



5 February 2024

John

fyi-request-25453-8b90bf64@requests.fyi.org.nz

DOIA 2324-1505

Tēnā koe John

Thank you for your email of 20 January 2024 to the Ministry of Business, Innovation and Employment (MBIE) requesting, under the Official Information Act 1982 (the Act), the following:

I would like to request a template for the citizenship endorsement.

On 24 January 2024, we sought clarification as to whether you are requesting an endorsement of your New Zealand citizenship into your foreign passport or requesting a copy of a templated New Zealand citizenship endorsement letter and label.

On 25 January 2024, you clarified your request as follows:

If this information is available, please provide both an endorsement of New Zealand Citizenship into the foreign passport and a copy of a templated New Zealand Citizenship endorsement letter and label.

On 2 February 2024, we advised you that the requested template of a citizenship endorsement label does not exist. Instead, we offered to provide an example of an actual citizenship endorsement label with the holder's personal information redacted. On the same day, you agreed to amend this part of your request in line with our offer.

Our Response

Please see Appendix A for the New Zealand citizenship endorsement letter template and Appendix B for a citizenship endorsement label with the holder's personal information redacted.

Information on how to apply for an endorsement on a foreign passport can be found on the Immigration website: [I'm a New Zealand citizen but travel on my foreign passport | Immigration New Zealand](#).

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 or freephone 0800 802 602.



If you wish to discuss any aspect of your request or this response, please contact inzoias@mbie.govt.nz.

Nāku noa, nā

A handwritten signature in blue ink that reads "Jeannie Melville". The signature is written in a cursive style and is positioned above the printed name and title.

Jeannie Melville
Deputy Chief Operating Officer Immigration
Immigration New Zealand
Ministry of Business, Innovation & Employment