



# Declaration for a Lost or Stolen New Zealand Passport or Travel Document

*Uruwhenua Aotearoa*

**USE THIS FORM** to report your New Zealand Passport or Travel Document lost or stolen and you do not want to immediately apply for a replacement passport or travel document.

**Use the Adult, Child, or Certificate of Identity or Refugee Travel Document form** if you would like a new passport or travel document now.

It is very important that all Lost and Stolen passports are invalidated so they cannot be used for travel and to help prevent identity theft.

## Declaring a New Zealand Passport or Travel Document lost or stolen

- ▶ If your passport or travel document has been lost or stolen in **New Zealand**, you must report the loss or theft of your passport or travel document to the Department of Internal Affairs. If your passport is still valid you will also need to report the loss or theft to the local police and obtain a police report or reference number.
- ▶ If your passport or travel document has been lost or stolen **outside New Zealand** you should report the loss or theft of your passport to the local police and the nearest New Zealand Passport Office, New Zealand Embassy or New Zealand High Commission. To find the contact details of your nearest New Zealand High Commission or Embassy visit [www.mfat.govt.nz](http://www.mfat.govt.nz).

## What you need to complete this form

- ▶ If your passport is still valid you will need a local police report or reference number.

## How to complete this form

Fill in as many details as you can about the loss or theft of your passport or travel document, include details of when, where and how the passport or travel document was lost or stolen.

The person named on the passport or travel document must sign the declaration unless they are under 16 years of age. In this case, the parent or guardian of the child must sign the declaration.

## Send or email your signed declaration to us

### NEW ZEALAND

Post to:  
New Zealand Passport Office  
Department of Internal Affairs  
PO Box 1568  
Wellington 6140  
New Zealand

**Courier only to:**  
New Zealand Passport Office  
Department of Internal Affairs  
Level 2, 7 Waterloo Quay  
Pipitea  
Wellington 6011  
New Zealand

### AUSTRALIA

Post to:  
New Zealand Passport Office  
Department of Internal Affairs  
GPO Box 365  
Sydney NSW 2001  
Australia

**Courier to:**  
New Zealand Passport Office  
Department of Internal Affairs  
Level 22, 20 Bond Street  
Sydney NSW 2000  
Australia

### UNITED KINGDOM

Post or courier to:  
New Zealand Passport Office  
Department of Internal Affairs  
New Zealand House  
80 Haymarket  
London SW1Y 4TQ  
United Kingdom

Email: [passports@dia.govt.nz](mailto:passports@dia.govt.nz)

## Privacy statement

### How is your privacy protected?

All relevant information about you is collected in line with the Passports Act 1992 and is held securely by the New Zealand Passport Office, Department of Internal Affairs, Level 2, 7 Pipitea Street (PO Box 10-526), Wellington. Under the Privacy Act 2020 you may access and request a correction of any of your personal information.

### When may information from your passport records be disclosed?

Under the Passports Act 1992 and the Privacy Act 2020, this information may be disclosed, subject to agreement in writing between the Secretary of Internal Affairs and the Chief Executive of the organisation requesting the information, to any appropriate agency, body, or person to aid border security, facilitate the processing of passengers, verify the identity of a holder of a travel document, or determine whether a person is a New Zealand citizen. Information may also be disclosed under an authorised information matching programme in accordance with Part 10 of the Privacy Act 2020.

The information that may be disclosed includes the information recorded in your passport; your eye colour; your height; the status of your passport; our passport database key number; and any other information relating to your passport that may be required.

For more information, including a list of authorised information matching programmes, visit [www.dia.govt.nz](http://www.dia.govt.nz)



**Te Tari Taiwhenua**  
**Internal Affairs**

