NEW ZEALAND CUSTOMS SERVICE
TE MANA ĀRAI O AOTEAROA

Ministry for Primary Industries
Manatū Ahu Matua

NZCS 218
Bring personal household items into New Zealand

About this form

Use this form if you are either coming for the first time, or returning, to New Zealand, and you are bringing your personal and household items with you.

This form should be completed by the person who owns the items and is bringing them into New Zealand. You will need to provide details of any other adults if you are completing this form on behalf of your family group.

Completing this form

You can complete this form by saving a copy to your computer. Information you have filled in can be saved as you go so you don't have to complete it all in one session.

You can choose to print and complete this form by hand instead. Use a blue or black ink pen and write in CAPITAL LETTERS.

Before you start

We require the supporting documents listed below. Documents can be supplied as JPEG, PNG, PDF, or document (.doc or .docx) format. Note, we cannot accept links to drop-boxes or external drives, such as Google Drive.

For all requests

- [ ] Your passport bio-page (as the owner of the household items)
- [ ] The passport bio-page(s) of any other adults covered by this form
- [ ] Packing list
- [ ] Shipping documents - Air Waybill (air freight), Bill of lading/Arrival notice (sea freight), Consignment Note (couriers)
- [ ] Invoice, if applicable

If your right to live in New Zealand is dependent upon a visa

- [ ] Your visa or visa confirmation

If your household items include cars, motorcycles, boats, aircraft or other type of motorised vehicle

- [ ] Evidence of ownership (registration papers) and evidence of value (sales agreement, receipt, or independent valuation).

Q1 Personal details

Surname			
Given name(s)			
Date of birth (dd/mm/yyyy)		Passport number	
Nationality		Occupation	

Q2 Contact details

Phone number	
Email address	

Q3 Contact details in New Zealand

Address

Street number		Street name	
Suburb		Town/City	
Region		Postcode	

Q4 Arrival into New Zealand

Date (dd/mm/yyyy) you arrived or will arrive in New Zealand	
Country where you started this journey	

Countries lived in, or visited, in the two months before arriving in New Zealand

How long have you been away from New Zealand?

- ◯ Never lived in New Zealand
- ◯ 1 to 20 months
- ◯ 21+ months

Your right to live in New Zealand

- ◯ New Zealand or Australian citizen
- ◯ New Zealand Resident or Returning Resident visa
- ◯ Australia Permanent Residence or Return Residence visa
- ◯ New Zealand Work visa for 12+ months
- ◯ Work to Residence (skilled migrant category) or Long Term Business visa
- ◯ Visitor visa that was issued for a minimum of three years
- ◯ Other, please specify

Q5 Other adults covered by this form

If you are completing this form on behalf of your family group, please include details of any other adults

Surname		Given name(s)	
Date of birth (dd/mm/yyyy)		Passport number	
Nationality		Occupation	

Surname		Given name(s)	
Date of birth (dd/mm/yyyy)		Passport number	
Nationality		Occupation	

Surname		Given name(s)	
Date of birth (dd/mm/yyyy)		Passport number	
Nationality		Occupation	

Surname		Given name(s)	
Date of birth (dd/mm/yyyy)		Passport number	
Nationality		Occupation	

Surname		Given name(s)	
Date of birth (dd/mm/yyyy)		Passport number	
Nationality		Occupation	

Surname		Given name(s)	
Date of birth (dd/mm/yyyy)		Passport number	
Nationality		Occupation	

Q6 Items information

Are you fully aware of the items you are bringing to New Zealand?

- ◯ Yes
- ◯ No

What is the estimated total value of all the items? NZ$

How much did the transport/shipping of the items cost? NZ$

Who packed the items?

- ◯ Me, as owner
- ◯ Removal company

◯ Other, please specify

Shipping reference number (airway bill, bill of lading/arrival notice, consignment note)

Are any of the items:

Articles made from wildlife (endangered species)	◯ Yes	◯ No
Medicines of any kind	◯ Yes	◯ No
Objectionable or indecent articles of any kind or in any format	◯ Yes	◯ No
Cannabis or methamphetamine utensils	◯ Yes	◯ No
Weapons, or any parts of weapons, of any kind	◯ Yes	◯ No
Cigarettes, cigars, tobacco or alcohol	◯ Yes	◯ No
Cash or Bearer Negotiable Instruments in any currency with a total value of NZ$10,000 or more	◯ Yes	◯ No
If “Yes”, please complete a Border Cash Report		
Cars, motorcycles, boats, aircrafts or any other type of motorised vehicle	◯ Yes	◯ No
Goods for commercial/business use (excluding personal work devices)	◯ Yes	◯ No
New or unused items	◯ Yes	◯ No
Items that belong to a person that is not listed on this declaration	◯ Yes	◯ No

If you answered 'yes' to any of the questions above, please provide details.
In the code column, please tell us if the item is:
C – for commercial or business use (excluding personal work devices)
N – new or unused
P – belonging to a person not listed on this declaration

Description of items	Code	Date of purchase	Currency	Price paid
Example: printer	C	12/01/2021	GBP	700

Q7 Biosecurity questions

Are any of the items:

Food of any kind (dried, fresh, frozen, preserved, cooked, uncooked). ◯ Yes ◯ No

Animal products or animals, including but not limited to: meat (fresh or dried), eggs, dairy products, honey, raw unmanufactured products (skins, fur, feathers, bone, wool), hair, hunting trophies, fish/shell-fish (fresh, dried, or frozen), Chinese traditional medicines, shells and coral, ivory. ◯ Yes ◯ No

Plant or plant products, including but not limited to: fresh or dried fruit and cones, vegetables, plants/flowers live and dried, plant cuttings and bud wood, bulbs or roots, seeds, pine antique and/or handcrafted wooden ◯ Yes ◯ No

ornaments/carvings, cane, bamboo, basket ware, straw, Chinese traditional medicines.

Equipment used with animals and/or plants, including but not limited to: veterinary equipment/products, fishing gear, fish farming equipment, saddlery, work boots/clothing, pet bedding, gardening equipment/products and forestry equipment. ◯ Yes ◯ No

Miscellaneous items such as: Used; vacuum cleaners, spiked/studded/sprigged footwear (e.g., golf shoes, soccer boots), hiking boots, soiled footwear, water sports equipment, bicycles, boats, vehicles/car parts, camping equipment/tents, barbeques. Any; Christmas and/or Easter decorations, Pooja items. ◯ Yes ◯ No

While outside of New Zealand, have any of the items in the shipments:

Been in contact with animals? ◯ Yes ◯ No

Been used or stored in any rural areas including wilderness areas? ◯ Yes ◯ No

If you answered “Yes” to any of the questions in Q7 above, please provide details:

Box Number	Description of items

Checklist

- ☐ Supporting documents, as listed in ‘**Before you start**’
- ☐ Your visa or visa confirmation, if your right to live in New Zealand is dependent upon a visa
- ☐ Evidence of ownership of any motorised vehicles, if applicable

Declaration

By signing this form, I declare that I have read and understood all the questions contained in this form, and the information provided is true, correct and complete. I acknowledge failure to comply may constitute an offence under the Customs and Excise Act 2018 or the Biosecurity Act 1993.

Full name	
Signature Digital signature or typed name	
Date (dd/mm/yyyy)	

What happens next

Return this signed and completed form and documents to the agency processing your clearance. This could be a customs broker/shipping agent, freight forwarder or the New Zealand Customs Service (Customs). To return your form to Customs, attach your completed form and supporting documents to the Service Request Form.

How Customs collects and uses your information

New Zealand Customs Service (NZCS) and Ministry for Primary Industries (MPI) may collect and use information for border management and border related risk management purposes under the Customs and Excise Act 2018, the Biosecurity Act 1993 and the Food Act 2014. This information will be stored on a secure joint NZCS and MPI database. For more information on how Customs uses your information, please see our website. Under the Privacy Act 2020 you have the right to request access and correction of any personal information you have provided or that NZCS or MPI holds on you. You may request access and correction through any office of NZCS, or any office of MPI.

Ministry for Primary Industries
Manatū Ahu Matua

PERSONAL EFFECTS - SUPPLEMENTARY DECLARATION

TO BE COMPLETED BY THE IMPORTER ONLY

You must complete an **Unaccompanied Personal Baggage Declaration** (not this document) for all consignments.

This supplementary declaration is not mandatory; however the information on it will assist inspectors in deciding the biosecurity status of your goods. Non-completion may result in an inspection (at your cost) that may have been otherwise avoided; or inspection at a facility that may be inconvenient to you.

If more space is required to answer the questions please attach your own page to this declaration.

If prohibited or contaminated items are found they may be treated, reshipped, or destroyed at your cost.

CONSIGNMENT DETAILS

Name of importer:

Identifier e.g.
Container Number:

Name of agent :

FOODSTUFFS

1. Have you packed any **food**? *Includes honey, meat products, dried and canned foods and food in glass jars. If unsure tick yes.*

   MPI recommends that you check food items are permitted before packing.

   1a Specify the food items that you have packed:

   _____

   _____

   _____

Yes ◯ No ◯

TRADITIONAL OR HERBAL MEDICINES

2. Did you pack any **traditional medicines** or products made from herbs, plants, seeds, or animal products?

Yes ◯ No ◯

HOUSEHOLD ITEMS

3. Did you pack a **vacuum cleaner**? Yes ◯ No ◯

   3a Has it been emptied or the bag disposed of? Yes ◯ No ◯

4. Do you pack any **outdoor furniture**? *Includes garden ornaments, planters, playground equipment* Yes ◯ No ◯

   4a Specify the items that you have packed:

   _____

   _____

   4b Were they cleaned before being packed? Yes ◯ No ◯

   4c If yes – how?

   _____

GARDEN EQUIPMENT

5. Did you pack any **garden tools** or **equipment**? ◯ Yes ◯ No

Thoroughly clean[1] all garden tools (forks, rakes, trimmers etc) to ensure they are free of soil and vegetation.

5a Specify the items that you have packed:

_____

_____

_____

_____

5b Were they cleaned before being packed? ◯ Yes ◯ No

5c If yes - how?

_____

6. Did you pack any **seeds** and **plant bulbs** with your garden equipment? ◯ Yes ◯ No

7. Did you pack a **lawnmower** and/or catcher? ◯ Yes ◯ No

7a Were they cleaned before being packed? ◯ Yes ◯ No

7b If yes - how?

_____

RECREATIONAL GOODS

8. Did you pack any **recreational goods** such as any **tents** or **camping equipment, sports shoes, golf equipment, bicycles, or fishing equipment?** ◯ Yes ◯ No

Thoroughly clean[1] all sports equipment to ensure they are free of soil or vegetation.

8a Specify the items that you have packed below:

_____

_____

_____

8b Were they cleaned before being packed? ◯ Yes ◯ No

8c If yes- how?

_____

PET AND ANIMAL EQUIPMENT

9. Did you pack any **animal equipment** such as **saddlery, beehives, medicines, pet food, pet, beds or cages**? ◯ Yes ◯ No

9a Specify the items that you have packed:

_____

_____

9b Were they cleaned before being packed? ◯ Yes ◯ No

9c If yes- how?

_____

[1] All contaminating organic matter including mud, soil, dirt, leaves, grass, dust, any animal matter, etc. must be completely removed from the items.

ORNAMENTS AND CHRISTMAS DECORATIONS

10. Do you have any **ornaments**? *Includes **handicrafts** and **travel souvenirs**; does not include ornaments made of glass and china.* ◯ Yes ◯ No

10a Specify the items that you have packed:

_____

_____

_____

_____

10b Do they contain animal skins, ivory, sea shells, coral or birds eggs? ◯ Yes ◯ No

11. Do you have any **Christmas** or other festive decorations or wreaths? ◯ Yes ◯ No

11a Are they 100% artificial? *They contain no plant or animal material.* ◯ Yes ◯ No

VEHICLES AND MACHINERY

12. Are you shipping any **vehicles** or **boats**? ◯ Yes ◯ No

Thoroughly clean all vehicles[2] and other machinery to ensure they are free of dirt, soil or vegetation.

7a Specify the types and numbers of items that you are shipping:

_____

_____

13. Have you packed any **spare parts, tyres or other machinery** in your consignment? ◯ Yes ◯ No

13a Specify the types and numbers of items that you are shipping:

_____

_____

_____

_____

13b Were they cleaned before being packed? ◯ Yes ◯ No

13c If yes – how?

_____

DECLARATION BY THE IMPORTER/OWNER OF THE GOODS

I

_____

(Full name)

being the importer/owner of the goods, hereby declare that I have read and understood all the questions contained in this form and that the information provided is true, correct and complete. I acknowledge that it is an offence under the Biosecurity Act 1993 to open or remove goods that do not have biosecurity clearance.

Date:

_____

Signature:

_____

[2] Vehicles include any cars, trailers, boats, motorcycles, etc.

Note that vehicles requiring a ramp for inspection purposes will not be delivered direct to residence in New Zealand as they must go to a transitional facility approved for inspecting vehicles. This includes cars and trucks.