# A picture containing text, clipart, tableware, plate  Description automatically generatedGaining Employer Accreditation with Immigration New Zealand

29 March 2023

## Requirements to be accredited

For an employer accreditation application to be approved, the employer must:

* hold a New Zealand Business Number ([NZBN](https://www.nzbn.govt.nz/))
* be a genuinely operating business or organisation
* have no recent history of regulatory non-compliance
* minimise the risk of exploitation of workers
* commit to support your employees with settlement activities
* be compliant with the specific immigration, employment and business standards.

To apply, the business needs to be a viable and genuine business, and able to meet at least one of these financial requirements:

* The business has not made a loss over the last two years
* The business has had a positive cash flow each month for the last six months
* The business has enough capital or external investment to remain viable
* The business has a credible two-year plan to ensure it remains viable; for example, a revenue forecast or cash flow projection
* The business must also comply with New Zealand immigration law, employment and business standards.

Any [key people](https://www.immigration.govt.nz/employ-migrants/new-employer-accreditation-and-work-visa/accreditation-types-and-employers-requirements) of the organisation cannot be on the Labour Inspectorate’s stand-down list or permanently banned from hiring migrants.

Further information on how INZ assess the remaining accreditation requirements can be found here:

* [How to help workers on AEWVs settle in NZ | Immigration New Zealand](https://www.immigration.govt.nz/employ-migrants/new-employer-accreditation-and-work-visa/settlement-information-for-employers-hiring-workers-on-aewvs)
* [Complying with immigration and employment law | Immigration New Zealand](https://www.immigration.govt.nz/employ-migrants/your-responsibilities-and-obligations/law-immigration-employment)

## Accreditation types

* Standard accreditation is for standard businesses hiring up to five migrants
* High-volume accreditation is for standard businesses hiring six or more migrants
* Franchisee accreditation is for businesses that are part of a franchise. There is no limit to how many migrants you can hire
* Controlling third party accreditation is for businesses who place migrants with third parties while being the direct employer named in the employment agreement. There is no limit to how many migrants you can hire.

Application fees vary by the type of accreditation applied for and can be found here: [Paying for AEWV accreditation and Job Checks](https://www.immigration.govt.nz/employ-migrants/new-employer-accreditation-and-work-visa/accreditation-types-and-employers-requirements/paying-for-aewv-accreditation-and-job-check#:~:text=Application%20fees%20for%20accreditation&text=Standard%20accreditation%20%E2%80%94%20up%20to%205,Franchisee%20accreditation%20is%20NZD%20%241980).

## Documents to prepare

Immigration New Zealand (INZ) has provided an online tool for employers to identify what documents and information are needed to support an online application for Accreditation:

[Applying for accreditation: checklist for employers | Immigration New Zealand](https://www.immigration.govt.nz/formshelp/applying-for-accreditation-checklist-for-employers)

## RealMe account set-up

1. The business will need to complete the registration for a new RealMe account if the organisation does not have one already. For steps to access the INZ website and create RealMe account, visit: [https://www.immigration.govt.nz/](https://scanmail.trustwave.com/?c=15517&d=m_Xe4xyVO7-ytnZzoAM1M_y7KdXKB5LuEZQJG4XmDQ&u=https%3a%2f%2fwww%2eimmigration%2egovt%2enz%2f)
2. Click “LOG IN” on the right top corner and select “Employer accreditation for the AEWV”
3. Click the blue button “LOG in or CREATE ACCOUNT”
4. Create a RealMe login by click the option to do so from the side of the page
5. Follow the steps and create the RealMe account

## Further authorisation / access granting

Once the organisations’ accreditation has been approved:

* to share access for staff members to create Job Check application, the access can be granted in the “Access” section at the bottom of the page “My dashboard - Employ migrants - Accreditation Certificate”
* to grant access to a different RealMe account, click “Share Accreditation” and key in the Name, Share ID for the different Realme Account and Email address.