

Documentation required for te tamaiti or rangatahi moving overseas

We ensure te tamaiti or rangatahi has the correct documentation when they move overseas.

Passport

Te tamaiti or rangatahi requires their own passport to travel out of New Zealand:

- We ensure their passport is valid for a minimum of 6 months at the time they move. If they don't have a current valid passport, we support them to get one.
- We allow enough time for processing. The relevant Oranga Tamariki site can cover the passport fee. Rangatahi aged 16 years and older can sign their own passport application. If te tamaiti or rangatahi is under the age of 16 years, a parent or guardian, or a social worker in consultation with the parent or guardian, is required to sign the passport application form.
- We request that the passport is held on the file of te tamaiti or rangatahi until it is needed to travel (with consent of parents or guardians).
- We ensure te tamaiti or rangatahi has a copy of the photo page of their passport in their luggage and that a copy of the passport is kept on their file in New Zealand to ensure we have the correct information in case the original passport is lost. We may need to ask the parents and/or guardians to give us a copy of the passport for our records.

[Apply for your passport | New Zealand Passports](#)

[Oranga Tamariki operational delegations – Passports \(staff resource\)](#) (pages 60 and 62)

Birth certificate

Te tamaiti or rangatahi needs to take their New Zealand birth certificate overseas.

If their birth certificate is not available, allow sufficient time to order a new or replacement birth certificate so it's available by the time they travel.

We keep a copy of the birth certificate on the file of te tamaiti or rangatahi in New Zealand to ensure we have the correct information in case the birth certificate is lost. We may need to ask the parents and/or guardians for a copy.

[Order a birth certificate | Govt.nz](#)

Letter from Oranga Tamariki

We provide a letter from Oranga Tamariki signed by the site manager if te tamaiti or rangatahi remains in the chief executive's care or custody and/or guardianship.

The letter should outline:

- the role the chief executive has with te tamaiti or rangatahi
- by what authority the care arrangement has been made
- confirmation of what ongoing role the caregiver has with te tamaiti or rangatahi.

For Australia: The letter from Oranga Tamariki may then be used by the caregiver with medical providers and schools and when accessing other supports and services in Australia, including accessing the family tax rebate with Centrelink and medical services. This letter must also include a copy of the current legal orders.

Goal Plan

We provide the overseas caregiver with an up-to-date Goal Plan. This may still occur even when te tamaiti or rangatahi is no longer in the chief executive's care or custody and/or guardianship.

Other relevant documents

We ensure that te tamaiti or rangatahi and their overseas caregiver have any other relevant New Zealand documents they may need to support their care and oranga. These include:

- recent school reports
- medical information such as gateway report, psychological report, immunisation records
- a copy of the current court order.

International travel insurance documentation for te tamaiti or rangatahi

Comprehensive travel insurance should be in place to cover the time te tamaiti or rangatahi is travelling from when they leave home in New Zealand to when they arrive to live with their caregiver.

Seek advice from the Financial Accounting & Support Team about travel insurance options: travelteam@ot.govt.nz

If te tamaiti or rangatahi is in the care or custody and/or guardianship of the chief executive, the chief executive requires the social worker to ensure travel insurance is in place.

When te tamaiti or rangatahi is not in the chief executive's care or custody and/or guardianship but the matter is considered in a family group conference, then it is recommended that the social worker and/or coordinator raises the issue of insurance with the family group conference.

Resource

[Policy: Travel - within New Zealand and overseas | Practice Centre](#)