

What to bring

- Your completed application form.**
- Medical certificate completed by your medical practitioner** (if applicable, see the *Medical certificate* section on page 2).
- Your glasses or contact lenses if you wear them for driving.**
- Forms of identification:** (these must be **original** documents)

One of these (evidence of identity):

- Your current NZ photo driver licence or temporary licence with photo ID.
- Another form of identification specified on Factsheet 20: *Identification for driver licensing.*

AND one of these (evidence of your address):
(showing your name and address)

- An account statement, issued in the previous 12 months, from a bank, building society, credit union or credit card or
- Telephone, gas or electricity account issued in the previous 6 months or
- An appropriate form of identification issued in the previous 12 months that includes your address.

- Proof of name change** if your name has changed since being issued with a licence or is different to that shown on your identification.

*This must be an **original** one of the following:*

- Marriage or civil union certificate or
- Dissolution of marriage order or
- Statutory declaration, deed poll change of name, or a name change certificate issued by Births, Deaths and Marriages or
- Other appropriate evidence of name change eg adoption papers.

Note: if your evidence of identity and name change documents do not provide a clear link to the name currently on your driver licence, you may be required to provide additional documentation.

- Certificate of completion of course** (if applicable).
- Cheque, cash or EFTPOS for paying the appropriate fee.**

Credit cards may be accepted at some driver licensing agents. If you pay by cheque your application will not be processed until your cheque has cleared.

Identification card

If you are applying for, renewing or requalifying a Vehicle recovery (V) endorsement or small P endorsement (see notes below), you must obtain and display a current driver ID card.

Holders of a P endorsement who wish to drive small passenger vehicles (vehicles designed or adapted to carry 12 or fewer persons (including the driver) and operated in a passenger service) are required to obtain and display a driver ID card when undertaking an activity for which the endorsement is required and also if the holder of a passenger endorsement when plying for hire or parked at a designated stand or any other place while waiting for passengers. In practice this means drivers of taxis, shuttles and limousines are required to obtain and display a driver ID card.

On the application form you must enter a "unique identifier" comprising a combination of up to 8 alphabetic characters arranged in a reasonably memorable combination. This "unique identifier" will appear on your ID card for the duration of the card. Your choice of "unique identifier" could be refused and another requested if judged not sufficiently memorable or distinguishable from other endorsement holders.

If you drive only large passenger service vehicles (13 seats or more) an ID card is not required.

Who should use this form?

Anyone applying for any of the following endorsements:

- P Passenger endorsement**
- V Vehicle recovery endorsement**
- I Driving instructor endorsement**
- O Testing officer endorsement**

P endorsement

If applying for a Passenger (P) endorsement, please ensure you read Factsheet 42: P endorsements for carrying passengers before you begin your application.

Fit and proper person check

The public expects to be safe and secure when using a passenger service such as a taxi, shuttle or bus, and these services often transport the young and vulnerable. To meet this expectation the law states that only people approved and licensed by the NZ Transport Agency (NZTA) may drive in a passenger service. For this to happen the NZTA must ensure each applicant is an appropriate (fit and proper) person to hold a P endorsement, which includes considering their full criminal history.

Have you lived overseas?

Every applicant for a P endorsement undergoes a NZ Police check (vet) as part of the fit and proper person check. The NZTA will also need verified documents from the appropriate authorities in country(s) in which you have spent any continuous period of more than 12 months.

This applies where:

- you are applying for a new P endorsement; and
- you have been overseas for a continuous period of more than 12 months; and
- were at that time aged 14 years or older

OR

- you are applying to renew or requalify a P endorsement; and
- you have been overseas for a continuous period of more than 12 months since your last P Endorsement application

This ensures all applicants are assessed to the same standard and enables the NZTA to make the thoroughly informed assessment necessary before a P endorsement may be granted.

If you have any questions about having lived overseas please call the Driver Licensing Contact Centre on 0800 822 422 before submitting this application.

Where to apply

Take your completed form and all **original** documents to any NZTA driver licensing agent. These are selected branches of:

- New Zealand Automobile Association (NZAA)
- Vehicle Testing New Zealand (VTNZ)
- Vehicle Inspection New Zealand (VINZ)

A customer services representative will process your application, check your identification, may take your photograph and a sample signature for your licence as well as check your eyesight and arrange an appointment for any driving tests.

The appropriate fee(s) will be payable at this time.

Notes continue on page 2 →

Eyesight

You must prove that your eyesight meets the required standard.

To do this you can:

- present a satisfactory eyesight certificate issued by a New Zealand registered optometrist (this certificate must be no more than 60 days old)
- present a satisfactory medical certificate issued by a New Zealand registered medical practitioner (this certificate must be no more than 60 days old)
- pass an eyesight screening check at a driver licensing agent.

Note: the eyesight screening machines eliminate the need for many drivers to be tested by an optometrist or medical practitioner. However, if you do not pass this screening check then you must provide one of the above certificates before your application can proceed. Some drivers choose to provide a certificate instead of undertaking a screening check.

If you have sight in only one eye, or have only one eye (monocular vision) you must present an eyesight certificate from a doctor or optometrist.

Medical certificate

You need to present a medical certificate with this application if:

- you haven't submitted a medical certificate for a class 2, 3, 4 or 5 licence or a P, V, I or O endorsement in the last five years;
- you have had a medical condition in the last five years that affects your ability to drive safely, and/or your medical condition has worsened, or a new condition has been diagnosed, since your last medical certificate was presented;
- you are requested to by the NZTA (regardless of when you last presented a medical certificate).

*Please note that the following classes and endorsements are considered to be of the same medical standards:

Private classes: Class 1 or 6 licence and D, F, R, T or W endorsements.

Commercial classes: Class 2, 3, 4 or 5 licence and P, V, I or O endorsements.

A medical certificate must be completed by a New Zealand registered medical practitioner and must not be more than 60 days old.

The medical practitioner can be your usual doctor (GP), or if appropriate be a specialist or occupational therapist. The medical certificate must state that you are fit to drive safely or indicate conditions that will enable you to drive safely.

Stocks of the NZTA form *Medical certificate for driver licence* (DL9) are held by medical practitioners.

Changing or cancelling

If you need to change or cancel your test more than two full working days before your test is scheduled, please visit your driver licensing agent as soon as possible or you can call 0800 822 422, Monday to Friday 8am to 6pm. Another fee will be required. We recommend you provide more than two full working days notice when cancelling or rescheduling tests. This will minimise the extra fees payable.

You may be eligible for a refund of the first test fee paid where the cancelled test time is taken by another person. If the test fee is refunded, a processing fee of \$16.40 will be deducted. You can obtain a refund application form (DL13) online at www.nzta.govt.nz/licence/photo/fees-refunds.html.

Appointment

- You must present either your **photo driver licence** or your **temporary driver licence with photo ID** to the person conducting the practical driving test.
- You will provide the vehicle to be used for the test.
- If you normally wear glasses or contact lenses to drive, make sure you bring them with you to the test.
- The vehicle you use for the test must have a current certificate of fitness (CoF) or warrant of fitness (WoF) displayed, have a current vehicle licence displayed and meet WoF or CoF standards. The vehicle must have a current road user charges (RUC) licence displayed if applicable.
- **You must not be more than 5 minutes late for the appointment time shown or you will not be able to sit the test and the fee will not be refunded.**

Date of appointment

Time

Location of test

Agent stamp and initials

Tax invoice when receipted

NZ Transport Agency G.S.T. No. Reg. 89-364-086

Fee paid (GST included)

Date paid

Warning

It is an offence to supply false or misleading information and may lead to court action. The consequences can include losing your licence and/or paying a fine.

If you do not supply all relevant information, your application may be delayed or declined.

The NZTA uses NZ Post's standardised address formatting guidelines. This means the address printed on correspondence from the NZTA may differ slightly or display differently to the way you have written your address.

Privacy information

The particulars specified on the *Application for endorsement P, V, I, O* will form part of the Driver Licence Register. Collection and dissemination of this information is authorised by the Land Transport Act 1998.

The NZTA may also use some of the particulars specified on this application to provide you with information and/or publications relating to driver licensing and driving.

By signing this application you authorise the NZTA to use your personal information for these purposes.

We may also disclose some of the particulars to the NZTA's agents or contractors in relation to any of the above purposes, and you authorise us to disclose that information to them.

Under the Electoral Act 1993, s 263B, the Electoral Enrolment Centre operates an authorised information matching programme with the NZTA. The purpose of this programme is to assist in keeping the Electoral Roll up-to-date.

The NZTA also operates an authorised information matching programme with the Registrar of Births, Deaths and Marriages. The purpose of this programme is to assist in keeping the Driver Licence Register up-to-date. Please refer to the Privacy section of our website for further information. The Privacy Act 1993 provides rights of access to, and correction of, any readily retrievable personal information held by the NZTA. Should you wish to exercise these rights please contact the NZ Transport Agency, Palmerston North Office, Private Bag 11777, Palmerston North 4442, or email: info@nzta.govt.nz.

Information related to driver licence status (but not your signature) may be released under the Land Transport Act 1998.

More information

Your driver licensing agent has a range of factsheets which give more information on a wide range of driver licensing topics.

We use our forms and factsheets to provide useful, common-sense advice and information in a concise format. They can't cover all aspects of a topic and should not be used instead of authoritative legal advice or legal documents.

More information is available on our website nzta.govt.nz, or call the Driver Licensing Contact Centre on 0800 822 422.

Practical tests

Useful information to help you prepare for and pass the practical tests is available in Factsheet 45 *Learning to drive: How to get your car licence*, Factsheet 28: *Learning ride: Getting your motorcycle licence*, and in *The official New Zealand road code*.

If you borrow a vehicle from a motor vehicle trader for the test, you must ensure that the vehicle is licensed and does not have trade plates attached.



Application details

Allow at least 8 weeks for your application to be processed.

What sort of application are you making?

- Applying for an endorsement for the first time
- Applying for an additional endorsement
- Applying to renew endorsement(s)
- Requalifying because your endorsement has been expired for more than 5 years
- Requalifying because your endorsement has been disqualified or revoked for more than 5 years

Personal details

What is your driver licence number?

What is your surname or family name?

Your full first name?

Other/second/middle names?

Are the names you have shown on this application different from that shown on any of the supporting identification? (including any driver licence)

- No
- Yes → My previous name was:

Tick one.

You must enter the details of your name change documentation in the Identification section on page 5.

If you answer 'yes', in the event of your death your next-of-kin will be asked for their agreement to donate organs. Please let them know of your wishes.

Would you be willing to donate organs in the event of your death? No Yes

What is your date of birth?

| | |
|-----|-------|
| / | / |
| Day | Month |
| | / |
| | Year |

Where were you born?

Name of town/city

Name of country

What address would you like printed on your licence?

- None
- Physical address
- Mailing address

What is your physical address?

Property name (if you have one)

Flat number Street number

Street name

RD/PO Box/Private Bag number

Suburb

Town/City

What is your mailing address? (if different from your physical address)?

What type of address is it? Street RD PO Box Private Bag

Property name (if you have one)

Flat number Street number

Street name

RD/PO Box/Private Bag number

Suburb

Town/City

Personal details

continued from previous page

What are your contact telephone number(s)? (optional)

| | |
|----------|----------|
| Home () | Work () |
|----------|----------|

What is your email address (optional)

Offences

* If you answered "yes" to any of these questions please list all previous offences/convictions including traffic infringement notices either in New Zealand or overseas and also include any charges pending. Continue on a separate piece of paper if insufficient space.

Have you ever been convicted of any criminal offence, either in New Zealand or overseas?

No Yes *

Have you ever been convicted of any traffic offence either in NZ or overseas? (Including vehicle impoundment, roadside suspension, speed camera infringements or any other traffic offence except parking infringements)

No Yes *

Do you have any charges pending for criminal or traffic offences either in NZ or overseas?

No Yes *

| |
|--|
| |
| |
| |

Important information

If you ticked "yes" to indicate that you have spent 12 months or more outside New Zealand, then you must contact the appropriate authority (embassy, consulate or other approved government agency) of your country of origin and/or any countries you visited and arrange for official documentation verifying the full details of any traffic offences and criminal history (or absence thereof) to be sent directly to the NZTA at: Commercial Licensing Team, NZ Transport Agency, Private Bag 11777, Palmerston North 4442.

Is this your first PVIO application?

No (go to question 2) Yes (go to question 1)

1. Have you spent any continuous period(s) of more than 12 months outside NZ since age 14?

No (go to question 3) Yes (please provide the details below)

| Country | Month and year arrived | Month and year departed |
|---------|------------------------|-------------------------|
| | | |
| | | |
| | | |

(go to question 3)

2. Have you spent any continuous period(s) of more than 12 months outside New Zealand since your last application?

No (go to question 3) Yes (please provide details below)

| Country | Month and year arrived | Month and year departed |
|---------|------------------------|-------------------------|
| | | |
| | | |
| | | |

(go to question 3)

3. Have you ever had or been known by any names other than those used on this form?

No

Yes → My previous name was:

Immigration status

*If your immigration status is 'work permit' your permit must approve work in the appropriate industry before an endorsement will be granted

If you were not born in New Zealand, what is your immigration status?

(For example: NZ citizen, NZ permanent resident, work permit* etc)

When did you arrive in New Zealand?

| | |
|-------|------|
| Month | Year |
| | |

Identification

See page 1 for a list of suitable evidence of identity, evidence of address and evidence of name change documents.

*Enter the reference number of the form of identification you are presenting. For example, if you are presenting a passport, write the passport number here.

I provide the following original identification to support my application:

As evidence of identity

Reference number*

Issue date (if applicable)

Expiry date (if applicable)

As evidence of address

Issue date

As evidence of name change (if applicable)

Reference number*

Effective date

Endorsement type

Tick the box of the endorsement type(s) you are applying for.

I am applying for the following endorsement(s):

- I** Driving instructor endorsement - to instruct Class: 1 2 3 4 5 6
- O** Testing officer endorsement
- P** Passenger endorsement - (drivers of large passenger service vehicles)
- P** Passenger endorsement - (drivers of small passenger service vehicles)
- V** Vehicle recovery endorsement

Identification card

Only complete if you are applying for a small P or V endorsement.

See notes on page 1 to help you prepare your 'unique identifier' for P and V endorsements.

- I already hold an ID card and apply for a new ID card with the above endorsement(s) showing on it and using my existing 'unique identifier'.

or

- I am applying for a new endorsement and want an ID card with this 'unique identifier':

New application

Attached is my certificate of completion of the appropriate approved course.

- I hereby apply to sit the full licence test.

or

- I have completed a full licence test in the last 5 years.

Period of validity

How long do you want your endorsement(s) to last?

- 1 year

or

- 5 years

Medical fitness

Tick boxes as required.

See the Medical certificate section on page 2 to determine if you require a medical certificate.

Examples of medical conditions that could adversely affect a person's ability to drive safely include: diabetes, double vision, Alzheimers, epilepsy, fits, head or spinal injuries, high blood pressure, amputations, mental illness, joints or limb problems, stroke, convulsions.

Medication and treatments can also affect your ability to drive safely.

Medical certificates must be not more than 60 days old.

I have provided a medical certificate with this application because:

(tick one or more as appropriate AND sign)

- I have not supplied a medical certificate in the past 5 years that is of the same medical standards as the endorsement for which I am currently applying
- I have a medical condition that has affected my ability to drive safely in the last 5 years.

Signature of applicant

I have not provided a medical certificate with this application because:

(tick as appropriate AND sign)

- I have supplied a medical certificate in the past 5 years that is of the same medical standards as the class for which I am currently applying, and:
 - my medical condition has not worsened
 - I have not been diagnosed with another medical condition that could affect my ability to drive safely.

Signature of applicant

Eyesight

Do you wear glasses or contact lenses for driving? No Yes

Declaration

I state that, to the best of my knowledge and belief, all the information I have given for this application is true and correct and I am not disqualified or prohibited from obtaining or holding a driver licence or licence endorsement.

I consent to the disclosure by the NZ Police and other relevant persons or authorities of all charges and convictions against me and any other information they hold about me to the NZTA. I authorise the NZTA to make all enquiries as to my character and suitability to be the holder of a P, V, I or O endorsement for the period of the term of the endorsement as the NZTA may consider necessary.

I consent to the disclosure by the Immigration Service of my immigration status to the NZTA.

Signature of applicant

Signature box

Date

Day / Month / Year

Office use only

After receipting detach top sheet, enter any appointment details and give to applicant.

- Certificate of completion of course attached
- Medical certificate attached
- Eyesight certificate attached
- Fit with lenses
- Fit without lenses
- Failed

Fee paid (GST included)

\$

Date paid

/ /

Agent stamp and initials

Agent stamp and initials box