



VISA APPLICATION PROCESS: DIPLOMATS AND OFFICIALS TRAVELLING ON OFFICIAL BUSINESS

If you are:

- ✓ A Diplomatic or Official passport holder, and
- ✓ Travelling to conduct official business with the New Zealand government, or
- ✓ Transiting New Zealand on official business

You are eligible for a visa fee waiver, and you can apply for your visa directly to the Immigration New Zealand office in Suva. INZ Suva will process your application within **five working days**.

The forms and information required by Immigration New Zealand are as follows:

1. A **completed Visa Facilitation form** (copy attached)

Advice for completing the form:

- Please fully complete the form with sufficient detail about your reason for travel.
- You ***do not*** need to submit **photos, fee or medical reports**.
- Please complete one form per diplomatic/official passport holder travelling.

2. A **copy of the bio-data page** of your passport,
3. A **Third Person Note** in support of your travel, and
4. An account of the reason for your visit, including the **dates of your travel** and **which arm of New Zealand government you are meeting with**.

Please ***scan and email*** your completed application to: Diplomats&Officials@mbie.govt.nz

You may also write to this email address with any questions you may have about your eligibility for a visa.

**Please be advised that only diplomatic /official passport holders who are travelling on official business are eligible for a fee waiver. If you are travelling for tourism or personal business you should lodge your application through your nearest Visa Application Centre and pay the appropriate fee: <https://www.ttsnzvisa.com/>

VISA FACILITATION FORM:

Diplomats and officials travelling to/through New Zealand on official business

Name: (exactly as shown in passport)	
Date of birth:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Passport number:	
Issue date of passport:	
Expiry date of passport:	
Marital status:	
Itinerary attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No Details of entry and exit dates from New Zealand :
Type of visa requested:	<input type="checkbox"/> Transit visa* <input type="checkbox"/> Visitor visa* * Diplomatic or official passport holders deemed eligible, will be considered for a multiple entry visa . This would allow multiple entries into New Zealand for the purposes of official travel.
Job title:	
Reason for official travel (i.e. name and dates of meeting):	

Date visa required by:	NOTE: Visas for officials and diplomatic require <u>5 working days</u> for processing.
Email address for correspondence:	NOTE: The e-visa letter will be automatically sent to this email address.

*** Please answer all questions on this form – an incomplete form may lead to a delay in processing your visa application.*