

**AM I READY TO APPLY FOR AN INITIAL PROVISIONAL IMMIGRATION ADVISER'S LICENCE?
CHECKLIST**

DISCLAIMER: This checklist is intended for guidance purposes only and should be read in conjunction with the [Licensing Toolkit](#). As an applicant, it is your duty to ensure that the information you provide is correct and complete. Under Section 19(1)(d) of the Immigration Advisers Licensing Act 2007 (the Act), a licence will be granted **if**, amongst others, the Registrar is satisfied that the application complies with section 18 and is properly completed.

- I am not exempt from holding an immigration adviser's licence
 - Please refer to section 11 of the Act, specifically in relation to Category 2 exemptees- s 11(e)
- I am not prohibited from holding an immigration adviser's licence
 - Please refer to section 15 of the Act.

Qualifications

- I have completed Courses 1-4 of the Graduate Diploma in New Zealand Immigration Advice within 12 months of submitting my application **OR**
- I have completed the Graduate Diploma in New Zealand Immigration Advice within 12 months of submitting my application **OR**
- I have completed Courses 1-4 of the Graduate Diploma in New Zealand Immigration Advice more than 12 months ago **AND** I have also completed the Level 7 Refresher course in New Zealand Immigration Advice within 12 months of submitting my application **OR**
- I have completed the Graduate Diploma in New Zealand Immigration Advice more than 12 months ago **AND** I have also completed the Level 7 Refresher course in New Zealand Immigration Advice within 12 months of submitting my application
 - 'Completed' means that you have passed all relevant courses **and** have received confirmation of your results from the Toi Ohomai Institute of Technology

Required documents

- I have **completed Form 101** (application form), including:
 - Legal name(s)
 - Preferred name(s)
 - Other name(s)
 - Please include previous legal names, maiden name(s) if applicable, as well as other names and aliases by which you may be known, regardless of whether those are legal names or not.

- Qualification details
 - Type of licence applied for
 - Proposed supervisor details
 - Contact details and addresses
 - Fitness for licensing questionnaire
 - Identification
 - Criminal record histories/ Police certificates
 - Place of residence
 - Declaration
- I have **completed Form 101A** (supervision arrangement application form), including:
- Provisional licence applicant details (completed by you)
 - Provisional licence applicant's acknowledgement and declaration (completed by you)
 - Proposed supervisor(s) details (completed by your supervisor(s))
 - Supervisor(s) acknowledgement and declaration (completed by your supervisor(s))
- I have obtained/prepared all other **supporting documentation**, including:
- Signed supervision agreement
- See Model supervision agreement and Guidance documents <https://www.iaa.govt.nz/for-advisers/adviser-tools/supervision-toolkit/>
 - Please ensure that the agreement is signed by your supervisor, back-up supervisor(s) and all parties' employer(s) (if applicable)
- Certified copy of ID (i.e.NZ drivers licence/passport/birth certificate)
- A certified copy of your passport must include any applicable endorsements
 - A certified copy of driver's licence must include both sides
 - If you are submitting a birth certificate as proof of ID, please ensure that you have also completed the following statutory declaration:
<https://www.iaa.govt.nz/assets/documents/forms/statutory-declaration-form.pdf>
- Passport quality photograph for upload to the Register
- The photograph must have been taken within the last six months and it must meet the criteria described in Form 101

Criminal history record(s)/ police certificate(s):

- A criminal record history/ PCC is required for each country you have lived in the last 10 years for one year or more.
- A criminal record history/ PCC must not be expired, and it must be not have been issued more than 6 months ago.
- A criminal record history/ PCC must be issued with all names by which you are known. These should also be listed in your application form. If this is not possible, please provide a statutory declaration stating that you are known by those names, you are unable to have them included in your criminal record history or PCC, and that you have no convictions in that country under those names.
- Please visit the INZ website for information on how to obtain a criminal history record/ PCC for overseas jurisdictions <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/tools/police-certificates>.

Statutory declaration(s) if applicable

Section 66 of the Act provides that it is an offence to provide a false or misleading information to the Authority. Furthermore, under Section 27(1)(b) of the Act, the Registrar must cancel a licence if he or she is satisfied that the licence was granted on the basis of any false or fraudulent representation or declaration, made either orally or in writing.