



20 March 2024

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John via FYI

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Tēnā koe John

### **OIA request 23/24 0636 Request for Citizenship Document**

Thank you for your Official Information Act (Act) request received by the Department of Internal Affairs (Department) on 21 February 2024.

You requested –

*I would like to request a document entitled "Policy - Documents required for citizenship applications"*

In response to your request I can provide you with the following information.

Please see attached alongside this letter Appendix A which holds a copy of the section you requested extracted from Tuwhiria te Tikanga – Policy, Documents required for Citizenship applications which was last updated: 21 February 2024. The updates on that date were adding the sections referring to information from the Cook Islands, Niue and Tokelau. This change was unrelated to your request.

Some of the information has been withheld pursuant to section 9(2)(a) of the Act: the withholding of the information is necessary to protect the privacy of natural persons. The information withheld relates to contact details of officials in the Cook Islands, Niue and Tokelau.

Tuwhiria Te Tikanga is the Departments online operational policy resource and knowledge management system. The main purpose for this system is to have standardised business knowledge across service delivery and operations, which enables staff to find the correct information quickly and ensure consistent application of the most up to date accurate policies and procedures by all staff.

As this information may be of interest to other members of the public, the Department has decided to proactively release a copy of this response on the DIA website. All requestor data, including your name and contact details, will be removed prior to release. The released response will be made available here: <https://www.dia.govt.nz/Official-Information-Act-Requests-2>.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Ngā mihi

A handwritten signature in blue ink, consisting of several loops and a long horizontal line extending to the right.

Julia Taylor  
Manager Operational Policy and Official Correspondence  
Service Delivery and Operations