



19 November 2024

Hariprasad

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DOIA-REQ-0005297

Tēnā koe Hariprasad

Thank you for your email of 17 October 2024 to the Ministry of Business, Innovation and Employment requesting, under the Official Information Act 1982 (the Act), the following:

*I would like to request for all the visa paks not publicly released and all internal training materials related to visitor visa category. Especially health instructions related.*

### Our Response

There is one Visa Pak and several other training documents (including standard operating procedures).

Please refer to Appendices A and B for the information you have requested:

Appendix	Title of the document	Date last updated
A	Bona fides: what they are and how we assess them	No date
	Visitor visa conditions	1 June 2024
	Visitor visa processing - medium risk applications in Adept	1 September 2022
	Health induction training	1 August 2023
	Introduction to rationale writing	1 September 2023
	Introduction to decline letter writing	1 September 2023
	RFI and PPI	1 September 2023
	ETI	1 September 2023
	Bona fide instructions vs risk	no date
	ADEPT - access and assess	1 August 2024
	Visa Pak 594 – Consideration of limited visas for temporary visa applicants	6 September 2024
B	Process a low touch visitor visa in AMS and ADEPT	10 June 2024
	Process a Visitor Visa application in AMS (applications submitted on or before 16 June 2024)	3 July 2024
	Process a Visitor Visa application in AMS (applications submitted on or after 17 June 2024)	16 October 2024
	Assess English language translations for visitor visas	10 June 2024
	Assess application for dependent child of a worker (AEWV or ESWV)	16 October 2024
	Varying conditions of Guardian visitor visas	19 August 2024
	Assess Visitor Visa work rights for dependent children awaiting the outcome of a residence application	16 October 2024
	Visitor visa Process Improvements visa categories	3 July 2024

Appendix	Title of the document	Date last updated
	Process a Visitor Visa application in AMS (applications submitted on or before 16 June 2024)	6 July 2023
	Assess Risk and Conduct Verification	14 September 2023
	Submit National Security Check (NSC)	14 September 2023
	Submit New Zealand Police Check (NZPC)	16 October 2024
	Request further information (RFI)	10 August 2023
	Communicate potentially prejudicial information (PPI)	10 August 2023
	Approve application (issue eVisa and notify applicant)	10 August 2023
	Decline Application (Temporary Entry)	15 September 2023
	Withdraw application	10 August 2023

Please note that some information has been withheld under the following sections of the Act:

- 6(c) as making this information available would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial
- 9(2)(a) to protect the privacy of natural persons

I have considered whether withholding that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available, in accordance with section 9(1) of the Act, however it is my opinion that such grounds do not exist.

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.

If you wish to discuss any aspect of your request or this response, please contact [inzoias@mbie.govt.nz](mailto:inzoias@mbie.govt.nz).

Nāku noa, nā



Alejandra Mercado  
 General Manager Service Design and Implementation (Acting)  
 Immigration New Zealand  
 Ministry of Business, Innovation & Employment