/adult sibling)	NZ\$
Permanent Residence	NZ\$
Residence, Residence from Work	NZ\$
Entrepreneur	NZ\$
Investor	NZ\$
Long Term Business	NZ\$

If you have any comments to make on your fee-setting policy and practice, or the figures given above, please do so here:



Please complete this checklist before submitting this application form.

Check that your application includes:	Yes/Not applicable	Office use only
Completed application form		
Evidence required in Part B Fitness for Licensing		
Names of any additional companies or organisations you have worked for this year and your employment status with them		
Payment for application fee or credit card details		
Verified passport-quality photograph		

For additional information to assist you to complete this application form, please refer to:

- Immigration Advisers Licensing Act 2007
- Immigration Advisers Competency Standards 2010
- Licensed Immigration Advisers Code of Conduct 2010
- Renewals Policy
- Guidance from the Registrar on Continuing Professional Development.

All of the above documents can be viewed on the Authority's website at www.iaa.govt.nz or linked websites.

When you have completed this application form and prepared the supporting documents, clip them together with any other attachments in one package addressed to the postal or courier address of the Authority. You may also deliver your application in person to the Authority's courier address during business hours.

We recommend that you retain a copy of your application for your own records.

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

Web: www.iaa.govt.nz

Postal

The Registrar

Immigration Advisers Authority

PO Box 6222

Wellesley Street

Auckland 1141

NEW ZEALAND

Courier

The Registrar

Immigration Advisers Authority

Level 2, 52 Symonds Street

Auckland 1061

NEW ZEALAND



