



Unaccompanied personal baggage declaration

PERSONAL DETAILS OF IMPORTER OF THE GOODS

Family name:	Given or first names:	Date of birth:
.....
Nationality (as per passport):	Passport number:	Occupation:
.....
Residential address or intended address in NZ:		
.....		
Contact phone no:	Email address:	NZ agent and Primary Industries A/C No.
.....

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

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

Countries visited up to two months prior to arrival in NZ and prior to baggage being packed: **Countries resided** in up to two months prior to arrival in NZ and prior to baggage being packed

.....

ARRIVAL STATUS

Is the importer a New Zealand or Australian passport holder? Yes No

If a Returning New Zealander or Resident – How long have you been away? Years Months

If the importer is not a New Zealand or Australian passport holder please answer the following questions:

Type of visa Resident Work Student Visitor Other:

Length of visa Indefinite 0 – 12 months 12 – 24 months 24 - 36 months More than 36 months

OTHERS COVERED BY THIS DECLARATION (continue on last page if required)

Family name:	Given or first names:	Date of birth:
.....
Nationality:	Passport number:	Occupation:
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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:
Assessed value: NZ\$		Who packed the goods: <input type="checkbox"/> Importer <input type="checkbox"/> Removal company <input type="checkbox"/> Other	
Freight cost: NZ\$		(Please state).....	
Are you fully aware of the contents of the whole consignment?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a list of the contents/packing list?			Yes <input type="checkbox"/> No <input type="checkbox"/>

List of goods in consignment (if no separate packing list/inventory):

GOODS OF BIOSECURITY INTEREST

DOES THE CONSIGNMENT CONTAIN ANY OF THE FOLLOWING ITEMS?

- **Food of any kind (dried, fresh, frozen, preserved, cooked, uncooked)** Yes No
- **Animal products or animals, including but not limited to:** 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. Yes No
- **Plant or plant products, including but not limited to:** 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. Yes No
- **Equipment used with animals and/or plants, including but not limited to:** Veterinary equipment/products, fishing gear, fish farming equipment, saddlery, work boots/clothing, pet bedding, gardening equipment/products and forestry equipment. Yes No
- **Miscellaneous items such as: Used;** 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, barbeques. **Any;** Christmas and/or Easter decorations, Pooja items. Yes No

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

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

If yes to any of the above please provide details:

Box number	Description of goods

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

GOODS OF CUSTOMS INTEREST

DOES THE CONSIGNMENT CONTAIN ANY OF THE FOLLOWING ITEMS?

- | | | |
|--|------------------------------|-----------------------------|
| • Articles manufactured from wildlife (endangered species) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Medicines of any kind, controlled or prescribed | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Objectionable/Indecent articles of any kind in any format | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Cannabis or methamphetamine utensils | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Weapons of any kind | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Cigarettes, cigars, tobacco, or alcoholic liquor | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Goods for commercial purposes | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • New or unused goods | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Gifts intended for other persons | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Goods belonging to any person not listed on this declaration | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Motor vehicle(s), motorcycle(s), watercraft, or aircraft | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Cash or bearer negotiable instruments in any currency with a total value of NZ\$10,000 or more. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes to any of the above please provide details:

Date of purchase	Price paid (\$NZ)	Description of goods

DECLARATION BY THE IMPORTER/OWNER OF THE GOODS

I being the **importer / authorised party**
(full name) *(delete one)*

hereby declare that I have read and understood all the questions contained in this NZCS 218 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

Checklist of required documents:

- 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, Notice of Arrival
- Evidence of value (for new or unused goods)
- Evidence of freight value
- 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 that may be prohibited or restricted

- Any documents that validate ownership and use of motor vehicles, ship or aircraft e.g. ownership papers, invoices, registration and insurance documents..

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).

OTHERS COVERED BY THIS DECLARATION (continued from first page)

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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

MPI recommends that you check food items are permitted before packing.

1a Specify the food items that you have packed:

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:

4b Were they cleaned before being packed?

Yes

No

4c If yes – how?

GARDEN EQUIPMENT

<p>5. Did you pack any garden tools or equipment?</p> <p><i>Thoroughly clean¹ all garden tools (forks, rakes, trimmers etc) to ensure they are free of soil and vegetation.</i></p> <p>5a Specify the items that you have packed:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>5b Were they cleaned before being packed?</p> <p>5c If yes - how?</p> <p>_____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>6. Did you pack any seeds and plant bulbs with your garden equipment?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>7. Did you pack a lawnmower and/or catcher?</p> <p>7a Were they cleaned before being packed?</p> <p>7b If yes - how?</p> <p>_____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No

RECREATIONAL GOODS

<p>8. Did you pack any recreational goods such as any tents or camping equipment, sports shoes, golf equipment, bicycles, or fishing equipment?</p> <p><i>Thoroughly clean¹ all sports equipment to ensure they are free of soil or vegetation.</i></p> <p>8a Specify the items that you have packed below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>8b Were they cleaned before being packed?</p> <p>8c If yes- how?</p> <p>_____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>8b Were they cleaned before being packed?</p> <p>8c If yes- how?</p> <p>_____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PET AND ANIMAL EQUIPMENT

<p>9. Did you pack any animal equipment such as saddlery, beehives, medicines, pet food, pet beds or cages?</p> <p>9a Specify the items that you have packed:</p> <p>_____</p> <p>_____</p> <p>9b Were they cleaned before being packed?</p> <p>9c If yes- how?</p> <p>_____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>9b Were they cleaned before being packed?</p> <p>9c If yes- how?</p> <p>_____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

¹ 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

<p>10. Do you have any ornaments? <i>Includes handicrafts and travel souvenirs; does not include ornaments made of glass and china.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>10a Specify the items that you have packed:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>10b Do they contain animal skins, ivory, sea shells, coral or birds eggs?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>11. Do you have any Christmas or other festive decorations or wreaths?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>11a Are they 100% artificial? <i>They contain no plant or animal material.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

VEHICLES AND MACHINERY

<p>12. Are you shipping any vehicles or boats?</p> <p><i>Thoroughly clean all vehicles² and other machinery to ensure they are free of dirt, soil or vegetation.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>7a Specify the types and numbers of items that you are shipping:</p> <p>_____</p> <p>_____</p>		
<p>13. Have you packed any spare parts, tyres or other machinery in your consignment?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>13a Specify the types and numbers of items that you are shipping:</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>13b Were they cleaned before being packed?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>13c If yes – how?</p> <p>_____</p>		

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)

² 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.