

Arranging a Private Citizenship Ceremony

Who can perform private ceremonies?

The person who will perform the ceremony (known as “the administrator”) can be any one of the following:—

- Solicitors of the High Court of New Zealand
- Justices of the Peace
- Members of Parliament
- Mayors and Deputy Mayors
- Authorised officers of the Department

Who fills out the arrangement form?

The administrator (the person who will actually conduct the ceremony) must complete the form. It must **not** be completed by the person applying for citizenship.

Filling out the arrangement form

When an applicant has been approved for a private citizenship ceremony, they will be sent a Private Ceremony Arrangement Form.

There are two sections on the form that need to be completed (marked with ✍️): the Ceremony Details and the Administrator’s Details sections.

When filling out the form, please use pen, and print clearly using **block capitals**.

The Ceremony Details

This section has only one part to complete: the date that the ceremony will be held. The date must be negotiated between the administrator and the applicant, and must be fixed down to **one particular day**.

There are two restrictions on what day you select for the ceremony:—

- The ceremony must be at least 3 weeks **after** you return the arrangement form to the Ceremonies Team. (This gives us time to prepare the certificate.)
- The ceremony must be held **before** the applicant’s grant of citizenship lapses. This date is different for each applicant, and is specified on the form.

Apart from these two restrictions, you are free to negotiate whatever day is suitable for you and the applicant.

The Administrator’s Details

This section provides us with the details of the person who will administer the Oath or Affirmation, and must hold one of the offices listed at the top of this page.

The address provided must **not** be a PO Box or Private Bag. The certificate package will require a signature on delivery, and cannot be delivered to a PO Box or Private Bag.

The package will be delivered during normal business hours (usually mornings for business addresses, and afternoons for residential). Please provide us with an address where there will be someone to sign for the package.

Please complete all parts of this section.

When will I get the certificate?

The certificate will be timed to arrive at the administrator’s address on the working day immediately before the day of the ceremony.

If you require the package to be delivered earlier than this, please contact the Ceremonies Team on 0800 22 51 51.

