

Form 101

Initial Licence Application

This application form is for individuals who have never been licensed as an immigration adviser in New Zealand.

AUGUST 2023



LICENSED PROFESSIONAL PROTECTED MIGRANT

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August 2023

What you need

1. This application form is for individuals who have never been licenced as a New Zealand immigration adviser.
2. If you have previously held an immigration adviser licence and are not currently licensed please reapply online at iaa.govt.nz.
3. Before completing this application form check that you meet the requirements below for the type of licence you are applying for.
4. If you are a migration agent registered through the **Australian Office of the Migration Agents Registration Authority**, please do not use this form. Please apply online or complete **Form 401: Trans-Tasman Mutual Recognition Act 1997 Application**.
5. If you:
 - › are prohibited from licensing under **section 15** of the Immigration Advisers Licensing Act 2007; or
 - › hold, or are employed by the holder of, a current New Zealand practising certificate as a barrister or as a barrister and solicitor; or
 - › are a category 2 exempteeyou should not submit an application.



*It is quicker and easier to apply to become a licenced adviser online.
Do it now by going to www.iaa.govt.nz and clicking the "Apply" link.*

Qualifications and licence type

If you are applying for a New Zealand immigration adviser licence for the first time you must have completed and passed, within the last 12 months:

1. Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice, or
2. Courses 1-4 only of Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice, or
3. Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice, or
4. Courses A and B only of Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.

If you have completed and passed one of the above more than 12 months ago, you must have also completed an approved refresher course within the last 12 months.

Approved refresher courses are:

- › Module 10 Professional Practice, plus two other modules chosen from Courses B, C, or D of Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.
- › Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice
- › Courses 1-4 only of Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice
- › Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.



If you have completed and passed Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice within the last 12 months, and you started study in or before February 2015, you may apply for a full, provisional or limited licence. In all other cases you must apply for a provisional licence.

All applicants applying for a provisional licence must also complete Form 101A: Supervision Arrangement Application.

Your completed application will include all of the following:

1. Form 101.
2. If required, Form 101 A.
3. Any supplementary documentation that you are asked to attach.
4. The appropriate licence application fee.

Important notes

1. On the cover page of this application form is a date of issue. Please check you are using the latest application form before continuing as old application forms will not be accepted. Check www.iaa.govt.nz for the latest versions of all forms.
2. You must complete all sections of this application form. Please read through the whole application form before you start. This will give you a clear idea of what you need to provide.
3. A checklist is included at the back of this application form. When you have completed your application, work through the checklist to ensure that you have answered all questions and attached all necessary supporting documents. Complete the checklist before you submit your application for a licence.
4.  This paperclip symbol indicates that there are documents you need to attach to your application form.
5. You are required to provide the original copy of your New Zealand Criminal Record History from the New Zealand Ministry of Justice.
6. You are required to provide the original copy of any Criminal Record Histories or Police Certificates obtained from any overseas authority.
7. All other documents must be certified copies. A certified copy is a photocopy of the original document, witnessed by a person who is authorised to witness a statutory declaration. Do not send original documents.
8. A full list of people who can certify documents can be obtained from [sections 9 and 11 of the Oaths and Declarations Act 1957](#). To complete certification, a signature is required on each page of the copy, with the name and title of the person certifying shown legibly below their signature.
9. Some of the information you provide will be displayed on the public [register of licensed immigration advisers](#). The information that will be displayed on the register is identified in the application form with this symbol. 
10. All information and supporting documentation provided in this application form must be in English.
11. If you leave out any information or supplementary documentation required, your application may not be accepted. You are required by [section 18](#) of the Immigration Advisers Licensing Act 2007 to provide all available information that is requested in the application form.
12. When you have completed your application form and the supplementary documentation, clip them together with any other attachments in one package addressed to the postal or physical address of the Authority. You may also deliver your application in person to the Authority during business hours.
13. Please do not send a courier package to the Authority's postal address. This may cause a delay in lodging your application.
14. You must retain a copy of your application form, supplementary documentation and any attachments you provide for your own records. You may be asked by the Authority to refer to this information during the assessment of your licence application.
15. On receipt of your application it will be checked to confirm that it is complete. If your application is complete, it will be lodged and assessed.
16. The Registrar may contact providers of approved qualifications for the purpose of verifying your participation.
17. The Registrar will then decide whether your application for a licence should be granted or refused.
18. If your application for a licence is refused by the Registrar, the refusal and your name and details will be listed on the public [register of licensed immigration advisers](#).

Contact details for the Authority

Freephone (New Zealand only): 0508 IAA IAA (0508 422 422)

Phone (outside New Zealand): + 64 9 925 3838

Email: info@iaa.govt.nz

Website: www.iaa.govt.nz

Postal

Registrar of Immigration Advisers

Immigration Advisers Authority

PO Box 6222

Victoria Street West

Auckland 1142

New Zealand

Courier

Registrar of Immigration Advisers

Immigration Advisers Authority – MBIE

Level 8, 167B Victoria Street West

Auckland 1010

New Zealand

Privacy Notice

The information you provide in this form is required, or requested, pursuant to the Immigration Advisers Licensing Act 2007.


All personal information submitted with this application form will be kept and maintained by the Registrar of Immigration Advisers in accordance with the Privacy Act 2020.

The personal information provided will be used:

- › to determine whether your application for a licence may be granted and in connection with complaints and disciplinary processes;
- › for the maintenance and administration of the public register of licensed immigration advisers; and
- › for the maintenance and administration of the immigration advisers licensing regime.

Personal information may be disclosed by the Registrar of Immigration Advisers in certain circumstances as authorised by the Immigration Advisers Licensing Act 2007, or as otherwise permitted by the New Zealand Privacy Act 2020.

You have the right to access, and to have corrected, any information about you that is held by the Registrar of Immigration Advisers.

Items marked with  will appear on the public **register of licensed immigration advisers**. If any of your personal or contact details change at any time, you are required under **section 26** of the Immigration Advisers Licensing Act 2007 to advise the Authority of this immediately.

SECTION 1 PERSONAL DETAILS

Title Mr Mrs Miss Ms Other (please specify)

Your full legal name will appear on the Public Register of Licensed Immigration Advisers.

Your preferred name will be indicated in brackets on the Public Register of Licensed Immigration Advisers

Legal family/last name



Legal first/given names



Preferred family/last name



Preferred first/given names



Other names

Please list above any other name(s) that you have used or been known by at any time in your life in any country, including a maiden name, name(s) from previous marriages or any aliases. An alias is another name that you may have been known by in your workplace or public life such as a different first name (e.g. John Robert, known as Rob). If there are more than three other names, please attach details on a separate sheet.

Date of birth

DAY

MONTH

YEAR

SECTION 2 QUALIFICATION

To apply for a provisional New Zealand immigration adviser licence for the first time you must have completed and passed one of the following approved qualifications or entry courses.

Select the approved qualification or entry course you hold:

- Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice.
- Courses 1-4 only of the Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice.
- Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.
- Courses A and B only of the Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.

Date started studying

<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR

Date awarded

<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR

If your date of award is more than 12 months ago, you must have also completed an approved refresher course within the last 12 months.

If your date of award is more than 12 months ago, please select the approved refresher course you have completed:

- Module 10 Professional Practice, plus two other modules chosen from Courses B, C, or D of the Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.
- The Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice.
- Courses 1-4 only of the Toi Ohomai Institute of Technology's Graduate Diploma in New Zealand Immigration Advice.
- Toi Ohomai Institute of Technology's Graduate Certificate in New Zealand Immigration Advice.

Date completed

<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR

SECTION 3 TYPE OF LICENCE

If you are applying for a New Zealand immigration adviser licence for the first time you must apply for a provisional licence, unless you have completed and passed the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice within the last 12 months **and you started study in or before February 2015**.

If you have completed and passed the Bay of Plenty Polytechnic's Graduate Certificate in New Zealand Immigration Advice within the last 12 months and you started study in or before February 2015 you may apply for a full, provisional or limited licence.

What type of New Zealand immigration adviser licence are you applying for?

Choose one type of licence only.

Full Limited Provisional

If you are applying for a limited licence, please indicate which immigration matters or areas you wish to be able to provide advice on. You may select up to three.

Applications for temporary entry

Students Transit Visitors Military/Special Work

Applications for residence

Family Skilled Migrant Business/Investor Special policies

Residence from work Endorsements and application from residents

Dealing with clients' unlawful status (advising persons who are unlawfully in New Zealand)

Claims for refugee/protection status

Appeals to the Immigration and Protection Tribunal



If you are applying for a provisional licence, you and your supervisor must complete Form 101A: Supervision Arrangement Application. Please provide details of your proposed supervisor below:

Supervisor's name

Supervisor's immigration adviser licence number

SECTION 4 CONTACT DETAILS AND ADDRESSES

Business address (this cannot be a PO Box)

Your business address must be the location where you mainly conduct business. Please note that only one business address will be added to the public **register of licensed immigration advisers**.

If you will be working for more than one business, you must photocopy this page and complete it for each business you will be working for.

Business/Employer name

Address Line 1

Address Line 2

Suburb

Town/City

Region/State

Postcode

Country



What is your status with this company or organisation. Please tick one only.

Director

Self Employed

Employee

Contractor

Volunteer

CONTINUED >

**Service address (this cannot be a PO Box)**

You must provide a physical address for service of documents. This address will be added to the public **register of licensed immigration advisers**. If this address is different to your business address as above, please provide it below.

Business/Employer name

Address Line 1

Address Line 2

Suburb

Town/City

Region/State

Postcode

Country

**Postal address (if different from business address provided above)**

You may provide one postal address for the business listed above. This address will be added to the public **register of licensed immigration advisers**.

Address Line 1

Address Line 2

Town/City

Region/State

Postcode

Country

Other contact details

Business phone

+

Direct dial phone

+

Mobile

+

Fax

+

Home phone

+

This number will be for internal use only. It will not appear on the public [register of licensed immigration advisers](#).

Business email

Business website



If you consent to the inclusion of the following details on the register, please tick the relevant box(es).

- Business phone
- Direct dial phone
- Mobile
- Fax
- Business email
- Business website

SECTION 4 CONTACT DETAILS AND ADDRESSES

Please answer questions 1 to 7 below to the best of your knowledge and belief.

If you answer "yes" to any of questions 1 to 7 (and the **Criminal Records (Clean Slate) Act 2004** does not apply to you) you are prohibited from being licensed under **section 15** of the Immigration Advisers Licensing Act 2007 and may not apply for a licence. Do not submit an application.

1. Are you an undischarged bankrupt? Yes No
2. Are you prohibited or disqualified under any of the provisions of sections **382, 383** or **385** of the **Companies Act 1993** (or any corresponding provision of the **Companies Act 1955**) from managing a company? Yes No
3. Have you been convicted of an offence against the **Immigration Act 2009**, the **Immigration Act 1987** or the **Immigration Act 1964**? Yes No
4. Have you been removed or deported from New Zealand under the Immigration Act 2009, the Immigration Act 1987 or the Immigration Act 1964? Yes No
5. Are you unlawfully in New Zealand? Yes No
6. Are you a person who holds or has held the office of the Minister of Immigration or Associate Minister of Immigration in the New Zealand government within the last 12 months? Yes No
7. Are you a person who is employed or has been employed within the last 12 months as an immigration officer, visa officer, refugee status officer or refugee and protection officer (as defined in the Immigration Act 2009 or the Immigration Act 1987)? Yes No

Please answer questions 8 to 15 below to the best of your knowledge and belief. If you answer "yes" to any of questions 8 to 12, or 15, you may be subject to a restriction or otherwise considered "unfit" to be licensed under sections **16** or **17** of the Immigration Advisers Licensing Act 2007.

8. Have you been convicted, whether in New Zealand or in another country, of a crime involving dishonesty, an offence resulting in a term of imprisonment, or an offence against the **Fair Trading Act 1986** (or any equivalent law of another country)? Yes No
9. Are you a person who, under the law of another country: Yes No
 - (a) is an undischarged bankrupt; or
 - (b) has been prohibited or disqualified from managing a company; or
 - (c) has been convicted of an immigration offence; or
 - (d) has been removed or deported from the country?
10. Have you been an undischarged bankrupt, or prohibited or disqualified under any of the provisions of sections **382, 383**, or **385** of the **Companies Act 1993** (or any corresponding provision of the Companies Act 1955) from managing a company? Yes No
11. Have you any conviction(s) (whether in New Zealand or in another country) for an offence of a kind other than those referred to in questions 3, 8 and 9(c) above? Yes No

CONTINUED >

12. Have you been, or are you currently subject to any disciplinary proceedings, whether in New Zealand or in another country, and whether in relation to the provision of immigration advice or in relation to the conduct of any other occupation or profession? Yes No

Note: If you have a pending complaint with, or a dismissed complaint from, the Immigration Advisers Complaints and Disciplinary Tribunal, you must tick "yes".

13. If you answered "yes" to question 12, these proceedings:
- a. were dismissed Yes No
- b. are pending Yes No
- c. were upheld. Yes No
14. If you answered "yes" to question 13(c), have you met all of the requirements of any sanctions, conditions, fines, penalty payments, or compensation payments or any other requirements that were required as a result of these disciplinary proceedings? Yes No



If you have answered "yes" to any of questions 8 to 12 in this section, please provide, on a separate sheet, full details of the relevant event(s) or circumstances, including, if applicable, for each event or circumstance:

- > A description of the relevant event or circumstance
- > When and where it occurred
- > The name of the disciplinary body
- > The grounds for the disciplinary action
- > If available, please provide:
 - A copy of the judgement made by the disciplinary body;
 - Details of the penalty, sanction or condition imposed;
 - Details of how and when the penalty, sanction or condition was paid or undertaken;
 - A copy of a receipt for fines paid
- > Any comments you would like to make.

You do not need to provide this information if you answered "yes" to question 12 and the proceedings were dismissed.

15. Are you related by employment or association to a person to whom any of the criteria in questions 1 to 12 in this section apply, or to whom a licence could be refused under the Act? Yes No



If you have answered "yes" to question 15 above, please provide, on a separate sheet, full details of the employment relationship or association and full details of the relevant event or circumstance, including, if applicable:

- > a description of the employment relationship or association with the person
- > a description of the relevant event or circumstance including when and where it occurred
- > details of the penalty or sanction or condition imposed on the person
- > any comments you would like to make.

SECTION 6 PROOF OF IDENTITY

Personal Identification



Please attach a certified copy of your current driver licence or birth certificate, or a certified copy of the page of your current passport that shows your photograph and your personal details.

Indicate which document you are providing below:

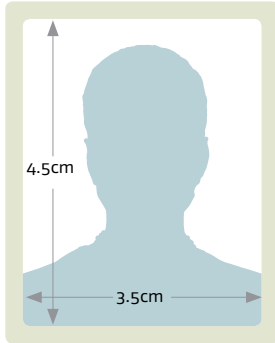
- Certified copy of current driver licence Certified copy of birth certificate
 Certified copy of current passport

SECTION 7 IDENTIFICATION

Please attach one photograph which will appear on your wallet card and on the register of licensed immigration advisers. We may refuse photographs which are not of adequate quality or are not composed in a way that is suitable for that purpose.

Photographs must meet the following criteria:

- › Be taken within the last 6 months
- › A face, head and shoulders shot
- › You must be looking directly at the camera
- › Do not wear a hat, sunglasses or other accessories that obscure your face
- › Passport-sized 3:4 – width to height ratio
- › In full colour, on a plain light background.



The photograph must be verified as a true likeness of you by a person who has known you for at least 12 months and is not related to you, or part of your family group, or living at the same address as you.

To verify your photograph the verifier must write the following statement on the back of the photograph: "This is a true photograph of <insert your full name>" and then sign his or her signature under the statement.

Please ensure that your verifier completes this section.

Verifier's full name

Address

Phone

+

(+COUNTRY CODE – AREA CODE – LOCAL NUMBER)

CONTINUED >

I declare that I (name of verifier)

have known (full name of applicant)

For at least 12 months and i'm not related to or part of the family group of, or living at the same address as, the applicant.

signed

<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR

SECTION 8 CRIMINAL RECORD HISTORIES / POLICE CERTIFICATES



You are required to provide criminal record histories or police certificates from each country that you have lived in for 12 months or more over the last 10 years. Criminal Record Histories or Police Certificates must have been obtained within the last six months.

New Zealand Criminal Record History

- › A New Zealand Criminal Record History can be obtained on application to the Ministry of Justice.
- › You must provide an original copy of your New Zealand Criminal Record History with your application.
- › We cannot lodge your application before receiving your original New Zealand Criminal Record History.

Overseas Criminal Record Histories or Police Certificates

- › If you need to obtain criminal record histories or police certificates from any countries other than New Zealand, you may need to pay a fee for these.
- › If a country from which you require a criminal record history or police certificate will only deliver the certificate directly to the Authority, you must not apply for a licence until the Authority has received it. We recommend you allow three months for the criminal record history or police certificate to be delivered to the Authority.
- › Please advise the Authority by email to info@iaa.govt.nz that your criminal record history or police certificate will be delivered to us.
- › The Authority will contact you by return email when the criminal record history or police certificate has been received.

When requesting your criminal record history or police certificate you must supply all of the names you have listed in the Personal Details section of this application form.

Please list below all countries that you have lived in for 12 months or more over the last 10 years.

SECTION 9 STATUTORY DECLARATION

This declaration must be made in front of a person authorised to witness a statutory declaration. See [sections 9 and 11 of the Oaths and Declarations Act 1957](#).

Warning: The giving of false information in this application form is an offence under [section 66](#) of the Immigration Advisers Licensing Act 2007 with penalties of imprisonment of up to two years and/or a fine of up to \$10,000 and will result in your application for a licence being refused.

I, (full name of applicant)

of (address)

occupation

do solemnly and sincerely declare the following:

1. I meet the standards set out in the [Immigration Advisers Competency Standards](#); and
2. The information I have provided in this application form, its attachments and accompanying supporting documents is complete, correct and up to date in every detail to the best of my knowledge; and
3. Any representations I have made in this application form, its attachments and accompanying supporting documents are true and correct to the best of my knowledge; and
4. I am not aware of any other matter relevant to the assessment of my competency that I should bring to the attention of the Registrar of Immigration Advisers; and
5. I understand that, unless I am licensed or exempt, I may not provide New Zealand immigration advice; and
6. I understand that if the Registrar of Immigration Advisers determines that I am eligible for a licence, I will not be granted a licence until I have paid the required amount of immigration adviser's levy (if any) and met any other applicable conditions; and
7. I understand that I must give written notice to the Registrar of Immigration Advisers of any relevant change to the information provided with my application for a licence, or that results in me becoming prohibited from licensing under [section 15 of the Immigration Advisers Licensing Act 2007](#), or has any effect on the matters specified in sections 16 and 17 of the Act relating to my fitness for licensing, and that notice of any change of circumstances must be provided to the Registrar within 10 working days after the change; and
8. I understand that it is an offence under the [Immigration Advisers Licensing Act 2007](#) to supply false or misleading information with this application; and I believe the statements in this declaration are true in every particular; and
9. I have read and understand my obligations under the [Licensed Immigration Advisers Code of Conduct](#).

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the [Oaths and Declarations Act 1957](#).

CONTINUED >

Declared at on this day of 20

Signature of applicant

Before me

(SIGNATURE OF PERSON BEFORE WHOM DECLARATION IS MADE)

Print full name

(NAME OF AUTHORISED PERSON)

Title of authorised person

(AS DEFINED IN THE OATHS AND DECLARATIONS ACT 1957)

SECTION 10 FEE AND LEVY

In order to be licensed you must pay a licence application fee and an immigration adviser's levy. The licence application fee must be submitted with this application form. The immigration adviser's levy is payable if the Registrar determines that you are eligible to be granted a licence. Do not pay the immigration adviser's levy now. This will be requested separately.

If you have been lawfully present in New Zealand for more than 183 days in the last 12 months you are classified as ordinarily resident in New Zealand, and the goods and services tax (GST) is included in the fee and levy.

The respective fees and levies are:

	Ordinarily resident in New Zealand	Not ordinarily resident in New Zealand
Fee	\$NZD 909.78	\$NZD 791.11
Levy	\$NZD 1,129.55	\$NZD 982.22
TOTAL	\$NZD 2,039.33	\$NZD 1,773.33

Payments

- › All payments must be made in New Zealand dollars.
- › We do not accept cash.

Payment details

Visa MasterCard

Credit card number

Expiry date
MONTH YEAR

Please tick one:

- I am ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ \$909.78
- I am not ordinarily resident in New Zealand, and the amount to be charged to my credit card is NZ \$791.11

Name on card

Cardholder's signature

Refunds

In some circumstances you may be eligible for a refund of a portion of your application fee (where, for example, your application is returned to you or you withdraw it before it is assessed). If you have paid by credit card the refund amount will be credited back to your credit card account. Otherwise, refunds will be made by cheque in New Zealand dollars.

Fees and levies for not-for-profit advisers

If you volunteer or work for an organisation on a not-for-profit basis you may be entitled to a waiver of the fees and levy payable for your licence. Please read the not-for-profit policy on the Authority's website for further information.

IMMIGRATION ADVISER LICENCE APPLICATION CHECKLIST

Please complete this checklist **before** submitting your application for a licence.

- Completed Form 101: Initial Licence Application
- Names of any additional companies or organisations you will be working for this year and your status with them, for example employee or contractor
- Certified copy of your current driver licence or birth certificate or current passport
- Verified passport-quality photograph
- Criminal Record History or Police Certificate(s) or confirmation from the Authority that it has received your Criminal Record History or Police Certificate(s)
- Licence application fee
- If applicable, letter from the Authority confirming your "not-for-profit" status
- Statutory declaration

If you are applying for a provisional licence, you will also need to provide:

- A completed Form 101A: Supervision Arrangement Application
- A copy of your proposed supervision agreement

If any required documentation is missing from your application it may be returned.