

The 16TH ICTSF WORLD DOWN THE LINE CHAMPIONSHIP 2026

VISITOR LICENSE IMPORT PERMIT PROCESS

As many of you will be aware the permit process for bringing a firearm into New Zealand is complex. The pdf document outlined below is the latest advisory from Police on the permit process.

<https://www.firearmssafetyauthority.govt.nz/sites/default/files/2025-09/Target%20Shooting%20in%20Aotearoa%20New%20Zealand%20Factsheet.pdf>

The above has a good general outline of the process but our document seeks to clarify some of the finer points specific to the above competition.

NZCTA has been working with Police for nearly 12 months trying to create a process to ensure that all regulatory requirements are met while the visitor has a seamless path through the application.

We are sharing details of international entry volumes with the issuing authority and they will triage these applications and have given us a primary point of contact in the event of problem resolution

While there may be some understandable angst about whether the permit will be approved you can rest assured that all ICTSF countries have sufficiently compatible firearms regulations to ensure members will meet entry criteria for New Zealand unless an individual has a criminal justice record that would preclude permit success.

If a country's firearms regulations are not considered compatible with New Zealand regulations this will be flagged during the application process. You can still elect to proceed, however your application will be subject to more scrutiny and your application is less likely to succeed.

Please submit applications for a Visitor Licence and permit after September 16, 2025, and ensure you have applied by November 30, 2025. There is no guarantee that applications submitted after this date can be processed in time.

Timeline

4 July: Event entries open

****Book your travel & accommodation prior to starting your visitor licence and permit application**

16 September: Apply for your Visitor Licence and Import Permit

30 November: Applications received after this time *may* not be processed in time for the event.

Items you need at hand in scanned form to make the application straight forward before you start

- Passport (identifying details page)
- Firearms Licence, Permit, or equivalent document for your country of residency
- Competition entry confirmation (we are using Wufoo for online entry which generates an entry summary like the example below
Police confirm that this copy is suitable to meet entry confirmation

2026 ICTSF 16th World DTL Championship TEST Copy	
Name *	
Date Of Birth *	
Gender *	Male
Email *	
Country *	New Zealand
Do you have a current firearms license *	☒ Yes
Organisation *	New Zealand – NZCTA
Organisation Membership Number *	
Enter your Category *	Super Veteran (aged 65 & over on the 1st January 2026)
DTL Grade *	B
Will you be attending the Opening Ceremony *	☒ Yes

If for you are asked for a letter of invitation, use this:

<https://www.nzclaytarget.org.nz/files/display/3616/invite-to-26-worlds-and-national-dtl-championships.pdf>

- Passport style photo (head and shoulders only). This is used on your permit that is given to you on arrival into New Zealand.
- Dates and flight details on your arrival and departure. Make sure that these accurate (dates align with championships and or personal travel

later in the permit) Police do check flights exist and any situation where a flight doesn't appear to exist will delay the permit process and generate further questions.

- Actual addresses / hotels where you are staying during the competitions. If you are incorporating holiday into your trip you need to include details on where and how your gun/s will be stored securely at that time.
Possible options are
Canterbury Clay Target Club

Name – NZCTA Armourer (First name HAMISH; Last name – HOLLAND)

Licence Number – Z9876543

Address –580 Chattertons Road, McLeans Island, Christchurch

Email – nzcta@xtra.co.nz

Is your nominated New Zealand firearms licence holder the Armourer for your competition? – Yes

OR name and address of a New Zealand firearms license holder number willing to securely store the firearm or state that the firearm is travelling with you and will be locked to a substantial piece of furniture by a cable no less than 3mm in diameter wherever you are

Permit Application Process

Our previous experience with Police IT systems and forms is that they are sensitive to the browser being used.

We have run through an entire application using Chrome without any issues. Microsoft Edge is also understood to work well but there appears to be some compatibility issues if you use Mozilla Firefox.

The system will not allow you to move forward from one page to the next unless you have completed all the mandatory fields on the page. It is a good idea to save the application as you complete each page, so you don't lose data already entered if there is a problem.

- Creation of a Real Me Identity is mandatory to enter the application process
After creation ensure that you create or update your Visitor Licence Personal profile before moving on to the Manage my Firearms link found in the links of the Target Shooting pdf above
Do not click on the Useful links as these links take you to web pages which are being updated.
- The theory test is geared towards hunting visitors as opposed to those coming for target competitions.
Please persist till you get 100%. You can re-do the test until you have answered everything correctly.

It is a good idea to read the “storage and transport guide” to familiarize yourself with transport requirements before doing the test.

<https://www.firearmssafetyauthority.govt.nz/firearms-safety/storage-transportation/storage-and-transportation-firearms-and-ammunition>

- As previously mentioned, what usually causes most of the queries from Police before issuing a permit are the details for your New Zealand locations during the period between your arrival and departure along with location and security of the firearm over this period. Being as accurate as you can be, minimizes or removes this issue.

Describe your transport arrangements for the firearm as being “in an airline approved, locked travel case” and will be kept out of sight within the vehicle.

- The addresses requested are for your accommodation not the shooting ground and as previous be specific about how and where the firearm is secured / located during your visit
- Family or friends accompanying some competitors may wish to do a hunting trip or participate in other shooting competitions while in New Zealand.

If a person travelling with a competitor applies for a Visitors licence as they wish to hunt or compete in competitions, they are asked to include a statement in their application in the Visit section of their application under ‘*Describe the purpose of your visit, including a brief itinerary.*’ that “I am travelling with **<insert name of person>** who is a competitor at The 16th ICTSF World Down The Line Championships 2026 being held in Christchurch New Zealand in March 2026.”

This will ensure that both import permits outcomes are notified at a similar time

- List all spare parts associated with your firearm i.e. chokes, spare stocks AND ammunition in the parts subsection of the Firearms section in the application. A permit to import is required for all firearms, parts, and ammunition you wish to bring to New Zealand. The New Zealand Customs Service will check that items being imported are listed on your permit to import.

Hopefully this brief overview will ease the process as you navigate the application.

Post submission path

The following is a summary of the flow post submission

- You will receive an email acknowledgement of your application upon submission.

- This will be followed by no communication for possibly months. This is not a bad thing as it indicates that your application raises few questions. If there are questions that you are unclear about in this period and if you need assistance, please contact us at nzcta@xtra.co.nz using subject Import Permit
- Advice on the outcome may not arrive until 2 weeks before the date you arrive in New Zealand.
In the event that there are any issues with your application you will be contacted for more information.
- Should you have to change your travel plans, accommodation or firearms contact the Firearms Safety Authority so that information held is up to date. This is required so that your visitor firearms licence and permit to import details are correct, and the documentation is available at the correct airport and for the appropriate flight.
- In the unlikely event that your application will be unsuccessful you will be contacted and given the opportunity to provide further information to support your application.

- **PLEASE NOTE**

Actual visitor's Licence and Permit to import arms items is issued to you on arrival in New Zealand

You will need to present this permit when purchasing ammunition during your visit