



## Customs Number Application for an Individual Person

Please complete this form if you are an individual (not a business or a sole trader with a trading name) and you want to apply for a Customs Number.

A Customs Number is used by Customs when you are bringing items into (importing) and sending items out of (exporting) New Zealand (NZ), when those items have a value of more than NZ \$1000.

Are you planning to import food for sale?      Yes      No

Are you planning on importing items to sell in NZ?      Yes      No

If you selected "Yes" to any of the above questions, you need to complete a [Customs Number Application or Update for Commercial Operations NZCS 224](#) instead of this form.

### Personal details

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Given / First names:

Family name:

AKA or nickname:

Previous family name:

Date of birth:

Country of birth:

Male:      Female:      Other:

Passport or Driver License number:

Occupation:

Physical address in NZ:

Postcode:

Postal address, if different to physical address:

Postcode:

Phone number:

Email:

### Supporting documents needed

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Please supply a copy your photo ID, preferably a Passport or Driver Licence. This must be clearly legible or your application will be returned to you.

### Declaration

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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

**Signature:**

**Date:**

(You can sign by using a digital signature or typing your name)

Please email application and Photo ID to [clientcodes@customs.govt.nz](mailto:clientcodes@customs.govt.nz)

## Important information

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Incomplete applications will be returned to you for completion.

The information on the Customs Number Application Form (and any subsequent Customs entries) may be supplied to Statistics New Zealand for use in official statistics.

The personal information on this form will be used as part of the assessment of the client registration application in accordance with the Customs and Excise Act 2018 and for border-related risk management.

The New Zealand Customs Service and the Ministry for Primary Industries 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 New Zealand Customs Service and Ministry for Primary Industries database. Under the Privacy Act 1993 you have the right to request access and correction of any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of request) listed in Part 4 of the Privacy Act 1993. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

If you have any questions or issues completing this form please contact [clientcodes@customs.govt.nz](mailto:clientcodes@customs.govt.nz) or call **0800 428 786**