

Circumstances	The applicant's circumstances substantively stayed the same since the last CW, or (in the alternative) any change in circumstances could be seen as positive (e.g. higher paid job)			
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2. Determine if fast-track character process for residence is appropriate

If	Then...
All statements are correct or not applicable	It is appropriate to apply the fast-track character process, and a CW PPI is <i>not</i> required Go to Step 3
At least one statement is not correct	It is not appropriate to apply the fast-track character process, and a CW PPI is required Go to relevant Assess Character SOP

3. Record character waiver

- Enter rationale for granting a CW in the relevant INZ system

Example: Applicant has character issues that fall under A5.25, which is/are [x, y, z]. The applicant was granted a character waiver for these concerns on a previous application for residence, or for a work to residence category. No new adverse information has been supplied or noted. I have considered the applicant's circumstances and have decided to grant a character waiver for these concerns, in this application. This does not guarantee a waiver for a future application.

Fast-track character waiver guide - Temporary

Use this document for when considering whether a fast-track character waiver (CW) is appropriate for a particular temporary entry class visa application

Steps

- 1. Review and note all relevant character information provided with the temporary entry visa application**
 - Read the previous CW(s) and review all relevant supporting documentation provided with the application (and previous application if it is available).
 - Complete the table below by confirming whether the statement is correct or not correct.
 - Enter notes if further explanation is required.

Fast track character waiver - temporary				
	Statement	Correct	Not correct	Notes
CW history	The applicant has previously been granted a CW(s) for all previous character issues falling under A5.45			
Declaration	The applicant made accurate and complete declarations in the Character section of the form for the current application (NB: they must be accurate and complete even if the applicant knows that INZ knows about past character issues)			
Additional information	The applicant has no further character concerns identified since the previous CW			
Instructions	The CW instructions have substantively remained the same since the last CW was granted			
Police certificates (PCs)	Updated PCs are not required for this application, OR such PCs (if obtained) show no new convictions			
Circumstances	The applicant's circumstances substantively stayed the same since the last waiver, or (in the alternative) any			

	change in circumstances could be seen as positive (e.g. higher paid job)			
Purpose	The applicant's purpose for travelling to, or remaining in, New Zealand has not materially changed since the last waiver e.g applicant still intends to work			

2. Determine if fast-track character process for temporary entry is applicable

If	Then...
All statements are correct or not applicable	It is appropriate to apply the fast-track character process, and a CW PPI is <i>not</i> required Go to Step 3
At least one statement is not correct	It is not appropriate to apply the fast-track character process, and a CW PPI is required Go to relevant Assess Character SOP

3. Record character waiver

- Enter rationale for granting a CW in the relevant INZ system

Example: Applicant has character issues that fall under A5.45, which is/are [x, y, z]. The applicant was granted a character waiver for these concerns on a previous application for temporary entry visa application. No new adverse information has been supplied or noted. I have considered the applicant's circumstances and have decided to grant a character waiver for these concerns, in this application. This does not guarantee a waiver for a future application.

Application number: [Application Number]

Client number: [Client Number]

[Date]

[AdviserName1]

[AdviserName2]

[AdviserStreetNumber] [AdviserStreetNamePOBoxNumber]

[AdviserSuburb]

[AdviserCity] [AdviserPostCode]

[AdviserCountry]

[NZBN_Adviser]

Dear [Client Name]

Application for a residence class visa:

Applicant:

[Client Name]

[Secondary Applicant 1]

[Secondary Applicant 2]

[Secondary Applicant 3]

[Secondary Applicant 4]

Date of birth:

[Date of Birth]

[SecondaryApplicant1DateOfBirth]

[SecondaryApplicant2DateOfBirth]

[SecondaryApplicant3DateOfBirth]

[SecondaryApplicant4DateOfBirth]

Thank you for your application for a residence class visa under [Application Grounds Code Level 3] category which was received on [Accepted for processing date].

Our assessment of your application

We have completed an initial assessment of your application and note that it appears you may not meet the character requirements for a residence class visa (unless granted a character waiver).

The provision(s) in New Zealand immigration instructions A5.25 (copy attached) that appear(s) to affect you [is/are] A5.25 (x) [clearly identify and quote the provisions in A5.25 that appear to apply and the evidence which is used in assessing the application against this criteria e.g. the offence(s) they were convicted of and/or their failure to declare]

We have not made a decision on your application at this stage. We invite you to make further comments or provide information in response to our concerns.

Further information

[Paper applications]

Any comments or further information must be sent by [date]. If you dispute the provisions outlined in this letter apply to you, you should provide evidence to support this.

This should be sent to the following address: [Write your office address into the placeholder below. Delete this instruction.]

Immigration New Zealand

[Office address line 1]

[Office address line 2]

[Office address line 3]

[City] [postcode]

[COUNTRY]

All supporting documents must be either original or certified copies of originals. Any documents not in English must be translated into English by a recognised and independent translation service.

[Online applications]

Upload any further comments or information to support why you should be granted a character waiver **by [date]**

To upload documents:

1. Log into your account through www.immigration.govt.nz.
2. Click on 'Submitted' and select your submitted application.
3. Click 'Upload additional document' and select [document type] from the list of document types.
4. Click on 'Browse' to select the document for upload and 'Submit'.

What happens if you do not send any comments or additional information?

If you do not send any comments or information by the date requested above we will proceed with considering your application based on the information you have already given us. We are unlikely to approve your application based on this information.

False or misleading information

Providing false or misleading information or withholding information may make you ineligible for a visa.

What happens if your circumstances change?

You must tell us about any changes to your circumstances that may affect your application for a visa, including but not limited to changes to the follow:

- ? the personal or family circumstances of any person included in the application
- ? your address or contact details (including postal address, email address, and telephone number)
- ? your business or employment
- ? your course of study if you are applying for a student visa.

If you do not tell us about changes to your circumstances, we may decline to grant a visa or you may become liable for deportation. While you are in New Zealand, you must make sure you hold a valid visa at all times.

Contact us

If you have any questions, you can:

- ? call me on [Case Manager Phone Number]
- ? email me at [Case Manager Email]
- ? call our Immigration Contact Centre on 0508 55 88 55 or 09 914 4100, or for those outside of New Zealand +64 9 914 4100, or
- ? find answers to frequently asked questions or lodge an email enquiry online at www.immigration.govt.nz/help

You will need to tell us your application and client numbers (see the top of this letter). Please be ready to quote them when you phone.

Yours sincerely

[Case Manager Name]
[Case Manager Designation]
Immigration New Zealand

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Application number: [Application Number]

Client number: [Client Number]

[Date]

[AdviserName1]

[AdviserName2]

[AdviserStreetNumber] [AdviserStreetNamePOBoxNumber]

[AdviserSuburb]

[AdviserCity] [AdviserPostCode]

[AdviserCountry]

[NZBN_Adviser]

Dear [Client Name]

Application for a residence class visa:

Applicant:

[Client Name]

[Secondary Applicant 1]

[Secondary Applicant 2]

[Secondary Applicant 3]

[Secondary Applicant 4]

Date of birth:

[Date of Birth]

[SecondaryApplicant1DateOfBirth]

[SecondaryApplicant2DateOfBirth]

[SecondaryApplicant3DateOfBirth]

[SecondaryApplicant4DateOfBirth]

Thank you for your application for residence class visa under [Application Grounds Code Level 3] category which was received on [Accepted for processing date].

Our assessment of your application

We have completed an assessment of your application and note that you/your adviser has acknowledged that you do not meet good character requirements for a residence class visa.

The provision(s) in New Zealand immigration instructions A5.25 (copy attached) that affect(s) you [is/are] A5.25 (x)

[clearly identify and quote the provision(s) in A5.25 that appears to apply e.g. A5.25 (b) applies to any person who is "convicted at any time of any offence involving prohibited drugs;". This provision appears to apply to you because on [enter date of conviction] you were convicted of [state offence] and sentenced to [enter details of penalty imposed etc.].]

[If the applicant did not declare their conviction previously include the following sentence.] As you did not declare this conviction on your [enter details of relevant applications] as you are required to it appears that you may have withheld material information.

This means that you are normally ineligible for a residence class visa unless the character requirement is waived.

We invite you to make comments or provide information to help us decide if your circumstances justify waiving the residence character requirement. As per A5.25.1, an immigration officer must consider the surrounding circumstances of the application to decide whether or not they are compelling enough to justify waiving the good character requirement. The circumstances include (if applicable), but are not limited to, the following factors:

- ? the seriousness of the offence (generally indicated by the term of imprisonment or size of the fine)
- ? whether there is more than one offence
- ? the significance of the false, misleading or forged information provided, or information withheld, and whether the applicant is able to supply a reasonable and credible explanation or other evidence indicating that in supplying or withholding such information they did not intend to deceive INZ
- ? how long ago the relevant event occurred
- ? whether the applicant has any immediate family lawfully and permanently in New Zealand
- ? whether the applicant has some strong emotional or physical tie to New Zealand and/or
- ? whether the applicant's potential contribution to New Zealand will be significant.

In your response, you may wish to provide comment in relation to the above, as well as any other supporting information you want to provide.

Further information

[Paper applications]

Any comments or further information to support why you think you should be granted a character waiver must be sent to this office by **[date]**.

All supporting documents must be either original or certified copies of originals and, if not in English, must be translated into English by a recognised, independent translation service.

[Online applications]

Upload any further comments or information to support why you should be granted a character waiver by **[date]**

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1. Log into your account through www.immigration.govt.nz.
2. Click on 'Submitted' and select your submitted application.
3. Click 'Upload additional document' and select **[document type]** from the list of document types.
4. Click on 'Browse' to select the document for upload and 'Submit'.

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False or misleading information

Please note that providing false or misleading information or withholding information may make you ineligible for a visa.

What happens if your circumstances change?

You must tell us about any changes to your circumstances that may affect your application for a visa, including:

- ? your address or contact details (including postal address, email address, and telephone number)
- ? your business or employment

