



## Unaccompanied personal baggage declaration

*Please read the Advice to Declarant Information prior to completing this declaration*

### **THIS FORM IS TO BE COMPLETED BY TRAVELLERS FOR PERSONAL AND HOUSEHOLD EFFECTS ONLY.**

It is **NOT** to be used:

- A) by persons who have not travelled overseas (except for shipments being cleared on behalf of persons who have travelled overseas or who are still overseas)
- B) for goods purchased from within New Zealand e.g. via the Internet, telephone, e-mail etc
- C) for goods sent to persons in New Zealand by persons overseas (except for A above)

If you are not sure if this form is appropriate for your circumstances, **ASK A CUSTOMS OFFICER (by phoning 0800 428 786 (0800 4 CUSTOMS)) OR BIOSECURITY INSPECTOR (by phoning 0800 00 83 33) BEFORE FILLING IT OUT.**

### **ADVICE TO DECLARANT**

- This declaration may be completed by the importer/owner or their agent/nominee. A **letter of authorisation and copy of his or her passport (including immigration visa/permit if applicable)** from the importer/owner is required if a nominated person is completing the declaration, plus photo ID (passport or NZ drivers licence) for the nominated person.
- **If you are completing this declaration on behalf of the owner of the consignment, you must specify the owner as the importer/owner.**
- This declaration must be completed in English. All errors and alterations must be initialed.
- Pages 1 to 5 must be fully completed. All six pages must be present to the Ministry for Primary Industries and then to the New Zealand Customs Service.
- If there are more than four family members covered by this declaration please also complete Supplementary Form NZCS 218A/NQS QD1A with the details of each additional person.
- You must **answer all questions.**
- Your consignment may be examined. **Please ensure that keys/combination codes are available at the time of clearance otherwise there may be delays in clearance.**
- The following **documents are required** for presentation to the Ministry for Primary Industries and the New Zealand Customs Service:
  - Passports of all those listed on this declaration (i.e. passports of all owners/importers of the goods imported)
  - Complete list of baggage contents
  - Airway bill, bill of lading, or arrival notice
  - Receipts for goods listed in Specific Goods section on page 4, if you are able
  - Letter of authorisation from the owner/importer if goods are being cleared on their behalf
  - Any treatment and/or cleaning certificates in respect of the goods you may have
  - Any relevant approvals for goods listed in the Prohibited or Restricted Goods section on page 4.

**Note:** There may be other supporting documents deemed necessary by the New Zealand Customs Service or the Ministry for Primary Industries when clearing the consignment. If there are more than one person's goods in the consignment a separate form must be completed unless the goods are those of family members (e.g. spouse, partner, children, parent).

### **NOTICE**

This information is required to ensure travellers comply with the New Zealand Customs Service, Biosecurity, Wildlife, Medicines, and Currency laws.

**The supply of this information is mandatory.** Failure to provide such information or providing false or misleading information may amount to an offence under the Customs and Excise Act 1996 or the Biosecurity Act 1993 and could result in prosecution and/or forfeiture and seizure of goods. The information you provide will be held by the New Zealand Customs Service, Ministry for Primary Industries, or by your moving company, Customs broker, or freight forwarder.

The Privacy Act 1993 provides rights of access to, and correction of personal information. You may gain access to and correct this information through any New Zealand Customs Service or Ministry for Primary Industries office or through the moving company, Customs broker, or freight forwarder to which you gave this form.

### **List of Goods in Consignment (if no separate packing list/inventory):**

**PERSONAL DETAILS OF IMPORTER OF THE GOODS**

Family Name:	Given or First Names:	Date of Birth:
.....	.....	.....
Nationality:	Passport Number:	Occupation:
.....	.....	.....
Residential address or intended address in NZ:	<b>Countries Visited</b> up to two months prior to arrival in NZ and prior to baggage being packed:	<b>Countries Resided</b> in up to two months prior to arrival in NZ and prior to baggage being packed:
.....	.....	.....
.....	.....	.....
Contact Phone no:	Name of NZ Agent and Primary Industries A/C No. if applicable	
.....	.....	
Email address:	.....	
.....	.....	

**CONSIGNMENT INFORMATION**

Flight/Ship:	Voyage no:	Airway bill/Bill of lading No:	Date of arrival of goods:
.....	.....	.....	.....
Port of arrival:	Gross weight:	No & type of packages	Container No:
.....	.....	.....	.....

**OTHER FAMILY MEMBERS COVERED BY THIS DECLARATION**

Family Name:	Given or First Names:	Date of Birth:
.....	.....	.....
Nationality:	Passport Number:	Occupation:
.....	.....	.....
Family Name:	Given or First Names:	Date of Birth:
.....	.....	.....
Nationality:	Passport Number:	Occupation:
.....	.....	.....
Family Name:	Given or First Names:	Date of Birth:
.....	.....	.....
Nationality:	Passport Number:	Occupation:
.....	.....	.....

There are ..... additional family member listed on this supplementary family members page (form NZCS 218A/NQS QD1A)  
*(insert number)*

**DETAILS OF HOUSEHOLD OR OTHER EFFECTS**

The ..... which make up this consignment contain bona fide  
*(insert number and type of packages)*  
 unaccompanied personal and/or household effects that have an **insured / assessed** value of \$ .....  
*(please delete one)* *(NZ dollar value)*

Yes  No  Are you fully aware of the contents of the whole consignment?

Yes  No  Do you have a list of the contents/packing list?

Pages ..... If so, what is the total number of pages of the list of contents/packing list?

Yes  No  Do you have any treatment/cleaning/Government certificates for any items?

If so, please specify: .....

**IMPORTER/OWNER'S ARRIVAL OR INTENDED ARRIVAL IN NEW ZEALAND**

The importer/owner **arrived / intends to arrive** in New Zealand on ..... from .....  
*(please delete one)* *(actual date or estimated date)* *(country of departure)*

## ARRIVAL STATUS

The importer's/owner's "arrival status is: *Please tick as appropriate*

**Ref: Person is arriving in New Zealand**

- A  Person who has arrived in New Zealand and. On the date the effects are imported, holds a document authorising residence in New Zealand **and** has resided or been domiciled outside New Zealand for the whole of the 21 month period preceding his or her arrival.
- B  Other person, please advise status (i.e. visitor, student etc) .....

**Note:** a document authorising residence means any of the following:

- A New Zealand passport
- An Australian passport
- A current New Zealand Residence visa or permit or a current returning resident's visa or permit
- A current permanent residence visa (including a resident return visa) issued by the Government of the Commonwealth of Australia
- A current work visa or work permit that was issued for a minimum of twelve months
- A current work visa or work permit issued under the Work to Residence (Skilled Migrant category) policy or the Long Term Business visa/permit category
- A current visitor's visa or permit that was issued for a minimum of three years

## GOODS OF BIOSECURITY INTEREST

New Zealand operates very strict Biosecurity procedures at the border to prevent the introduction of pests and diseases of animals and plants that may adversely affect our economy, environment or human health. Consider all questions carefully and answer correctly. Failure to do so could result in unwanted pests and diseases being introduced which could significantly harm New Zealand and New Zealanders.

Attempting to possess, or possession of unauthorised goods, may constitute an offence pursuant to section 154 of the Biosecurity Act 1993. **Every person who commits an offence is liable, upon conviction, to imprisonment for a term not exceeding 5 years, a fine not exceeding NZ\$100,000, or both.**

**If you are unsure about any items, please ask a Biosecurity inspector.**

**Unaccompanied personal effects must not be opened without Biosecurity authorisation.**

This includes the container, crates, bags, boxes and any luggage. Failure to comply may constitute an offence pursuant to section 154 of the Biosecurity Act 1993.

It is the responsibility of the importer/owner or agent applying for the clearance of goods to arrange an inspection date and time with the Ministry for Primary Industries by visiting or telephoning the local Ministry for Primary Industries office.

**WHO PACKED THE PERSONAL EFFECTS?**

Importer  Removal Company  Other  Please specify: .....

**DOES THIS BAGGAGE CONTAIN ANY?**

- |                              |                                        |                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes <input type="checkbox"/> | No <input type="checkbox"/>            | <ul style="list-style-type: none"> <li>• <b>Food of any kind (dried, fresh, frozen, preserved, cooked, uncooked)</b></li> </ul>                                                                                                                                                                                                                                                          |
|                              | Please specify items and box number(s) | .....                                                                                                                                                                                                                                                                                                                                                                                    |
| Yes <input type="checkbox"/> | No <input type="checkbox"/>            | <ul style="list-style-type: none"> <li>• <b>Animal products or Animals, including but <i>not</i> limited to:</b> Meat (fresh or dried), eggs, dairy products, honey, skins, fur, feathers, bone, wool, hair, hunting trophies, fish/shell fish (fresh, dried, or frozen), Chinese traditional medicines, shells and coral, ivory</li> </ul>                                              |
|                              | Please specify items and box number(s) | .....                                                                                                                                                                                                                                                                                                                                                                                    |
| Yes <input type="checkbox"/> | No <input type="checkbox"/>            | <ul style="list-style-type: none"> <li>• <b>Plant or plant products, including but <i>not</i> limited to:</b> Fresh or dried fruit and cones, vegetables, plants/flowers live and dried, plant cuttings and bud wood, bulbs or roots, seeds, pine antique and/or handcrafted wooden ornaments/carvings, cane, bamboo, basket ware, straw, Chinese traditional medicines</li> </ul>       |
|                              | Please specify items and box number(s) | .....                                                                                                                                                                                                                                                                                                                                                                                    |
| Yes <input type="checkbox"/> | No <input type="checkbox"/>            | <ul style="list-style-type: none"> <li>• <b>Equipment used with animals and/or plants, including but <i>not</i> limited to:</b> Veterinary equipment/products, fishing gear, fish farming equipment, saddlery, work boots/clothing, pet bedding, gardening equipment/products and forestry equipment</li> </ul>                                                                          |
|                              | Please specify items and box number(s) | .....                                                                                                                                                                                                                                                                                                                                                                                    |
| Yes <input type="checkbox"/> | No <input type="checkbox"/>            | <ul style="list-style-type: none"> <li>• <b>Miscellaneous items such as:</b> <b>Used;</b> Vacuum cleaners, spiked, studded or sprigged footwear (e.g. golf shoes, soccer boots), hiking boots, soiled footwear, water sports equipment, bicycles, boats, vehicles/car parts, camping equipment/tents, barbecues. <b>Any;</b> Christmas and/or Easter decorations, Pooja items</li> </ul> |
|                              | Please specify items and box number(s) | .....                                                                                                                                                                                                                                                                                                                                                                                    |

**WHILE OUTSIDE NEW ZEALAND HAVE ANY OF THE GOODS IN YOUR CONSIGNMENT:**

- Yes  No  Been in contact with any animals?
- Yes  No  Been used/stored in any rural areas including wilderness areas?

## GOODS OF CUSTOMS INTEREST

### DOES THE CONSIGNMENT CONTAIN PROHIBITED OR RESTRICTED GOODS?

- |     |                          |    |                          |                                                                                                                                                                                                                                                                                                              |
|-----|--------------------------|----|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Articles manufactured from wildlife</b> including but not limited to: reptiles, snakes, elephants, rhinoceroses, hippopotamuses, members of the cat family, whales, dolphins, zebras, antelope, deer, birds, feathers, coral or shells</li> </ul>                |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Medicines of any kind</b></li> </ul>                                                                                                                                                                                                                             |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Controlled drugs</b> other than prescribed medicines including but not limited to: LSD, heroin, cocaine, cannabis, ecstasy, steroids, human growth hormone, or performance-enhancing drugs, precursor substances</li> </ul>                                      |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Objectionable/Indecent articles of any kind in any format</b> including but not limited to: child pornography, material depicting bestiality, or material which may promote, incite, or instruct in matters of crime or violence, or misuse of a drug</li> </ul> |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Ornamental Pipes</b> including but not limited to: sheesha pipes, hubble bubble, Turkish water pipes and hookah pipes</li> </ul>                                                                                                                                 |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Cannabis or Methamphetamine utensils</b> including but not limited to: bongs, hash pipes, roach clips with a pincer or tweezer action</li> </ul>                                                                                                                 |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Weapons of any kind</b> including but not limited to: firearms or parts thereof, replica firearms, bayonets, daggers, sword sticks, spring-bladed knives, or knuckle dusters</li> </ul>                                                                          |

***If you have answered YES to any of the above questions please list the items below.***

***You may be required to provide supporting documents to import these goods e.g. permits, doctor's certificates etc***

### DOES THE CONSIGNMENT CONTAIN ANY OF THE FOLLOWING SPECIFIC ITEMS?

- |     |                          |    |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|--------------------------|----|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Cigarettes, cigars, tobacco, or alcoholic liquor</b></li> </ul>                                                                                                                                                                                                                                                                                                                                        |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Goods for commercial purposes</b> (including goods for sale, lease, hire, exchange, or use in your own business)</li> </ul>                                                                                                                                                                                                                                                                            |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>New goods</b> – (Note: For importer/owner arrival status B, New goods are any goods purchased overseas or from a duty free source – other than personal clothing)</li> </ul>                                                                                                                                                                                                                           |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Unused goods</b> – being goods that you (or your family) own but have never used or unused gifts to you</li> </ul>                                                                                                                                                                                                                                                                                     |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Gifts intended for other persons</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                        |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Goods belonging to any person not listed on this declaration</b></li> </ul>                                                                                                                                                                                                                                                                                                                            |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Motor vehicle(s), motorcycle(s), caravan(s), trailer(s), watercraft, or aircraft</b> (supporting documents must be presented eg receipts, ownership papers etc)</li> </ul>                                                                                                                                                                                                                             |
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• <b>Cash or bearer negotiable instruments in any currency with a total value of NZ\$10,000 or more.</b> Note: Bearer negotiable instruments includes a bill of exchange, a cheque or bank draft, a promissory note, a bearer bond, travellers cheques, stored value cards or travel cards, a money order, postal order, or similar, or a negotiable instrument not covered by any of the above.</li> </ul> |

***If you have answered YES to any of the items listed above, or are in doubt whether any particular effects should be declared, please give details of these items below or attach a separate schedule.***

***You may be required to provide supporting documents e.g. receipts***

Date of Purchase	Price Paid (in \$NZ)	Description of Goods

**PLEASE ASK A CUSTOMS OFFICER OR BIOSECURITY INSPECTOR IF YOU ARE UNSURE OR UNCLEAR ABOUT ANY ASPECT OF THIS FORM**

**DECLARATION BY THE IMPORTER/OWNER OF THE GOODS**

I .....  
(full name)

being the importer/owner of the goods, hereby declare that I have read and understood all the questions contained in this form, and that the information provided is true, correct and complete. I acknowledge that it is an offence under the Biosecurity Act 1993 to open or remove goods which do not have biosecurity clearance. I also understand the information will be used to prepare an import entry to obtain clearance of the goods from the New Zealand Customs Service and the Ministry for Primary Industries. Failure to comply may constitute an offence under the Customs and Excise Act 1996 or the Biosecurity Act 1993.

Signature

Date

**OR**

**DECLARATION BY OTHER THAN THE IMPORTER/OWNER OF THE GOODS**

I .....  
(full name)

of .....  
(contact address and phone number)

hereby declare that I am clearing these goods on behalf of the owner, that I have read and understood all the questions contained in this form, and that the information provided is to the best of my knowledge true, correct and complete. I acknowledge that it is an offence under the Biosecurity Act 1993 to open or remove goods which do not have biosecurity clearance. I also understand the information will be used to prepare an import entry to obtain clearance of the goods from the New Zealand Customs Service and the Ministry for Primary Industries. Failure to comply may constitute an offence under the Customs and Excise Act 1996 or the Biosecurity Act 1993.

Signature

Date

**Have you fully completed this form?**

(Unaccompanied Personal Baggage Declaration)

Yes  No

*Note: Any incomplete forms will not be processed by the **New Zealand Customs Service or the Ministry for Primary Industries.***

**NOTICE**

This information is required to ensure travellers comply with New Zealand Customs, Biosecurity, Wildlife, Medicines, and Currency laws.

**The supply of this information is mandatory.** Failure to provide such information or providing false or misleading information may amount to an offence under the Customs and Excise Act 1996 or the Biosecurity Act 1993 and could result in prosecution and/or forfeiture and seizure of goods. The information you provide will be held by the New Zealand Customs Service, the Ministry for Primary Industries, or by your moving company, Customs broker or freight forwarder.

The Privacy Act 1993 provides rights of access to, and correction of personal information. You may gain access to and correct this information through any New Zealand Customs Service or Ministry for Primary Industries office, or through the moving company, Customs broker or freight forwarder to which you gave this form.

**FOR OFFICAL USE ONLY**

**Import Entry Number:**

All goods are entered as per section 39 of the Customs and Excise Act 1996 and/or section 30 Biosecurity Act 1993

**INSPECTION REQUIRED / INSPECTION NOT REQUIRED** (delete as applicable)

In accordance with section 151 of the Customs and Excise Act 1996 and/or section 30 Biosecurity Act 1993

**Activity Report Number:**

**Contact:**

**Phone:**

**Location of Goods:**

**Keys required and provided / Not required** (delete as applicable)

**Other information required by the New Zealand Customs Service or Ministry for Primary Industries**

**Completed by:**

Official Stamp



## PERSONAL EFFECTS - SUPPLEMENTARY DECLARATION TO BE COMPLETED BY THE IMPORTER ONLY

You must complete an **Unaccompanied Personal Baggage Declaration** (not this document) for all consignments.

This supplementary declaration is not mandatory; however the information on it will assist inspectors in deciding the biosecurity status of your goods. Non-completion may result in an inspection (at your cost) that may have been otherwise avoided; or inspection at a facility that may be inconvenient to you.

If more space is required to answer the questions please attach your own page to this declaration.

**If prohibited or contaminated items are found they may be treated, reshipped, or destroyed at your cost.**

### CONSIGNMENT DETAILS

Name of importer:

Identifier e.g.  
Container Number:

Name of agent :

### FOODSTUFFS

1. Have you packed any **food**? *Includes honey, meat products, dried and canned foods and food in glass jars. If unsure tick yes.*

Yes

No

*MAF recommends that you check food items are permitted before packing.*

1a Specify the food items that you have packed:

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### TRADITIONAL OR HERBAL MEDICINES

2. Did you pack any **traditional medicines** or products made from herbs, plants, seeds, or animal products?

Yes

No

### HOUSEHOLD ITEMS

3. Did you pack a **vacuum cleaner**?

Yes

No

3a Has it been emptied or the bag disposed of?

Yes

No

4. Do you pack any **outdoor furniture**? *Includes garden ornaments, planters, playground equipment*

Yes

No

4a Specify the items that you have packed:

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4b Were they cleaned before being packed?

Yes

No

4c If yes – how?

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## GARDEN EQUIPMENT

5. Did you pack any **garden tools or equipment**?

*Thoroughly clean<sup>1</sup> all garden tools (forks, rakes, trimmers etc) to ensure they are free of soil and vegetation.*

5a Specify the items that you have packed:

---



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5b Were they cleaned before being packed?

5c If yes - how?

---

Yes

No

Yes

No

6. Did you pack any **seeds and plant bulbs** with your garden equipment?

Yes

No

7. Did you pack a **lawnmower** and/or catcher?

7a Were they cleaned before being packed?

7b If yes - how?

---

Yes

No

Yes

No

## RECREATIONAL GOODS

8. Did you pack any **recreational goods** such as any **tents or camping equipment, sports shoes, golf equipment, bicycles, or fishing equipment**?

*Thoroughly clean<sup>1</sup> all sports equipment to ensure they are free of soil or vegetation.*

8a Specify the items that you have packed below:

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8b Were they cleaned before being packed?

8c If yes- how?

---

Yes

No

Yes

No

## PET AND ANIMAL EQUIPMENT

9. Did you pack any **animal equipment** such as **saddlery, beehives, medicines, pet food, pet beds or cages**?

9a Specify the items that you have packed:

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9b Were they cleaned before being packed?

9c If yes- how?

---

Yes

No

Yes

No

<sup>1</sup> All contaminating organic matter including mud, soil, dirt, leaves, grass, dust, any animal matter, etc. must be completely removed from the items.



## ORNAMENTS AND CHRISTMAS DECORATIONS

**10.** Do you have any **ornaments**? *Includes handicrafts and travel souvenirs; does not include ornaments made of glass and china.*

Yes

No

**10a** Specify the items that you have packed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**10b** Do they contain animal skins, ivory, sea shells, coral or birds eggs?

Yes

No

**11.** Do you have any **Christmas** or other festive decorations or wreaths?

Yes

No

**11a** Are they 100% artificial? *They contain no plant or animal material.*

Yes

No

## VEHICLES AND MACHINERY

**12.** Are you shipping any **vehicles** or **boats**?

Yes

No

*Thoroughly clean all vehicles<sup>2</sup> and other machinery to ensure they are free of dirt, soil or vegetation.*

**7a** Specify the types and numbers of items that you are shipping:

\_\_\_\_\_

\_\_\_\_\_

**13.** Have you packed any **spare parts, tyres or other machinery** in your consignment?

Yes

No

**13a** Specify the types and numbers of items that you are shipping:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**13b** Were they cleaned before being packed?

Yes

No

**13c** If yes – how?

\_\_\_\_\_

## DECLARATION BY THE IMPORTER/OWNER OF THE GOODS

I \_\_\_\_\_  
(Full name)

being the importer/owner of the goods, hereby declare that I have read and understood all the questions contained in this form and that the information provided is true, correct and complete. I acknowledge that it is an offence under the Biosecurity Act 1993 to open or remove goods that do not have biosecurity clearance.

\_\_\_\_\_  
(Signature)

<sup>2</sup> Vehicles include any cars, trailers, boats, motorcycles, etc.

Note that vehicles requiring a ramp for inspection purposes will not be delivered direct to residence in New Zealand as they must go to a transitional facility approved for inspecting vehicles. This includes cars and trucks.