

11. Identity Cards

11.1 Introduction

Protocol Division issues an official identity card to accredited staff and their family members on the basis of the information provided in the 'Notification of Arrival' forms submitted to Protocol Division. The identity card, which features a scanned photograph, represents official recognition of the status granted under the VCDR and VCCR. The card carries a brief statement of the level of immunity to which the bearer is entitled.

Identity cards are issued to:

- Diplomats (red);
- Administrative and Technical Staff (red);
- Service Staff (red);
- Career Consular Officers (blue);
- Consular Employees (blue);
- Consular Service Staff (blue);
- Officially recognised partners of the above (red or blue)
- Dependant unmarried officially recognised children aged from 16 to 20 years inclusive (red or blue);
- Honorary Consuls (orange);
- Members of International Organisations (pink).

Identity cards will not be issued to:

- Non-resident diplomatic staff members and their spouses and family members
- Diplomats holding New Zealand citizenship or residency status; or recognised dependants holding New Zealand citizenship or residency status;
- Locally engaged staff, and
- Private Domestic Staff.

Exceptions may be considered on a case by case basis, e.g. Defence Attachés accredited from Canberra who travel regularly to New Zealand for business purposes.

11.2 Application Process

An identity card will be processed on receipt of a 'Notification of Arrival' form (MFA 600 or MFA 601) and a passport sized photo. Photos must not be filtered or edited in any way.

There is no charge for an identity card.

11.3 Issue of Identity Cards to Non-Resident Accredited Staff

An identity card will be issued to non-resident Heads of Mission if they hold a New Zealand diplomatic visa. Identity cards are not issued to other staff, spouses and family members of cross-accredited staff.

11.4 Loss of Identity Card

The loss of an identity card must be reported to Protocol Division. A replacement card will be issued free of charge - a recent passport photo should accompany the request for a replacement card.

11.5 Expired Identity Card

If an officer's assignment term extends, the identify card will expire while the holder is still in New Zealand. In such circumstances, a new identity card will be issued on request.

11.6 Change of Status

If an officer or family member is granted New Zealand residency during the course of a posting, Protocol Division must be advised and the identity card returned. For changes in designation, e.g. from Second Secretary to First Secretary, a new card may be issued. Inquiries should be directed to Protocol Division.

11.7 Use of Identity Card

When meeting and farewelling official visitors at the airport, identity cards cannot be used in place of an airport identity card issued by the Aviation Security Service. Refer to Chapter 25 for details on the airport identity card.

11.8 Return of Identity Card

Identity cards remain the property of the New Zealand Government and should be returned to Protocol Division together with a completed MFA 604 when a diplomat/official has finished their assignment in New Zealand.