

Authenticated User Request Form

Primary Contacts of Carriers or Carrier Representatives should use this form to request new Authenticated User access to the Batch ETA System.

Authenticated Users of the Batch ETA System can:

- Submit batch files to request crew electronic travel authorities (crew ETAs) for crew of airlines, cruise lines and cargo vessels;
- Submit batch files to check the ETA status of people (crew and passengers) who are boarding a vessel to travel to New Zealand (CRUISE LINES/CARGO VESSELS ONLY).

Persons nominated as Authenticated Users of the Batch ETA System

Full name of person	Email address

Continue on a separate form if more than four Authenticated Users are required

Important information about Authenticated Users

- Only a registered Primary Contact of a Carrier or Carrier Representative may nominate new Authenticated Users. If the person signing this form is not registered as a Primary Contact, this request will be rejected.
- Full names of nominated Authenticated Users must be provided. Registration of a position/job title is not permitted.
- Primary Contacts are responsible for:
 - Ensuring Authenticated Users do not share login details with any other person;
 - Ensuring Authenticated Users are submitting accurate requests for crew ETAs via the Batch ETA System;
 - Advising MBIE immediately of any Authenticated Users that no longer required access to the Batch ETA System

Further information about Authenticated Users is set out in the Batch ETA System Terms of Use.

Approval

Company Name of Carrier or Carrier Representative	Name of Primary Contact (one only)
Signature of Primary Contact	Date

To sign this form electronically, please open this form in Adobe Acrobat Reader.

Once completed, this form should be returned to BatchETA@mbie.govt.nz