

**NEW ZEALAND CUSTOMS DOCUMENTS - COMPLETION ADVICE**

Please find attached the relevant forms necessary for Customs and Quarantine clearance of your effects on arrival in New Zealand. Details on how to complete these forms are as follows:

**FORM NZCS 218/NQS QD1 (Unaccompanied Personal Baggage Declaration)**

**Please read page 1 carefully before completing any section of this form, together with notes at the bottom of this advice.**

**Page 2 of 6 - Personal Details of Importer of the Goods**

**Please complete your personal details and Crown will complete the Consignment Information.**

**Page 2 of 6 - Details of Household or other effects**

**Enter either the insured or current estimated value in New Zealand dollars.**

**Page 3 of 6 - Arrival Status**

**(A)** Documentation required as detailed at foot of arrival status section

**(B)** If you are a New Zealander returning to resume residency in New Zealand and have been residing out of New Zealand for less than 21 months you need to provide:

- (1) Inventory of any items exported at your time of leaving New Zealand
- (2) A listing of any items purchased overseas with individual values (in NZ\$'s) with the approximate date of purchase

If immigrating to New Zealand and you hold a work permit/visitors permit/student permit that is valid for less than 12 months you need to provide a listing of all items, values in NZ\$'s and date of purchase.

**Please note** you are required to provide certified true copies of relevant pages (including visa's) of your Passport. (Refer note 1.) (These can be certified by a Justice Of The Peace, your local Police Station or Lawyer Or your Crown office.

**Page 4 of 6 - Goods of Customs Interest**

**Prescribed medicines**

**Alcohol**

**Motor Vehicle etc**

**If you are clearing the goods on behalf of another person then you must sign the last section on page 5.**

**You MUST provide a letter from the importer authorising you to clear goods on their behalf.**

**SPECIAL NOTE: All sections MUST be completed to avoid delays with clearances.**

**NOTES:**

1. If you are a N.Z or Australian passport holder, only the picture page will be required. All other passport holders require picture page AND visa page.
2. If you have any prescribed medication, you will be required to produce either the prescription or a letter from your Doctor confirming that this medication has been prescribed to you.
3. Please list all alcohol i.e. wines and spirits on the separate Detailed Alcohol List provided.
4. If an inspection/examination is required, you will have to provide keys for all locked suitcases/toolboxes etc.
5. Customs/Maf will require a detailed list of any owner packed cartons
6. If this shipment is a deceased estate you are required to provide a copy of the will and a copy of the death certificate
7. If your shipment contains a motor vehicle, motor bike, trailer or boat, you will be required to provide a copy of the purchase invoice/receipt and a copy of the registration document.