

NZCS 224A

Apply for, or update, a Customs Number as a private individual



NEW ZEALAND
CUSTOMS SERVICE
TE MANA ĀRAI O AOTEAROA

About this form

Complete this form if you are a private individual and you want to apply for, or update, a Customs Number.

A Customs Number is required if you want to bring items into New Zealand (importing) or send items out of New Zealand (exporting), when those items have a value of NZ \$1000 or more. This form is to be completed if you are bringing a small craft (yacht) into New Zealand.

If you are planning to import or export items for commercial purposes, complete 'NZCS 224 Apply for a client code or update your client registration' instead of this form.

If you are importing food for sale or food ingredients for the use in food for sale, no matter the value, you **must** register as a food importer. Complete 'NZCS 224F Apply for a client code or update your client registration as a food importer' instead of this form.

If you are under the age of 16 this form should be signed by a parent or guardian.

Are you planning to import or export items for commercial purposes? → NZCS 224

Are you importing food for sale or food ingredients for the use in food for sale, no matter the value? → NZCS 224F

Completing this form

You can download a copy of this form and complete it using a computer.

Alternatively, you can print and complete this form by hand. Use a blue or black ink pen and write clearly.

Before you start

We require the supporting documents listed below. Please provide copies and not original documents. Copies can be supplied as JPEG, PNG, PDF, or document (.doc or .docx) format. Note, we cannot accept links to drop-boxes or external drives, for example Google Drive.

- ☐ Your valid photo ID (if under the age of 16, you should also provide ID belonging to the parent or guardian who will sign this form).

This must be your passport bio-page or your New Zealand driver licence (front and back) or another acceptable form of official photo identification. This must be clearly legible, or your application will be returned to you.

Q1 Update details

Please complete this form in full when updating your details.

Is this an update?

☐

No – go to Q2

☐

Yes

Customs Number

Q2 Personal details

Surname

Given name(s)

Former name(s) if any

Date of birth
(dd/mm/yyyy)

Country of birth

Phone number

Email address

Q3 Physical address

Street number

Unit number

Floor level

Street name

Street type

Property name

Property type

Suburb

Town/City

Region

Post Code

Country

Q4 Postal address

Is your postal address the same as your physical address? ☐ Yes – go to Q5

Street number		Unit number		Floor level	
Street name		Street type			
Property name		Property type			
Suburb		Town/City			
Region		Post Code			
Country					

Q5 Small craft arrival details

Are you bringing a small craft or yacht into New Zealand for a short stay? ☐ No – go to Declaration

Intended date of arrival (mm/yyyy)

Intended date of departure (mm/yyyy)

If unsure, please provide an explanation below

Declaration

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 and/or the Biosecurity Act 1993.

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

☐ Supporting documentation attached

What happens next

Send your completed form and supporting documents to the agency processing your Customs Number application. This could be a broker/shipping agent, freight forwarder or Customs.

Applications to be processed by Customs should be sent to clientcodes@customs.govt.nz.

If you are updating an existing client code, send your completed form and supporting documents to clientupdate.request@customs.govt.nz

We will process your request when we receive your completed form and all supporting documents.

How Customs collects and uses your information

The information on this form (and any subsequent customs entries) may be supplied to Statistics New Zealand for use in official statistics. The New Zealand Customs Service (NZCS) and the 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.