

## Background

Government Officials or employees of business groups representing New Zealand overseas are entitled to apply for an Official Passport.

Official Passports are processed by Life and Identity Services Officer performing Special Operations Duties.

## Policy statements

### ▶ Entitlement to Official Passports

The following list represents New Zealand citizens who may be entitled to travel on an Official Passport. These are:

- Judges of the High Court and Court of Appeal
- Members of the House of Representatives travelling on an official mission of non-diplomatic character
- Permanent New Zealand Government officials of non-diplomatic status proceeding to an official mission, or to a post abroad
- Accompanying spouses and minor unmarried children travelling with Government Officials at Government expense or proceeding to join them at a post.

### ▶ Criteria for the Issue of Official Passports

As a general rule Official Passports should only be issued when the full cost of travel, accommodation and salary is being met by the New Zealand Government and travel is being undertaken for the government.

The following citizens are exempt from this rule:

- Members of parliament.
- Judges of the High Court and Court of Appeal.
- Ministry of Foreign Affairs and Trade (MFAT) staff and their families taking up positions at overseas posts.
- Ministry of Defence personnel attending training courses at Defence Colleges overseas (including Australia) or undertaking an official peace keeping mission.

Official Passports should only be issued to Government Officials who are travelling to countries where it may be difficult or time consuming to obtain visas or where there may be political problems or hostilities.

### ▶ Issuance of Official Passports

The following list displays citizens who are not entitled to an Official Passport:

- Spouses of Members of the House of Representatives.
- Staff of State Owned Enterprises/Corporations.
- Aide officials engaged by the Ministry of Foreign Affairs.
- Government Officials taking up a study grant or exchange.

Official Passports must not be used for travel:

- to Taiwan
- of a private nature, except for short stopovers en route during an official journey.

Standard passports should be used for official travel to Australia or the Pacific Islands. Official Passports can be used for travel beyond these regions.

#### Note:

Applicants should be encouraged to use a standard passport and carry other forms of identification to indicate their occupation or mission.

### ▶ Application requirements

Applicants for an Official Passport must provide the following items:

- Completed application for New Zealand Passport (PAS1)
- Full fee – there is no provision to waive the fees
- A letter on official letterhead, signed by an authorising officer on behalf of the sponsoring department.

The following table displays information that the authorising officer from the sponsoring department must provide in the letter.

[Collapse all sections](#)  
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Information in letter	Applicant type
Full name and designation of officer (and/or spouse)	All Applicants
Reason for travel / purpose of mission	All Applicants
Destination	All Applicants
Date of departure	All Applicants
Date or length of stay overseas (This is necessary to calculate the expiry date needed.)	All Applicants except Members of Parliament
Certification that the officer is a permanent public servant in terms of the State Sector Act 1988	All Applicants except Members of Parliament

▶ **Validity**

Designation	Time
Members of Parliament	The validity date of Official Passports issued to Members of Parliament is only to the end of the parliamentary term, i.e. three years and six months from the date of election.
Other Government Officials	Validity is a maximum of ten years and a minimum of one year. Validity is based on the time it takes to complete the journey to be undertaken. <b>Note:</b> Visa regulations of the countries being visited should be considered.

▶ **Cancellation**

Official Passports issued to Members of Parliament should be returned to the Clerk of the House on completion of the current Parliamentary term or when the holder is no longer eligible to hold an Official Passport. The passport should be returned to Identity Services to be cancelled with the option to be returned to the holder to retain as a keepsake.