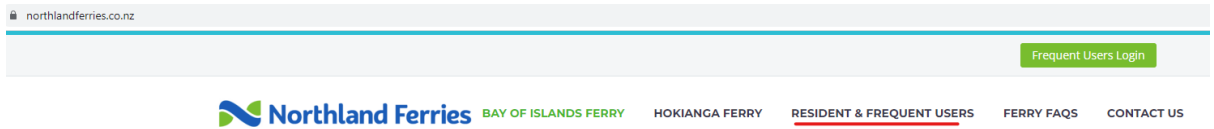


Resident NEW Card Application

1. Go to <https://northlandferries.co.nz>
2. Click on “Resident & Frequent Users”.



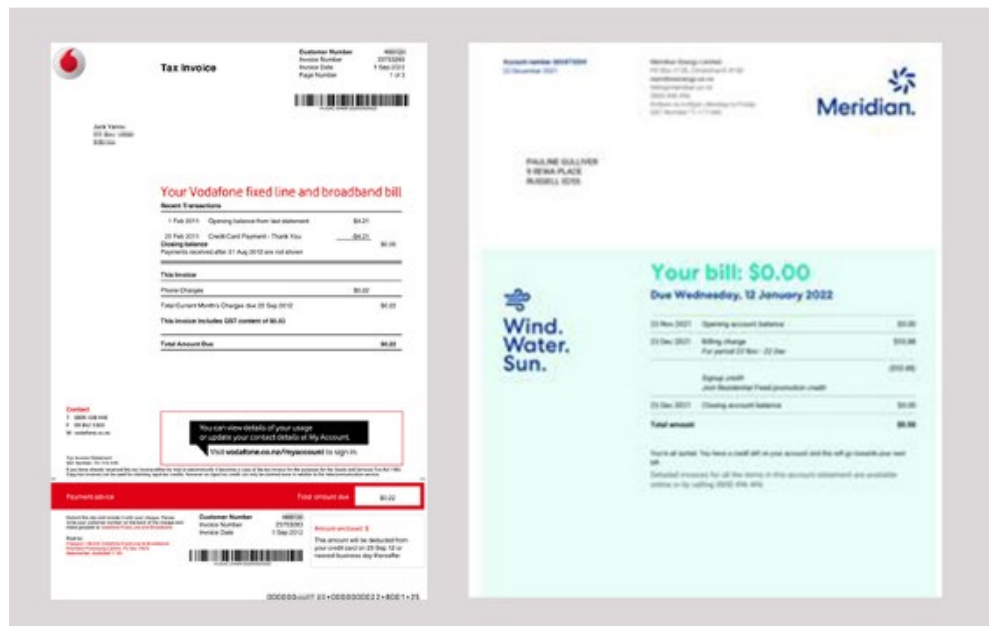
3. Scroll down to “Resident Cards” and click “Apply Now”.

RESIDENT CARDS

If you live within our resident area (postcodes 0200, 0202, 0204, 0272 or 0184) you are eligible for a Bay of Islands Resident User Card with considerable discounts. Applications can be made by individuals or a family living at the same address. Proof of address is required.

Apply Now

4. Take note of documents needed prior to applying for a Resident card as per detailed on the website. You will need:
 - a. Contact details of the Primary Applicant (phone/email)
 - b. Proof of address – This would be a bill or statement showing:
 - i. A recent date (within 3 months)
 - ii. Primary Applicant’s Name
 - iii. Local address within postcodes: 0200, 0202, 0204, 0272 & 0184



- c. A recent photograph of each applicant clearly showing their face and taken against a plain background.



- 5. Scroll down and Click on “**Apply for a New Resident Card**”.

Apply for a New Resident Card

- 6. Click “**OK**” to acknowledge that you have read eligible postcodes are: 0200, 0202, 0204, 0272 & 0184 and that cards are valid 3 years from the date of issue.

Bay of Islands: Resident User Card Application

Please note, Northland Ferries Resident Cards are provided to residents living within the following postcodes only: 0200, 0202, 0204, 0272, and 0184

Cards are valid for 3 years from the date of issue.

OK

- 7. To apply for a single card, select “**I am making a single application**” and click “**Next**”.

* 1. Would you like to apply for a single card or make multiple applications for family living at the same address?

I am making a single application

NEXT

8. Enter First Name & Last Name. Click **“OK”**.

Bay of Islands: Resident User Card Application

[Single Application]

* 2. Please provide the full name of the Resident Card applicant

First Name
Last Name

OK

9. Enter the main Phone Number. Click **“OK”**.

* 3. Please provide the main phone number of the applicant

OK

10. Enter your Email Address. Click **“OK”**.

* 4. Please provide the email address of the applicant

OK

11. Enter Postcode. Note eligible postcodes are: 0200, 0202, 0204, 0272 & 0184.

12. Enter Full Address. Click **“OK”** and then click **“NEXT”**.

13. Upload Proof of Address by clicking **“Choose File”**. Select file. Click **“OK”**. Then click **“NEXT”**.

* 7. Please upload proof of address: (Rates bill, Telephone or Power bill etc).

If completing the form on your phone, you will be given the option to take a photo.

Choose File No file chosen

OK

14. Upload a recent Photo by clicking **“Choose File”**. Select Image. Click **“OK”**. Then click **“NEXT”**.

* 8. Please upload a recent photograph taken within the past 4 weeks. Follow the guide above to avoid delays in processing your application.

Choose File No file chosen

OK

15. Select how you would like to receive your new Resident Card. Note cards are processed within 7-10 working days and sent to the address provided in Step 10. Click **“Done”** to submit and complete the application.

Bay of Islands: Resident User Card Application

Receiving your new card/s

* 9. Please select how you would like to receive your new Resident Card/s. Note: cards are processed within 7-10 working days and sent the address provided earlier.

- Standard NZ Post (FREE)
- Collect from the Opua General Store (FREE)
- Courier \$5.00 - (deducted from account balance)

PREV DONE

16. To apply for multiple applications for family living at the same address, select **“I am making an application for multiple family members”** and click **“Next”**.

17. Read the Declaration and click **“OK”**.

Bay of Islands: Resident User Card Renewal Application

Declaration

As the primary applicant you must be the legal guardian or have the expressed permission of all those named on this form.

Family applications can only be made for those living at the same address, within postcodes zones 0200, 0202, 0204, 0272, and 0184. Falsify this information could jeopardise your ability to use the ferry in future.

OK

18. Agree to the Declaration in Step 17 by selecting **“I Agree”**. Click **“NEXT”**. Note: you will not be able to proceed further with the application if you select **“I Disagree”**.

* 2. To proceed, you must agree to the following declaration:

I understand that by making a false declaration could jeopardise my ability to travel on Northland Ferry services in future and agree to supply only information that is true and correct.

I agree 

PREV

NEXT

19. Enter the Primary Resident Card Applicant's First Name & Last Name. Click "**OK**".

20. Repeat Steps 9 to 14.

21. Select "**Yes**" to add an application for another adult living at the same address (max of 4 adults aged 18+ per application). Click "**NEXT**". If there are no other adults, click "**NO**" for the option to add details of any children.

* 10. Would you like to complete an application for another adult living at the same address? (maximum of 4 adults aged 18 and over per application)

Yes 

PREV

NEXT

22. Repeat Steps 8 to 12 and Step 14.

23. Repeat Steps 21 & 22 until all adult applications have been entered.

24. Select "**NO**" when all adult applications for the family have been completed. Click "**NEXT**".

25. Select "**YES**" if there are applications for any child living at the same address. Otherwise, Select "**NO**". Click "**NEXT**".

Bay of Islands: Resident User Card Renewal Application

[Family Renewal] Child Application (5-14 years)

* 16. Would you like to complete an application for a child living at the same address?

Yes 

PREV

NEXT

26. If **“YES”** was selected, enter Child’s Full Name, DOB and upload Child’s photograph. Select **“YES”** for any other additional children otherwise select **“NO”**. Click **“NEXT”**.
27. Select your preferred method of receiving your new Resident Cards. Standard NZ Post & Collection from Opu General Store are free. Courier Option incurs a \$5 cost which will be deducted from the account balance. Click **“DONE”**.

Bay of Islands: Resident User Card Renewal Application

Receiving your new card/s

* 21. Please select how you would like to receive your new Resident Card/s. Note: cards are processed within 7-10 working days and sent the address provided earlier.

Collect from the Opu General Store (FREE) 

PREV

DONE

28. Cards are processed within 7-10 working days and sent to address provided in Step 10.