

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 import items into (importing) or send items out of (exporting) New Zealand, when those items have a value of more than NZ \$1000.

If you are planning to import items for sale in New Zealand, 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.

Are you planning to import items for commercial purposes in New Zealand? → 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 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 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. 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 photo ID

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

Q1 Personal details

Surname	<input type="text"/>		
Given name(s)	<input type="text"/>		
Former name(s) if any	<input type="text"/>		
Date of birth (dd/mm/yyyy)	<input type="text"/>	Country of birth	<input type="text"/>
Phone number	<input type="text"/>		
Email address	<input type="text"/>		

Q2 Physical address

Street number	<input type="text"/>	Unit number	<input type="text"/>	Floor level	<input type="text"/>
Street name	<input type="text"/>		Street type	<input type="text"/>	
Property name	<input type="text"/>		Property type	<input type="text"/>	
Suburb	<input type="text"/>		Town/City	<input type="text"/>	
Region	<input type="text"/>		Post Code	<input type="text"/>	
Country	<input type="text"/>				

Q3 Postal address

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

Street number	<input type="text"/>	Unit number	<input type="text"/>	Floor level	<input type="text"/>
Street name	<input type="text"/>		Street type	<input type="text"/>	
Property name	<input type="text"/>		Property type	<input type="text"/>	
Suburb	<input type="text"/>		Town/City	<input type="text"/>	
Region	<input type="text"/>		Post Code	<input type="text"/>	
Country	<input type="text"/>				

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

Date

(dd/mm/yyyy)

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.