

Visitor visa - Assess application

Date Published: 29 September 2025

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Classification: Unclassified

When to use

- When a Visitor visa application has been submitted in ADEPT; and
- The application has been assigned to you to assess; and
- The application status is Under assessment

Note: For Visitor visa applications in AMS – follow [Process a Visitor Visa application in AMS](#)

Role

- Immigration Officer (IO)

Guidelines

Visitor visa applications are submitted online by the applicant and are assessed by an Immigration officer.

Visitor visa applications (including special category VV) submitted in ADEPT will be processed using an application-based assessment. This means that all assessment activities generated within the application will be allocated to a single officer to assess **S 6(C)**

Visitor visa applications can still be submitted via the IGMS channel and therefore, some Visitor visa applications will continue to be processed in AMS.

▼ [Related VV resources \(Click to expand\)](#)

Related VV resources	
Guidelines on AMS Alerts and Warnings	Internal Amendment Circular (IAC) 16-01
Assessing Bona Fides Application Criteria	Internal Amendment Circular (IAC) 13-09
Adding Alerts and Warnings in Processing Offices	VisaPak 582
Recommended visa durations for certain offshore general visitor visa applicants	VisaPak 632
Changes to translation requirements for visitor visa applications	Visa Pak 626 SOP Assess English language translations for visitor visas

Prerequisites

- It has been determined that the ADEPT Visitor visa application requires a full assessment **S 6(C)**

Steps

1. Open the 'Risk and Purpose assessment' activity

The main application title will stipulate the type of Visitor Visa you are assessing. (E.g., Visitor visa – Parent and grandparent)

Applications will only populate **Assessment activities** in response to manual assessments that the system has flagged for the officer to assess.

Click on the **Assessment activities** and **RFI** tab and open the **Risk and Purpose assessment activity**.

2. Begin your initial assessment (Review risk rules and assessment criteria)

When the system identifies that a manual assessment is required, it will be displayed as **assessment criteria** that will be generated within each of the **assessment activities** and associated **assessment activity tabs**. Each **assessment criteria** requires an assessment against specific immigration instructions. The system will also undertake checks against relevant risk settings which will be surfaced to be manually assessed as **Risk rules** (if applicable).

- Click on **risk tab** and review the relevant risk rules (if present)
- Check the **risk activities grid**, the **general notes** and check for risk referrals to consider if any risks have been identified by Risk and Verification.

Note: A full assessment of the risk and associated risk rules is not required at this stage, but a review of the risks present is appropriate to consider before undertaking the assessment of substantive criteria in the steps below

- Click on the **Details** tab to review assessment criteria. The **Details** tab contains all the core Visitor visa criteria as well as other concerns that the system has identified that need to be addressed (e.g. Health assessment criteria).

Important note for Visitor visa Guardian applications: There may be scenarios where two risk and purpose assessment activities may generate. In these cases, all assessment criteria in both assessment activities must be addressed in line with this SOP (check both lists of criteria below). The outcome fields of these assessment activities can be completed in line with the normal process.

The list of possible assessment criteria, that may generate within the Purpose assessment (details tab) of a Visitor visa application have been grouped into the lists below. Expand each list to view the associated processes.

- Visitor visa – Core assessment criteria [\(Click to expand\)](#)

Visitor visa - Core assessment criteria

Assessing Lawful purpose [Ⓞ]	
V2.1.1	Considering the evidence of the applicant's genuine intent and lawful purpose, no concerns identified
Assessing Length of stay [Ⓞ]	
V2.5.1(a)	If has already spent 12/24 cannot stay longer (consider changing default expiry to meet this)
V2.5.1(a)	If has already spent 9/18, can get the extra 3 months if - has submitted a first-time residence application, and a decision is unlikely during the currency of their existing visa, or - is a genuine tourist who is not sponsored and has not worked or studied in New Zealand, and requires no more than an additional three months to complete their itinerary (consider changing default expiry to meet this)
V2.5.1(b)	If applicant has not yet spent 9/18, maximum they can get is up to 9/18 (consider changing default expiry to meet this)
Assessing funds and onward travel [Ⓞ]	
V2.20(a)	Funds must be genuinely available for maintenance, including funds received in sudden large recent deposits.
V2.20(a)	Funds must be genuinely available for maintenance, taking into account whether evidence shows transaction history over time
V2.20(a)	Without pre-paid accommodation, must have funds of \$1000 per month
V2.20(a)	If relying on funds of \$400 per month must have evidence of pre-paid accommodation
V2.20(a)	With pre-paid accommodation, must have funds of \$400 per month
V2.25	Must have the means to leave New Zealand
Assessing bona fides [Ⓞ]	
E5	Bona fide applicant for temporary entry
E5.10(a)(iii)	Considering the evidence of the applicant's history of travel to NZ/other countries, no concerns identified
E5.10(a)(iii)	Considering whether the applicant has unlawful dependents in New Zealand, no concerns identified
E5.10(a)(iv)	Considering the evidence of the applicant's family ties in their home country, no concerns identified
E5.10(a)(iv)	Considering the evidence of the applicant's financial / employment / study ties in their home country, no concerns identified
E5.10(a)(iv)	Considering whether there are any circumstances which might discourage the applicant from returning to their home country, no concerns identified

Out of Scope

3. Undertake a manual assessment of the assessment criteria and address risk rules (if present)

- Generate the Risk and purpose assessment activity PowerBI report to review the information provided by the applicant (see PowerBI reports section of the [user guide](#))
- Consider checking any Additional document activities (Including clicking on the Additional information link and checking the Reason description field for comments left by the applicant) and the applicant's Document tab for any other relevant information

Using the information above, assess the application against the assessment criteria and related Immigration instructions.

Note: If it has been determined that the applicant/s would like to change their sponsor or add a sponsor or sponsors where no Sponsorship assessment activity is present, the

applicant will need to reapply using a token or the application will need to be reissued in AMS

Undertake an assessment of the risks present:

- Open the Risk tab and follow SOP Assess a Risk assessment activity to address risk rules, risk activities and/or risk referrals (if present)



4. Resolve assessment criteria

Following on from the initial assessment, each of the assessment criteria will need to be resolved. The **Instructions met** field along with the **Reason** field may need to be completed. Ensure clear, logical and accurate rationale is provided to support decision making.

Do not complete the outcome field on the Details tab of the Risk and purpose Assessment Activity at this stage

Note for Parent Boost Visitor visas: In cases where an Approval in Principle (AIP) is appropriate, ensure clear notes are added into the Reason field of the relevant assessment criterion

Instructions met field marked as	Then the system will
Yes	Accept that the applicable instruction has been assessed as met (no assessment concern will be raised)
No	Automatically raise an assessment concern for this to be addressed in the RFI/PPI activity

5. Raise manual assessment concerns (if required)

If you identify a clear concern that has not been addressed in the assessment activities, assessment criteria above, or identified through risk rules, raise a manual assessment concern and/or risk to undertake further investigation and assessment of the concern.

- False or misleading information provided, or relevant information was withheld

If...	Then...
A manual assessment concern is required	Follow Manually create an assessment concern (see user guide for functional steps) Go to Step 6
A manual assessment concern is not required	Go to Step 6

6. Review and assess other activities (if applicable)

If there are other Assessment activities present, ensure that these are assessed appropriately (see [Complete an assessment activity](#) section of the [user guide](#)).

- Character assessment activity
- Sponsorship activity
- Secondary applicant assessment activity
- Health related assessment criteria

Note: The activity outcomes for the assessment activities listed above should all be completed at this stage, except for the outcome of the Risk and purpose assessment activity

7. Undertake further action where an Assessment Activity Validation (AAV) is required

If...	Then...						
All instructions have otherwise been assessed as met; and A high-risk rule is present that requires an AAV; s 6(c)	<p>A quality check is required</p> <ul style="list-style-type: none"> A manual assessment concern needs to be raised to prevent the application from approving before the Quality check can be completed Raise Application requires QC manual assessment concern Ensure that the outcome fields of the other assessment activities are completed (if present) Mark the outcome of the Risk and purpose assessment activity as Instructions met and wait for AAV outcome 						
	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>AAV is granted</td> <td>Go to Step 8</td> </tr> <tr> <td>AAV is not granted</td> <td>The Verification officer will create a new Risk assessment activity to be assessed. Go back to Step 3</td> </tr> </tbody> </table>	If...	Then...	AAV is granted	Go to Step 8	AAV is not granted	The Verification officer will create a new Risk assessment activity to be assessed. Go back to Step 3
If...	Then...						
AAV is granted	Go to Step 8						
AAV is not granted	The Verification officer will create a new Risk assessment activity to be assessed. Go back to Step 3						
Any other scenario	Go to Step 8						

Note: If an Assessment activity validation (AAV) is triggered in the system (based on the assessment of a risk assessment activity), the application will not progress until the AAV is resolved

8. Check proposed visa conditions (where required)

If...	Then...
All assessment criteria have been marked Yes in the Instructions met field; and No assessment concerns are present	Click on the Proposed visa tab and follow SOP Review or create visa conditions Go to Step 9
At least one assessment criterion has been marked No in the Instructions met field; and/or At least one assessment concern is present	Go to Step 9

9. Determine further action based on the outcome of the assessment

Note: Ensure that all outcome fields are completed for all assessment activities except for the Risk and purpose assessment activity.

Outcome of assessment	Then						
The application is to be approved (not including Approved in Principle for Parent Boost VV); and There are no assessment concerns present	Determine if a quality check is required <i>Note: If you are unsure if a quality check is required, see a TA</i>						
	<table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Quality check required</td> <td>Go to Step 11</td> </tr> <tr> <td>Quality check not required</td> <td>Go to SOP Decide Visitor visa application End of process</td> </tr> </tbody> </table>	If	Then	Quality check required	Go to Step 11	Quality check not required	Go to SOP Decide Visitor visa application End of process
	If	Then					
Quality check required	Go to Step 11						
Quality check not required	Go to SOP Decide Visitor visa application End of process						
The application can be approved in principle (AIP); and The application is a Parent Boost Visitor visa	Navigate to the Details tab and select Require further info in the outcome field of the Risk and purpose assessment activity Go to Step 10						
There is at least one Assessment concern present; and Instructions are assessed as not met; or Further information is required	Navigate to the Details tab and select Require further info in the outcome field of the Risk and purpose assessment activity Go to Step 10						

10. Undertake further action within the RFI/PPI activity

An RFI/PPI activity will be generated automatically when:	<ul style="list-style-type: none"> - At least one of the outcome fields (of an assessment activity) have been completed with Require further info; and/or - At least one assessment concern or system concern is present
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Note: If the only assessment concern present is Application requires QC (and no further action under the RFI/PPI activity is required), go directly to Step 11

Undertake further action/s based on the assessment concerns present. See the subsections under RFI activities section in the user guide

This could include (but not limited to):

- Reviewing assessment concerns
- Declining an application
- Sending an RFI/PPI letter to the applicant and reviewing the response (where appropriate)
- Undertaking risk treatments
- Assessing new information to determine if instructions are met
- Consideration of an Exception to Instructions (ETI)
- Consideration a waiver
- No surprises fact sheet (NSFS)
- The application is approved in Principle (AIP) (see [SOP Application Approved in Principle](#))

Note: If an RFI/PPI letter is sent and instructions appear not met, ensure the due date has passed before proceeding to the steps below

11. Request a quality check (if required)

If...	Then...
A quality check is required <i>Note: All high risk ETI decisions must be sent for a quality check</i>	Follow SOP Request a Quality check (IO) <i>Note: For decline decisions – ensure the decline letter is drafted before QC is requested</i> Go to SOP Decide application (VV) once Quality check is completed and resolved
A quality check is not required	Go to SOP Decide application (VV)

End of process

<p>See Also</p> <ul style="list-style-type: none"> Visitor visa processing in ADEPT Visitor visa - Decide application

Visitor visa - Decide application

Decide application (Visitor visa in ADEPT)

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When to use

When you have completed your Visitor Visa (VV) assessment, and the application is ready to be decided

Role

- Immigration Officer

Guidelines

Visitor visa applications are submitted online by the applicant and are assessed by an Immigration officer in ADEPT using application-based assessment. This means that all assessment activities generated within the application will be allocated to a single officer to assess.

Prerequisites

- A Visitor visa (VV) application has been submitted; and
- The application has been assigned to you to assess; and
- The application status is Under assessment; and
- You have completed your assessment of the application in line with SOP Assess application (VV)

Steps

1. Ensure that the application is decision ready

If	Then
A quality check was requested	<ul style="list-style-type: none"> • Ensure all steps in the SOP Request a Quality check (IO) have been completed • Ensure that the Quality check has been completed (including any rework)
An RFI/PPI letter was sent to the applicant and instructions appear not met	<ul style="list-style-type: none"> • Ensure the due date has passed before taking further action • Check for any additional document activities or general notes that have been updated since the letter was sent
The application is approved in Principle (AIP) - Parent Boost Visitor visa applications only	<ul style="list-style-type: none"> • If the AIP due date has lapsed or the applicant has provided a response – the application will appear on the IO dashboard to be actioned • The AIP conditions (to meet insurance requirements) must be met within the 90-day period. • Review the available information to determine if the AIP conditions are now met (within the 90-day period) • If insurance evidence is provided in response to the AIP letter, follow SOP Holds acceptable insurance • Add notes into the Notes on Information requested field and go to Step 2 • If the applicant requests an extension to meet the AIP conditions, (before the due date to extend the date beyond the 90-day period) consider their request however, this will need to be assessed as an Exception to instructions (ETI). If an ETI is considered and granted (see Approve an application as an ETI section of the user guide)
A concern was identified that should be noted in a warning/alert	<ul style="list-style-type: none"> • Ensure you add an appropriate warning/alert in AMS and ADEPT if none are present <p>ADEPT: See user guide for functional steps AMS: Follow Add Border Alerts or Branch Warnings to Clients in AMS Note: If there is an existing warning/alert relating to the concern you have identified, ensure that the information is updated</p>
The application was placed on hold	<ul style="list-style-type: none"> • Ensure you wait for the outcome of the investigation before proceeding to the steps below <p>Note: Discuss with your manager if you are unsure</p>
s 6(c)	<ul style="list-style-type: none"> • Check the general notes of the application to review assessment notes and determine further action
None of the above apply	Go to Step 2

2. Determine further action

If	Then
The application is to be approved	<ul style="list-style-type: none"> • Navigate to the Proposed visa tab and check visa conditions to determine if the visa conditions need to be updated. Follow SOP Review and/or create visa conditions • Go to Step 3
The application is to be declined	<ul style="list-style-type: none"> • Ensure the content in the decline letter has been drafted and reviewed

de declined	<ul style="list-style-type: none"> Go to Step 4
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3. Undertake a manual check for warnings/alerts in AMS and ADEPT

A warning or alert may have been added since the application was submitted. A manual check in both AMS and ADEPT is required as some warning types (e.g., Licenced Immigration Advisers) are not visible in ADEPT

In AMS: Follow [SOP Search a client in AMS](#) to locate the client record and check the Cit Alert tab for any active or relevant warnings (see [IAC 16-01](#) Guidelines on AMS for alerts and warnings for further information)

In ADEPT: See [Viewing Alerts and warnings](#) section of the [user guide](#) to ensure that all relevant warnings are addressed/mitigated

If	Then
A new warning/alert is present	<ul style="list-style-type: none"> Where immigration risk is identified, the Immigration Officer must consider whether the risk can be appropriately mitigated. Refer to the related Resources section in the verification toolkit See SOP – Managing information warnings to determine if referral to Risk & Verification is required. Undertake further action to mitigate the warning before proceeding to Step 4 <p><i>Note: If there is an NPP warning present, follow the process to request the content of the warning through Risk & Verification</i></p>
No new warnings/alerts are present	<ul style="list-style-type: none"> Go to Step 4

4. Decide the application

- Consider whether instructions are met, and ensure all relevant considerations have been made
- If an RFI/PPI activity is present - Resolve all assessment concerns that are present (see user guide for functional steps)
- Proceed to decide the application

If	Then						
The application is to be approved	Check the Visitor Visa application type						
	<table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>the application is a Parent Boost VV application</td> <td> <ul style="list-style-type: none"> Check the status of the applicant/s in AMS (e.g., IN, OUT, UNLI, NEWC) before approving as they must be offshore <p><i>Note: If the applicant/s are onshore, this concern will need to be addressed before proceeding</i></p> <ul style="list-style-type: none"> Check if the applicant/s have any other visas in progress (e.g., Parent Grandparent VV, VV General). If the applicant/s have an open application in progress, consider contacting the processing officer and/or the applicant/s to discuss further as there is a risk that the Parent Boost VV (when granted) may be replaced unintentionally by the other visa. Select instructions met in the outcome field of the Risk and purpose assessment activity (Details tab) or RFI/PPI activity (if one is present). The system will proceed to approve the application and generate the e-visa. Once the application is finalised in the system it will no longer appear on your dashboard. </td> </tr> <tr> <td>the application is not a Parent Boost VV application</td> <td> <ul style="list-style-type: none"> Select instructions met in the outcome field of the Risk and purpose assessment activity (Details tab) or RFI/PPI activity (if one is present). The system will proceed to approve the application and generate the e-visa. Once the application is finalised in the system it will no longer appear on your dashboard. </td> </tr> </tbody> </table>	If	Then	the application is a Parent Boost VV application	<ul style="list-style-type: none"> Check the status of the applicant/s in AMS (e.g., IN, OUT, UNLI, NEWC) before approving as they must be offshore <p><i>Note: If the applicant/s are onshore, this concern will need to be addressed before proceeding</i></p> <ul style="list-style-type: none"> Check if the applicant/s have any other visas in progress (e.g., Parent Grandparent VV, VV General). If the applicant/s have an open application in progress, consider contacting the processing officer and/or the applicant/s to discuss further as there is a risk that the Parent Boost VV (when granted) may be replaced unintentionally by the other visa. Select instructions met in the outcome field of the Risk and purpose assessment activity (Details tab) or RFI/PPI activity (if one is present). The system will proceed to approve the application and generate the e-visa. Once the application is finalised in the system it will no longer appear on your dashboard. 	the application is not a Parent Boost VV application	<ul style="list-style-type: none"> Select instructions met in the outcome field of the Risk and purpose assessment activity (Details tab) or RFI/PPI activity (if one is present). The system will proceed to approve the application and generate the e-visa. Once the application is finalised in the system it will no longer appear on your dashboard.
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the application is a Parent Boost VV application	<ul style="list-style-type: none"> Check the status of the applicant/s in AMS (e.g., IN, OUT, UNLI, NEWC) before approving as they must be offshore <p><i>Note: If the applicant/s are onshore, this concern will need to be addressed before proceeding</i></p> <ul style="list-style-type: none"> Check if the applicant/s have any other visas in progress (e.g., Parent Grandparent VV, VV General). If the applicant/s have an open application in progress, consider contacting the processing officer and/or the applicant/s to discuss further as there is a risk that the Parent Boost VV (when granted) may be replaced unintentionally by the other visa. Select instructions met in the outcome field of the Risk and purpose assessment activity (Details tab) or RFI/PPI activity (if one is present). The system will proceed to approve the application and generate the e-visa. Once the application is finalised in the system it will no longer appear on your dashboard. 						
the application is not a Parent Boost VV application	<ul style="list-style-type: none"> Select instructions met in the outcome field of the Risk and purpose assessment activity (Details tab) or RFI/PPI activity (if one is present). The system will proceed to approve the application and generate the e-visa. Once the application is finalised in the system it will no longer appear on your dashboard. 						
the application is to be declined	<ul style="list-style-type: none"> Select Require further info in the outcome field of the Risk and purpose assessment activity (Details tab) and/or Select Instructions not met in the outcome field of the RFI/PPI activity. Follow steps in the user guide to Decline an application 						

END OF PROCESS

Note: If an Application finalisation assessment activity generates after an application has been approved follow [SOP Assess an Application Finalisation assessment activity](#)

See Also

[Visitor visa processing in ADEPT](#)

[Visitor visa - Assess application](#)

Process a low touch visitor visa in AMS and ADEPT

Date Published: 10 June 2024
Date Updated: 18 December 2025
Classification: Unclassified

When to use

When assessing a visitor visa application in AMS or ADEPT that has been assessed as low risk or medium risk by default and the applicant is offshore.

This SOP comes into effect from 17 June 2024

Role

- Immigration Officer (IO)
- Senior Immigration Officer (SIO)

Guidelines

s 6(c)

where the applicant is required to provide police or medical certificates (E.g., parent or grandparent visitor visas).

If any assessment concerns are raised or there are any active alerts and warnings present, or the applicant is onshore, complete a full assessment of the application.

From Sunday 6 July 2025, nationals from the Pacific Island Forum countries, who require a visitor visa to travel to New Zealand may be granted a visitor visa valid for up to 24 months.

Visa durations need to be considered carefully where an Immigration Officer (IO) needs to mitigate risk. The recommended durations in the table at step 10 may be used by IOs, however any associated risk factors should be taken into consideration when determining the appropriate duration. For further guidance, see [Visa Pak 632](#).

Note: If at any stage during the low touch/low risk assessment process you determine that a decline decision is likely, you must discuss with a TA before making/finalising that decision.

For application in AMS, see SOP - [Process a visitor visa application in AMS](#)

For applications in ADEPT - See the [ADEPT user guide](#)

Related Resources

Processes	Visa Paks
SOP – Process a visitor visa application in AMS	Removal of the general instruction on the manner of processing of visitor visa applications and implementation of the revised low touch SOP
SOP – Assess English language translations for visitor visas	Requiring English language translations of supporting documents for visitor visa applications
ADEPT user guide	Recommended visa durations for certain offshore general visitor visa applicants
	Visa Pak 653 - Removal of the manual Machine-Readable Zone check

Assessment Template

s 6(c)

Step 7 below requires a note to be made in

AMS application notes or the ADEPT purpose activity.

Prerequisites

- Access to AMS, IGMS and ADEPT
- For applications in AMS, manually triage the application.
Click 'initiate risk assessment' and refresh by pressing 'F5'

Steps

s 6(c)

s 6(c)

s 6(c)

For application in AMS, see SOP – [Process a visitor visa application in AMS](#)

For applications in ADEPT – See the [ADEPT user guide](#)

s 6(c)

2a. Check Risk rating

If the risk rating is...	Then...
Low risk OR Medium risk by default s 6(c)	Go to Step 3
s 6(c) OR Medium risk with risk rules OR High risk	<ul style="list-style-type: none"> A full assessment is required. DO NOT continue with this SOP For applications in AMS, see SOP - Process a visitor visa application in AMS For application in ADEPT go to SOP Assess application (Visitor visa in ADEPT) END s 6(c)

3. Review the intended length of stay

- In the application, check the intended length of stay

If...	Then...
The applicant(s) meet length of stay requirements (V2.5)	Go to Step 4
The applicant(s) do not meet length of stay requirements (V2.5)	<ul style="list-style-type: none"> A full assessment is required. Do not continue with this SOP. For applications in AMS, see SOP – Process a visitor visa application in AMS For applications in ADEPT go to SOP Assess application (Visitor visa in ADEPT) END

4. Check for concerns noted by Risk and Verification (R&V)

- In AMS notes, check to see if Risk & Verification (R&V) has completed a pre-check and left a note regarding any concerns that may have been identified.
- In ADEPT, check the risk tab in the combined risk and purpose activity.

RELEASED UNDER THE OFFICIAL INFORMATION ACT

If...	Then...
No concerns are identified	Go to Step 5
Concerns are identified	<ul style="list-style-type: none"> A full assessment is required. Do not continue with this SOP. For applications in AMS, see SOP – Process a visitor visa application in AMS For applications in ADEPT go to SOP Assess application (Visitor visa in ADEPT) END

5. Review all declarations made by the applicant

- Open the application form to review the information submitted by the applicant(s).
- Determine whether the applicant requires a full assessment of health, character, partnership or custody.

Note: If The applicant is under 18, they must have consent provided by a parent or guardian (E8.5). If consent has not been provided, exit this SOP to SOP – [Process a visitor visa application in AMS or ADEPT user guide](#) .

If	Then
No concerns are identified AND The information does not indicate that they require a full assessment in any of the listed areas	Go to Step 6
Concerns are identified	<ul style="list-style-type: none"> A full assessment is required. Do not continue with this SOP. For applications in AMS, see SOP - Process a visitor visa application in AMS For application in ADEPT go to SOP Assess application (Visitor visa in ADEPT). END

s 6(c)

6. Review the remaining documents

- Open all supporting documents
- Scan for any obvious risk indicators – this is not intended to be a detailed assessment, it is a quick scan of documentation for obvious risk indicators.

s 6(c)

If...	Then...
No concerns are identified	Go to Step 7
If any false or misleading information under section 58 is identified	<ul style="list-style-type: none"> Full assessment is required. Do not continue with this SOP. Refer to A24 , SOP – Consider false, misleading, or withheld information and Visa Pak 557A For applications in AMS, see SOP – Process a visitor visa application in AMS For applications in ADEPT go to SOP Assess application (Visitor visa in ADEPT) END
Any concerns are identified with the documents	<ul style="list-style-type: none"> A full assessment is required. Do not continue with this SOP. For applications in AMS, see SOP – Process a visitor visa application in AMS For applications in ADEPT go to SOP Assess application (Visitor visa in ADEPT) END

7. Check dependant applicants

If...	Then...
No dependents are included OR All dependents were 19 years old or younger at date of lodgement	Go to Step 8
Any included dependent was 20 years or older at the date of lodgement	<ul style="list-style-type: none"> Note the concern. If the application is approved, the ineligible dependent must be removed from the application and text must be added to the e-visa letter explaining why (see Step 9) Go to Step 8

8. Complete notes or Purpose activity

No written rationale is required for Low-risk or Medium Risk by Default applications that meet the low touch criteria

- Open application notes for AMS, or the purpose activity tab in ADEPT
- Comment 'This application was assessed following the VV low touch process'

9. Determine the visa conditions for the applicant

Use the below table to help determine the maximum visa duration for VVG applications captured within scope of the temporary streamlined approach (Conditions may vary for some Special Category VVs).

Note: The below should be seen as a guide and IO discretion may be used to change these durations as appropriate. For further guidance, see Visa Pak 632.

Note: The below are recommended standardised VVG durations, as such, if an applicant requests a duration longer than three months consideration may be given in line with the requested duration of stay for up to six months under multiple entry visa instructions V2.15, or a single-entry visa up to nine months. In these cases VVG manual updates to the visa duration may be required. Rationale must be provided as a comment in application notes for AMS, or the purpose activity tab in ADEPT.

Note: For all applications submitted on or after 6 July, visitor visa durations for Pacific Island Forum nationals will automatically default to the 24-month visa duration, however IOs can still grant the 24-month visa duration to applications that are submitted before 6 July 2025 if appropriate. To do this, the visa duration will need to be manually updated. See section 4.15 Proposed Visas in the ADEPT User Guide for further guidance.

Nationality	First Entry Before	Expiry date Travel	Expiry date stay	Entries
China	N/A	5 years	3 Months	M
United States of America	N/A	4 years	3 Months	M
Pacific Island Forum Countries*	N/A	2 years	3 months	M
Visa Waiver Nationals	N/A	3 years	3 Months	M
Visa required nationals	N/A	1 year	3 Months	M
Philippines	N/A	1 year	59 days	M

*Pacific Island Forum Countries: Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

Note: Philippines has a bilateral fee waiver with New Zealand but the duration of the stay cannot be more than 59 days unless they have paid a fee, in which case their travel and stay expiry dates can be granted in line with other visa required nationals.

- If no ineligible dependents were identified, go to **Step 10**
- Otherwise, remove the ineligible dependent from the application and include the below blurb.

▼ Removal of ineligible dependent blurb - Edit as appropriate ▶ (Click to expand)

Your application included [full name of ineligible dependent] as a dependent child.

[Use the paragraph below if this is a decline. Delete this instruction.]

As they do not meet the definition of a dependent child set out in immigration instruction E4.1.10, they are not eligible to be included an application as a dependent child.

[Use the paragraph below for all other letters. Delete this instruction.]

As they do not meet the definition of a dependent child set out in immigration instruction E4.1.10, they are not eligible to be included in your application.

[End of section.]

See how we define dependent children:

www.immigration.govt.nz/dependent-children

They can consider applying for a visitor visa as a principal applicant.

If they do this, you may be able to ask us to allocate their application urgently. You will need to make an escalation request to do this.

Find out more about applying for a visitor visa:

www.immigration.govt.nz/visitor-visa

Check if you can make an escalation request:

www.immigration.govt.nz/check-escalation

If you are eligible to make an escalation request, you can email me at [email address] or contact our Customer Service Centre (see below).

Note: If you receive an escalation request directly to your MBIE email address (in response to blurb above), forward the request directly to the Visitor visa escalations mailbox with a short explanation - see [Visa Pak 586](#).

10. Check the passport expiry date

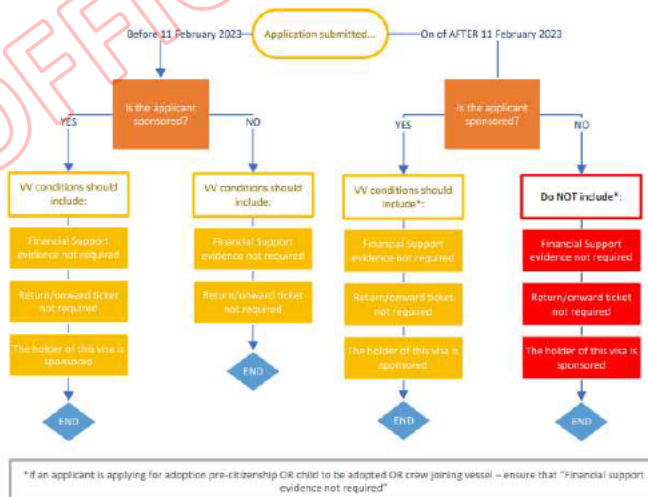
- Check the passport expiry date against the length of the visa being granted
- Check passport validity meets the requirements at [E3.10](#)

If...	Then...
The applicant has sufficient duration remaining on their passport	<ul style="list-style-type: none"> • Grant the full duration • Go to Step 11
The applicant DOES NOT have sufficient duration remaining on their passport as per E3.10	<ul style="list-style-type: none"> • Grant the maximum duration in line with E3.10 and the expiry date of the passport • Go to Step 11

11. Finalise the application

If the application is in...	Then...
ADEPT	<p>Follow the prompts and double check the default conditions created by the system.</p> <p>Note: If the applicant has provided documents to suggest they are sponsored but an activity has not been raised, the visa must be republished with these conditions.</p> <p>See SOP - Manual sponsorship assessments for visitor visa applications in ADEPT</p> <p>If you have any concerns, speak with a TA, otherwise, finalise application.</p> <p>END</p>
AMS	Continue below

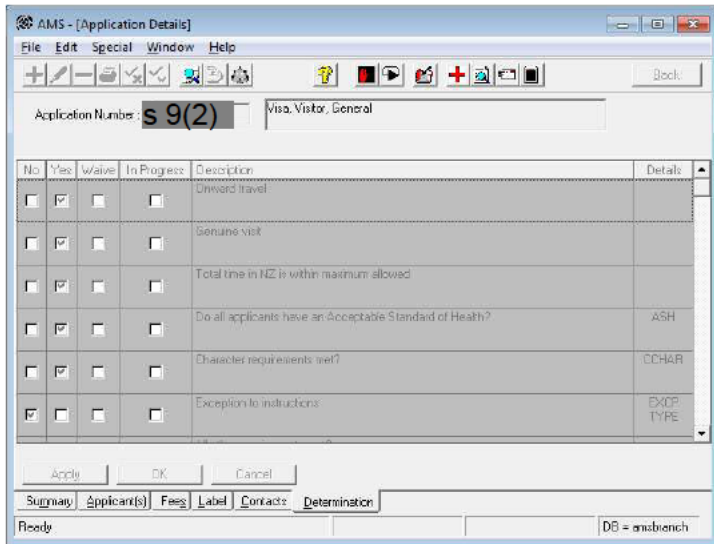
- Follow the chart below to determine what conditions you need to select when formatting your label.



12. Bulk processing

For Group visitor visa applications, see SOPs – [bulk process a group](#)

13. Complete the determination questions screen



14. Format the label

- Do not use the 'First entry before' field – leave blank
- Expiry date travel must be entered as a calendar date (dd/mm/yyyy)
- Visa expiry field: Max Number of months granted after each arrival

15. Send e-visa

- Find visitor e visa approval letter in TLS
- Ensure the standard text is correct.
- Send to applicant

END

See Also

[Visitor visa processing in AMS](#)

[Process a Visitor Visa application in AMS](#)

RELEASED UNDER THE OFFICIAL INFORMATION ACT

Global Process Manual

You are here: [Temporary Entry](#) > [Visitor Visa](#) > [Visitor visa processing in AMS](#) > [Process a Visitor Visa application in AMS](#)

Process a Visitor Visa application in AMS

Date Published: 10 June 2024

Date Updated: 18 December 2025

Classification: In-Confidence

When to use

When assessing a Visitor visa application in AMS that requires a full assessment.

Role

- Immigration Officer (IO)
- Senior Immigration Officer (SIO)

Guidelines

Use this SOP and the linked SOPs, Visa Paks, IAC and Immigration Instructions to complete an assessment of the applicant's eligibility for a Visitor visa.

Prerequisites

Check the status of all included applicants. If their status is IN, OUT, or NEWC you may proceed to the steps below.

If the client is UNLI, they may be ineligible to apply for a visa and may need to regularise their unlawful status under section 61 of the Immigration Act - in these situations:

- Forward the application details to s61@mbie.govt.nz
- Inform the client via email, that because their application was submitted while they were not holding a valid visa on dd/mm/yyyy, they cannot make a visa application on dd/mm/yyyy, their online application is transferred to S61 team for further consideration.
- Transfer the application to s61 unallocated queue
- See SOP [How to Electronically Transfer Applications in AMS between Offices](#)

If the client is UNLI due to the expiry of their Interim visa you may proceed with the steps below.

Related Resources

- [IAC 13/09](#) - Assessing Bona Fide Application Criteria
- [IAC 16/01](#) and [Visa Pak 531](#) (Changes to requirement to assess expired alerts and warnings in visa processing)
- SOP - Assess Visitor Visa work rights for dependent children awaiting the outcome of a residence application.
- [Visa Pak 653](#) - Removal of the manual Machine-Readable Zone check

Assessment Templates

- [Visitor Visa Assessment Template \(new\)](#)

Steps

Receive allocated application in AMS workflow and follow the steps below:

1. Manually triage application.

- Click 'Initiate Assessment!'



- Refresh the screen by pressing F5 on the keyboard.

If...	Then...
The application is triaged as Low or Medium risk	Refer to SOP: process a low touch visitor visa in AMS or ADEPT Note: If the application exits from the low touch process you will need to proceed from Step 2 below.
The application is triaged as Medium risk with risk rules	Proceed to Step 2

Note: Triage should be manually initiated throughout the application process, whenever updates are made to the application and/or client details.

2. Check identity resolution is complete and confirm identity has been established.

- Check the Resolution Status column on the Applicant(s) screen is complete.
- If this is pending, assessment of the application may be continued but identity resolution must be completed before the application is finalised. See SOPs [Waiting for Identity Resolution](#) , and [Request an urgent identity resolution from the Identity Management Team \(if required\)](#) .
- Ensure there are no concerns with identity identified or note any concerns to be addressed.
- See SOP - [Assess Identity](#)

3. Open the relevant assessment template as outlined below:

If	Then
You have been allocated a Visitor visa that is included in the list of Visitor visa Process Improvement visa categories	Use Visitor Visa Assessment Template (new)
You have been allocated a Visitor visa that is not included in the list of Visitor visa Process Improvements visa categories	Use Visitor Visa Assessment Tool ; or Visitor Visa General Assessment Template

See categories [here](#)

Open the application in AMS and corresponding documents in MAKO (hardcopy), IGMS or VAC digital.

4. Double check data entry and lodgement requirements have been completed.

Check that the following documents have been provided:

- Proof of identity
- Health and character declarations and any certificates, as required.
- Client details and family tab on AMS must be completed. See SOP [Update a client profile in AMS for an application](#) .
- Ensure that any other contacts, including sponsor, Licensed Immigration Adviser or lawyer, if applicable, are added to the Contacts tab.
- Identify whether there are secondary applicant(s) and/or dependent children included in the application and check if they are eligible under [E4.1](#) .

If it is determined that the secondary or dependent applicant/s are assessed as not meeting [E4.1](#) they need to be removed from the application. The following blurb is to be added into the RFI letter (if you are already sending one), e-visa or decline letter:

- *We note that your Visitor visa application included [Full name of ineligible dependent] as a secondary/dependent applicant. It has been determined that they are not eligible to be included in this application (as at the date of lodgement) as they have been assessed as not meeting the criteria at E4.1.10. If they would like to apply for a Visitor visa, they may apply for their own Visitor visa application.*

<https://www.immigration.govt.nz/new-zealand-visas/visas/visa/visitor-visa>

▶ **Removal of ineligible dependent blurb - Edit as appropriate** ▶ [\(Click to expand\)](#)

Your application included [full name of ineligible dependent] as a dependent child.

[Use the paragraph below if this is a decline. Delete this instruction.]

As they do not meet the definition of a dependent child set out in immigration instruction E4.1.10, they are not eligible to be included in an application as a dependent child.

[Use the paragraph below for all other letters. Delete this instruction.]

As they do not meet the definition of a dependent child set out in immigration instruction E4.1.10, they are not eligible to be included in your application.

[End of section.]

See how we define dependent children:

www.immigration.govt.nz/dependent-children .

They can consider applying for a visitor visa as a principal applicant.

If they do this, you may be able to ask us to allocate their application urgently. You will need to make an escalation request to do this.

Find out more about applying for a visitor visa:

www.immigration.govt.nz/visitor-visa

Check if you can make an escalation request:

www.immigration.govt.nz/check-escalation

If you are eligible to make an escalation request, you can email me at [email address] or contact our Customer Service Centre (see below).

Note: If you receive an escalation request directly to your MBIE email address (in response to blurb above), forward the request directly to the Visitor visa escalations mailbox with a short explanation – see [Visa Pak 586](#)

5. Assess whether translation requirements are met (A13.5)

If all supporting documents are in English, go to **Step 6**.

Otherwise see SOP '[Assess English language translations for visitor visas](#)'.

6. Assess whether the application meets visitor visa instructions – V2.1

Check that the applicant:

- a. Meets the funds requirements at [V2.20](#) and the onward travel requirements at [V2.25](#) ; or sponsorship requirements at [E6.5](#) (if sponsored) (refer to table below); and
- b. Meets length of stay requirements at [V2.5.1](#) and/or [V2.15](#) ; and
- c. Is a bona fide applicant intending a temporary stay in New Zealand – refer to [E5](#) and [IAC 13/09](#) - Assessing Bona Fide Application Criteria; and
- d. Consider if the client has provided false and/or misleading and/or withheld information under Section 58 – refer to [A24](#) , SOP - Consider false, misleading, or withheld information and [Visa Pak 557](#) (Responding to false and misleading information – introduction to the 25 September 2023 changes); and
- e. Meets the health and character requirements set out in [A4](#) and [A5](#).

If the applicant is	Evidence of the following should be provided to satisfy the requirements of V2.20 and V2.25
Supported by their own funds	Evidence of sufficient funds – either: <ul style="list-style-type: none">• NZ\$1000 per month for each applicant included in the application or• NZ\$400 per month if their accommodation has been prepaid Evidence of onward travel arrangements, including (but not limited to – see V2.25(a)) : <ul style="list-style-type: none">• Travel tickets (confirmed or open dated); or• Written confirmation from an airline or travel agency that onward travel has been booked and paid for
Sponsored	Sponsor to be assessed against E6.5 to determine that they are an eligible sponsor including a completed Sponsorship Form for Temporary Entry (INZ 1025)

Note: For dependent child visitor visas, consider whether the applicant is eligible for work rights. See SOP - Assess Visitor Visa work rights for dependent children awaiting the outcome of a residence application.

7. Assess risk and consider active alerts or active warnings

S 6(c)

- Check AMS application notes to see if Risk & Verification (R&V) has completed a pre-check and left a note regarding any concerns that may have been identified.
- See SOP Assess Risk and Conduct Verification.
- See [IAC 16/01](#) and [Visa Pak 531](#) (Changes to requirement to assess expired alerts and warnings in visa processing) for guidelines on AMS Alerts and Warnings.

S 6(c)

8. Ensure any third-party checks have been requested (if required), e.g., National Security Check (NSC) and New Zealand Police Check (NZPC)

- Check if NZPC process complete (if required as per [A5.5](#)) - refer to portal. IOs should continue processing the application as normal while NZPC assessment is pending as there may be other concerns that need to be resolved, or application may be declined on other grounds.

S 6(c)

S 6(c)

s 6 (c)

9. Complete assessment and record in AMS

Paste a copy of the completed assessment template in AMS application notes.

If the application	Then						
Meets all requirements	<ul style="list-style-type: none"> Application can be approved Go to the next step 						
Does not meet all requirements, however, warrants an exception to instructions (ETI)	<p>Go to the next step</p> <p>Note: All high risk applications being approved as an ETI must be submitted for Quality Control (QC) check (at Step 10).</p>						
Does not meet requirements	<ul style="list-style-type: none"> Consider whether to request further information (RFI) or send a potentially prejudicial information (PPI) letter - see SOP Communicate potentially prejudicial information (PPI) or SOP Request Further Information (RFI) Discuss with TA or IM if unsure <p>Note: If the applicant is onshore, a PPI process must be undertaken before the application is declined (See E7.15).</p>						
	<table border="1"> <thead> <tr> <th>If the application</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Meets requirements</td> <td>Go to the next step</td> </tr> <tr> <td>Does not meet requirements and does not warrant and exception to instructions (ETI)</td> <td> <ul style="list-style-type: none"> Application may be declined Go to Step 13 and follow process for declining the application </td> </tr> </tbody> </table>	If the application	Then	Meets requirements	Go to the next step	Does not meet requirements and does not warrant and exception to instructions (ETI)	<ul style="list-style-type: none"> Application may be declined Go to Step 13 and follow process for declining the application
	If the application	Then					
Meets requirements	Go to the next step						
Does not meet requirements and does not warrant and exception to instructions (ETI)	<ul style="list-style-type: none"> Application may be declined Go to Step 13 and follow process for declining the application 						

10. Complete determination screen in AMS

- Complete all determination questions.
- If a visa is being granted as an ETI, ensure sufficient rationale is entered into ETI pop-up outlining the reason(s)

11. Determine the visa conditions of the application

- Consider the intended stay of the applicant against immigration instructions [V2.5](#) when determining visa conditions.
- When issuing the visa, consider the applicant's passport expiry, as per immigration instruction [E3.10](#) .

Note: For Parent and Grandparent Visitor visas that are being approved where the passport duration is not sufficient. You will need to add the blurb below into the e-visa letter.

Your Visitor visa under the Parent and Grandparent Special category has been approved. Where applicants hold a passport with sufficient

duration, we would normally grant a 36-month multiple journey visa with a 6 month stay after each arrival. We note that your passport expires on [dd Month yyyy] and as a result, we have granted you a [x] month multiple journey visa with 6 months after each arrival.

Should you wish to apply for the remaining balance of your visa (36 months from the original date of issue) and you have obtained a new passport, you may need to provide the following documents:

- A completed Application for Transfer or Confirmation of a Visa (INZ 1023)
- The new passport and expired passport
- The transfer fee (if applicable)
- A copy of this letter

For more information about how to apply, please visit our website: <https://www.immigration.govt.nz/new-zealand-visas/already-have-a-visa/transferring-my-visa-to-a-new-passport>

12. Submit application for QC check (if required)

- QC may be required before application can be completed. If the application is High risk and is being approved as an ETI, it must be submitted for QC check.
- If declining the application, draft decline letter before submitting application for QC (see letter codes at Step 12).
- See SOP [Submit an application Quality Control \(QC\) check](#).
- Wait for outcome of QC before continuing to next step.

13. Decide the application in AMS

If	Then
Approving the application	<ul style="list-style-type: none"> • Follow SOP Approve application (issue eVisa and notify applicant) • Select the correct eVisa/template letter from TLS; either: V380 – ‘Visitor e visa approval letter’ OR V380a – ‘Visitor Chinese e visa approval letter’ OR V386 – ‘Group visitor visa approval’ <p>Note: Ensure that the visa conditions are displayed correctly in the eVisa letter. If application has been granted as an ETI, the client needs to be notified.</p>
Declining the application	<ul style="list-style-type: none"> • Follow SOP Decline application (temporary entry) • Select the correct template letter from TLS; either: V49SD – ‘Visitor visa decline standardised decision letter’ OR V387S – ‘Group visitor visa decline standardised decision’ OR V49 – ‘Visitor visa decline letter’ <p>Ensure that the correct standardised text is selected (delete the content that does not apply). If you are declining the application based on a scenario that has not been covered by the current decline blurbs – please let a TA know.</p> <p>Note: If you are declining on substantive criteria – do not advise applicants that you have not undertaken a full assessment of bona fides, health and/or character.</p>

END

See Also

[Visitor visa processing in AMS](#)

[Process a low touch visitor visa in AMS and ADEPT](#)

Global Process Manual

You are here: [Temporary Entry > Visitor Visa > Related processes - Visitor visa processing > Assess English language translations for visitor visas](#)

Assess English language translations for visitor visas

Date Published: 10 June 2024

Date Updated: 29 May 2025

Classification: Unclassified

When to use

When assessing English language translations provided in support of any visitor visa application.

Role

- Immigration Officer (IO)
- Senior Immigration Officer (SIO)

Guidelines

This SOP should be used in conjunction with applicable AMS and ADEPT visitor visa SOPs or User Guide. Use this SOP to complete an assessment of the applicant's translated documents.

Assessment Templates

- [Visitor Visa Assessment Template \(new\)](#)
- Locally held Visitor Visa Assessment Templates in office

Steps

1. Determine lodgement date and applicable instructions

Instructional requirements for translations for visitor visa applications have changed significantly over the last 12 months. You must check AMS or ADEPT for the lodgement/submission date to confirm which instructions apply.

If the application was submitted...	Then...
On or before 16 June 2024	<ul style="list-style-type: none">• Translations are not required (except for medical and police certificates)
On or after 17 June 2024 and up to (and including) 25 May 2025	<ul style="list-style-type: none">• Certified English translations are required for all supporting documents
On or after 26 May 2025	<ul style="list-style-type: none">• English translations are required for all supporting documents however they are not required to be certified Note: If an application is submitted on or after 26 May, and it includes certified translations, these should be accepted. If an application is submitted prior to 26 May, and there are no translations included, you can request translations that meet the new requirements. This approach is supported by section 22(3) of the Immigration Act.

2. Open all supporting documents

Check whether translations have been provided for all documents, if required.

If the application was submitted...	Then...
On or before 16 June 2024	As above, translations are not required.

	<p>Continue to assess the application as per normal process.</p> <ul style="list-style-type: none"> For applications in AMS: See SOP - Process a visitor visa application in AMS – submitted on or before 16 June 2024 For applications in ADEPT: See the ADEPT user guide <p>End of SOP</p>
On or after 17 June 2024 to present	<ul style="list-style-type: none"> Translations are required for all supporting documents Go to next step to check the requirements and quality of translations based on the instructions that apply to your application

3. Check the requirements and quality of the translations provided

For applications lodged on or after 17 June 2024 and up to and including 25 May 2025, check that translations have:

- been provided with copies of the original documents (or certified documents where required), and
- not been prepared by the applicant, any member of their family or the Immigration Adviser assisting with the application, and
- been paid for, and
- been certified as a correct translation, and
- been stamped or signed by the translator or translation business, and
- where applicable, been provided on official letterhead.

For applications lodged on or after 26 May 2025, check that translations are:

- provided with copies of the original documents (or certified documents where required),
- not prepared by the applicant, any member of their family or the Immigration Adviser assisting with the application,
- in English; and
- Include the following details, in English, of the translator:
 - their full name; and
 - their address and telephone number; and
 - the qualifications and experience that make them proficient in English and the translated language.

Note: Immigration Officers should approach a TA for advice regarding acceptable translations if they have concerns or questions.

If ...	Then...
All of the documents meet the above applicable requirements	Translations requirements are met. Continue to assess the application as per the standard process. End of SOP
Some or none of the documents meet the above requirements	Go to next step

4. Check whether you can finalise the assessment based on translations that have been provided

If there is insufficient information/evidence provided in English, you may decide the application based on that evidence. Alternatively, if there is sufficient evidence provided, you may also decide the application based on that evidence. See Immigration Instructions A13.5.1(c) and A13.5.1(d).

- Continue to assess the remainder of the application using the information provided in English
- Note any specific concerns for the application (i.e. translations missing, translations requirements not met based on instructions in force at the time of lodgement)

If ...	Then...
Sufficient information/evidence has been provided in English to approve the application	Continue to assess and approve as per the standard process End of SOP

<p>Insufficient information/evidence has been provided in English to approve the application</p> <p>OR</p> <p>The translations do not meet all applicable requirements</p>	<ul style="list-style-type: none"> • Follow the RFI or PPI process to request additional/correct translations, ensuring the applicant knows what they need to include in any new translations. • Select the appropriate blurb depending on the instructions that apply and whether you are sending an RFI or PPI • For applications in AMS, use TLS letter V11 (for RFI) or V68 (for PPI) create a 'bring up', as 'English language' and use the applicable TLS letter • For applications in ADEPT, Raise the assessment concern 'Translations required for documents not in English' • Once a response is received, decide the application <p>See SOPs Request further information and Communicate potentially prejudicial information (PPI)</p>
<p>Not enough, or no, information/evidence has been provided in English</p> <p>AND</p> <p>You have other concerns regarding the application</p> <p>AND</p> <p>The applicant is offshore</p>	<ul style="list-style-type: none"> • Consider a decline as per standard processes using the applicable standard decline standard text <p>See SOP Decline Application (Temporary Entry)</p>

END

See Also

- [Related processes - Visitor visa processing](#)
- [Assess application for dependent child of a worker \(AEWV or ESWV or SPEV approved under WS2.1.1\(o\)\)](#)
- [Varying conditions of Guardian visitor visas](#)
- [Assess Visitor Visa work rights for dependent children awaiting the outcome of a residence application](#)

VISITOR VISA ASSESSMENT	
Category type	Choose an item.
Application number	Click or tap here to enter text.
Assessment status	Choose an item.
Secondary applicants included	Choose an item.
Risk level	Choose an item.

IDENTITY INFORMATION (A2.1/A13.1)	
Satisfied ID of all applicants confirmed	Choose an item.
Comments (if required):	

ENGLISH LANGUAGE TRANSLATIONS A13.5.1/E4.65.2	
Have English language translations been provided for any documents not already in English?	Choose an item.
Comments (if required):	

GENERAL PURPOSE ASSESSMENT	
Purpose of travel	Choose an item.
Considering the purpose of travel, is the applicant coming to New Zealand for a lawful purpose (V2.1(d))	Choose an item.
Permitted length of stay requirements met with requested visa length (V2.5.1)	Choose an item.
Sufficient evidence of funds provided (V2.20 and V2.25)	Choose an item.
P/GP sponsorship assessment	Choose an item.
Comments (if required):	

GENERAL RISK ASSESSMENT	
AMS Alerts/Warnings Present	Choose an item.

Risk identified	Choose an item.
Comments (if required):	

BONA FIDE ASSESSMENT (E5)	
[DELETE THE FOLLOWING IF NOT APPLICABLE] Bona fides have not been assessed as application is to be declined on instructions above	
Consider whether the applicant has unlawful dependents in New Zealand (E5.10(a)(iii))	Choose an item.
Consider the evidence of the applicant's history of travel to NZ/other countries (E5.10(a)(iii))	Choose an item.
Consider the evidence of the applicant's financial/employment/study ties in their home country (E5.10(a)(iv))	Choose an item.
Consider the evidence of the applicant's family ties in their home country (E5.10(a)(iv))	Choose an item.
Consider whether there are any circumstances which might discourage the applicant from returning to their home country (E5.10(a)(iv))	Choose an item.
Satisfied applicant(s) is bona fide	Choose an item.
Comments (if required):	

HEALTH AND CHARACTER ASSESSMENT	
[DELETE THE FOLLOWING IF NOT APPLICABLE] Health and Character has not been assessed as application is to be declined on instructions above	
Health (A4)	
Significant health issues declared (A4.15.1)	Choose an item.
Satisfied applicant meets health instructions	Choose an item.
Comments (if required):	
False, misleading, or withheld (FMW) information (s58(6) or A24)	
Has FMW information been identified?	Choose an item.
Description of the suspected FMW information	Click or tap here to enter text.

Comment (if any) from the applicant or their representative	Click or tap here to enter text.
Outcome	Choose an item.
Comments/reason for outcome (if required):	
Character (A5)	
NSC	Choose an item.
Have any of the applicants declared character issues	Choose an item.
PC from NZ	Choose an item.
PC(s) from country of citizenship	Choose an item.
PC(s) from third country or dual citizenship	Choose an item.
Satisfied applicant meets character requirements	Choose an item.
Comments (if required):	

SECONDARY APPLICANT REMOVE SECTION/S IF NOT APPLICABLE	
Partnership Assessment (E4.1.20 / E4.5.5 / E4.5.20)	
Satisfied that the couple are in a genuine relationship	Choose an item.
Satisfied that the applicant meets health requirements	Choose an item.
PC from NZ	Choose an item.
PC(s) from country of citizenship	Choose an item.
PC(s) from third country or dual citizenship	Choose an item.
NSC	Choose an item.
Comments (if required):	
Dependent Child Assessment (E4.1.10 / E4.1.15)	
	Choose an item.

Satisfied that all dependent applicant(s) is/are dependent on the PA and meet(s) the definition of a dependent child	
Evidence of parents' consent provided for children under 16 years old	Choose an item.
Satisfied that the applicant meets health requirements	Choose an item.
NSC	Choose an item.
Work rights for dependent children awaiting the outcome of a family residence application V3.10.20/ V3.20.5	
Satisfied that the applicant has either made, or is included as a dependent child in, a relevant residence application	Choose an item.
Satisfied that the dependent is aged 17 - 24 (inclusive) when applying	Choose an item.
Evidence that the dependent has completed year 13 (or overseas equivalent)	Choose an item.
Comments (if required):	

DECISION [DELETE ETI, LV, OR BOND SECTION/S IF NOT REQUIRED]

EXCEPTION TO INSTRUCTIONS	Choose an item.
Comments (if required):	

LIMITED VISA	Choose an item.
Express purpose	Choose an item.
Limited visa conditions	Click or tap here to enter text.
Limited visa accepted	Choose an item.

BOND	Choose an item.
Bond amount	Click or tap here to enter text.
Bond offer	Choose an item.
Bond conditions	Click or tap here to enter text.
Bond paid	Click or tap here to enter text.

DECISION Choose an item.

Comments (if required):

Visa conditions

Choose an item. [DELETE IF NOT APPLICABLE] X
months of stay on each/first arrival, expiry
travel date dd/mm/yyyy

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OFFICIAL INFORMATION ACT