DOCUMENT AUTHENTICATION
(15 July 2012)

Documents issued in New Zealand to be used in China must be authenticated by the Chinese Embassy or Chinese Consulate-General. Please read the following instructions carefully.

1. Authentication procedures

Step 1. Notarisation

Documents that are not issued by New Zealand government agency, such as power of attorney, academic records, must be notarised by a Notary Public in New Zealand before you send them to the Department of Internal Affairs of New Zealand.

However, documents such as birth certificate, marriage certificate, issued by an approved New Zealand government agency should be sent directly to the Department of Internal Affairs of New Zealand for document authentication. Please contact the Department of Internal Affairs of New Zealand if you are uncertain whether your documents require notarisation.

Step 2. Authentication by New Zealand Department of Internal Affairs and Ministry of Foreign Affairs and Trade

Send your documents to the Authentication Unit at the New Zealand Department of Internal Affairs. For more details, please contact:

Authentications Unit - Department of Internal Affairs (DIA)
Phone: +64 4 470 2928
Email: authentication.unit@parliament.govt.nz
Website: www.dia.govt.nz/Document-authentication

Step 3. Authentication by Chinese Embassy or Chinese Consulate-General

Documents are authenticated by the Department of Internal Affairs of New Zealand and the Ministry of Foreign Affairs and Trade of New Zealand can now be sent to the Chinese Embassy or Chinese Consulate-General for the finial authentication.

You are required to:

- Complete and sign the "Application Form For Notarisation or Authentication"
- Original or photocopy passport of the applicant and please make additional copies of your passport information page and current valid New Zealand visa page (if applicable).
- Original documents that have been authenticated by the New Zealand Department of Internal Affairs and Ministry of Foreign Affairs and Trade. Please also make additional copies of all the documents.
- If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf), the agent must also provide the original or photocopy of his/her identification, such as a valid passport.

Please note that we do not review or approve the content of documents. However, in the real practice, you may be required to provide evidence to support your application. It is your own responsibility to do the translation if they are required. We do not offer translation service.

The consular officer may ask for additional information without detailed explanation.

Documents related to any marriage matters, such as Certificate of No Impediment, are only available for up to 6 months from the date of issue.

2. WHERE TO LODGE YOUR APPLICATION

Consular Section, Embassy of the People's Republic of China in New Zealand, Wellington
Street address: 2-6 Glenmore Street, Kelburn, Wellington
Telephone: 04 4749631, 04 473 3514
Facsimile: 04 474 9632
Email: visa@chinaembassy.org.nz
Website: www.chinaembassy.org.nz
Office hours: 9am-12pm (application submission only)
2pm-4pm (application collection only)
Monday to Friday, excluding public holidays

The Embassy of the People's Republic of China in New Zealand is responsible for processing applications from the following regions:

Bay of Plenty, Gisborne, Hawke's Bay, Taranaki, Manawatu-Wanganui, Wellington

Consular Office, Consulate-General of the People's Republic of China in Auckland
Street address: 630 Great South Road, Greenland, Auckland
Telephone: 09 5265680, 09 5793080
Facsimile: 09 579 4288
Email: chinaconsul_ak_nz@mfa.gov.cn
Website: www.chinaconsulate.org.nz
Office hours: 9am-12pm (application submission only)
2pm-4pm (application collection only)
Monday to Friday, excluding public holidays

The Consulate-General of the People's Republic of China in Auckland is responsible for processing applications from the following regions:

Northland, Auckland, Waikato

Consular Office, Consulate-General of the People's Republic of China in Christchurch
Street address: 106 Hansons Lane, Upper Riccartion, Christchurch
Telephone: 03 3433650
Facsimile: 03 3433647
Email： consulate_chc@mfa.gov.cn
Website： christchurch.chineseconsulate.org
Office hours: 9am-12pm (application submission and collection)
Monday to Friday, excluding public holidays

The Consulate-General of the People's Republic of China in Christchurch is responsible for the processing applications from the following regions:

Tasman, Nelson, Marlborough, West Coast, Canterbury, Otago, Southland

PART 3. FEES &PROCESSING TIME

It takes 4 working days to process. Urgent process (2-3 working days) is available with additional fees apply.

Processing times do not include the time required for transit of applications by post or courier. It is recommended to submit your application in person, or by an authorised agent, or you preferred travel agency. The Chinese Embassy or Chinese Consulate-General take no responsibility for any loss or damage caused to the applicant in the event that his/her documents are delayed, misplaced, lost or damaged by the courier company or post, whether such delay, misplacement, loss or damage result from negligence, accident or any other cause.

Documents to be used for commercial purpose: $80, per document
Documents to be used for private purpose: $40, per document
Urgent fee: $40, per document
If you are applying by courier or post, you must also include **BOTH**:
1) a self-addressed prepaid courier package or envelop
2) additional $15 mail handling service fee.

Please note that urgent process does not apply to applications sent by courier or post.

PART 4. HOW TO PAY

IMPORTANT
We do NOT accept direct credit or online transfer.
We no longer accept payment made by cash, personal cheque and company (business) cheque.

You can only pay by bank cheque or money order if you want your application to be sent back to you by post or courier after we have finished processing your application.

- Bank cheque and Money order
  Please make the cheque payable to:
  Embassy of the People's Republic of China in New Zealand
  (if the application is being processed at the Chinese Embassy in Wellington), or
  Consulate-General of the People's Republic of China in Auckland
  *(if the application is being processed at the Chinese Consulate-General in Auckland),*or
  Consulate-General of the People's Republic of China in Christchurch
  (if the application is being processed at the Chinese Consulate-General in Christchurch)

- EFTPOS and Credit Card (Visa / MasterCard only)
  This payment option is only available at the counter of the Chinese Embassy or Chinese Consulate-General office. For security reasons, we do NOT take credit card numbers for the payment.

中华人民共和国驻外使领馆公证认证申请表
APPLICATION FORM FOR NOTARISATION OR AUTHENTICATION

1、个人申请 Applicant (For Individual Only)						
姓名 Full Name	中文 English		性别 Gender	□ 男 M □ 女 F	出生地点 Place of Birth	
出生日期 Date of Birth		国籍 Nationality			职业 Occupation	
护照种类 Type of Passport				护照号码 Passport Number		
联系地址 Contact Address				联系电话 Telephone		
代理人姓名 Name of Agent			性别 Gender	□ 男 M □ 女 F	国籍 Nationality	
护照种类 Type of Passport		护照号码 Passport Number		与申请人的关系 Relationship to the applicant		
联系地址 Contact Address				联系电话 Telephone		

2、企业申请 Application (For Company Use Only)			
企业名称 Name of Company			
企业联系地址 Address of Company		企业联系电话 Telephone	
代理人姓名 Name of Agent	中文 English	与企业的关系 Relationship to the Company	
护照种类 Type of Passport		护照号码 Passport Number	
联系地址 Address		联系电话 Telephone	

3、公证认证的内容 Content of Notarisation (Authentication)		
4、公证认证的目的 Purpose of Notarisation (Authentication)		
5、提交材料及申办公证认证的份数 Appendix and Copies of Notarisation / Authentication		
	份数 Copies	

6、申请人/代理人声明 Declaration of the Application / Agent	
我保证以上所填内容真实。如有不实之处，本人愿承担一切法律责任。 I hereby declare that all the information above is true and correct, for which I shall bear all the legal responsibilities.	
申请人 / 代理人签名： Signature of Applicant / Agent	申请日期： Date of Application:

发证机关专用栏 For Official Use Only	接案人、接案日期：	公（认）证号：	签署人、签署日期：