

Make sure you have all the relevant **What to bring** requirements from page 3 and you have **completed all questions** - If not applicable write N/A.

Driver licence number

1. **What is your New Zealand driver licence number?**
(if known)

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Name

2. **What is your name?**

Surname

Full first name

Middle name(s)

3. **Are the names on this application form different from the names shown on any of your supporting identification?** (including any driver licence)

No

Yes → My previous name was:

Tick one.

4. **Are you?** Male Female Indeterminate

Organ donation

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

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.

Birth date

6. **What is your date of birth?**

/	/	
Day	Month	Year

7. **Where were you born?**

Name of town/city

Name of country

Address

8. **Where do you live?**

9. **What is your mailing address?** (if different from above)

10. **Would you like your address printed on your licence?**

No

Yes → Physical address OR Mailing address

11. **What are your contact telephone number(s)?**

Home/mobile

Work

Giving your telephone number(s) is optional.

Licence class and type

Tick boxes as required.

Information about learner, restricted and full licence types can be found in The official New Zealand road code.

If you have F,R,T or W endorsements, they will be automatically renewed with your application.

12. **What type of licence are you applying for?**

Class 1 Learner Restricted Full

Class 2 Learner Full

Class 3 Learner Full

Class 4 Learner Full

Class 5 Learner Full

Class 6 Learner Restricted Full

Continued on next page →

Licence class and type, contd

13. Are you applying to go from a class 1 (car) restricted licence to a full licence?

No

Yes → Have you completed an approved advanced driving skills course to reduce the time between your restricted and full licence?

No

Yes → You must present the certificate with this application.

Medical declaration

*Examples of medical conditions that could affect your ability to drive safely include:

- Alzheimers
- head or spinal injuries
- amputations
- high blood pressure
- convulsions
- joints or limb problems
- diabetes
- mental illness
- double vision
- stroke.
- epilepsy or fits

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

14. Do you have a medical condition* that could affect your ability to drive safely?

No

Yes → Has that medical condition affected your ability to drive safely in the last five years?

No

Yes → You must provide a medical certificate with this application.

Medical certificate

*Your medical certificate must have been for the same medical standard as the class(es) you are applying for now.

- Classes 1 and 6 and D, F, R, T and W endorsements are the same medical standard.
- Classes 2, 3, 4 and 5 and P, V, I and O endorsements are the same medical standard.

You **must** provide a medical certificate if you:

are turning **75** years of age or older, or

are applying for or renewing a **class 2, 3, 4 or 5** (truck licence) and you haven't provided a medical certificate in the last five years*, or

have a medical condition that **has** affected your ability to drive safely in the last five years.

The medical certificate must be issued by a New Zealand registered medical practitioner, who can be your usual doctor (GP), or a specialist if appropriate.

The medical certificate must be no more than 60 days old when you make this application.

Eyesight

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

Declaration

I declare that, to the best of my knowledge and belief, my licence is not currently suspended or revoked, and/or that I am not disqualified from obtaining or holding a driver licence.

I declare that, to the best of my knowledge and belief, all the information I have given for this application is correct.

I further declare that the medical fitness information provided above is true and accurate.

Signature of applicant

Date

 / /
Day Month Year

Office use only

Agent to complete this section.

Primary evidence of identity:

- NZ photo driver licence
- NZ passport
- NZ birth certificate
- NZ Transport Agency approved document
- Other (please specify) →

Reference number

Issue date

 / /

Expiry date

 / /

Supporting evidence of identity: (if applicable)

Reference number

Evidence of name change: (if applicable)

Reference number

Issue date

 / /

Expiry date

 / /

Issue/effective date

 / /

Expiry date

 / /

Agent initials

Time ID checked

Referee-verified image attached

Certificate of completion of course attached

Medical certificate attached

Eyesight certificate attached

Fit with lenses

Fit without lenses

Unfit

Input

Chkd

Agent stamp

DLR user ID

After receipting, detach pages 3 and 4 and give to the applicant.

Fee paid (GST included)

 \$

Date paid

 / /

Who should use this form?

Use this form if you are:

(tick the box below that applies to you)

- Applying for a driver licence for the first time.**
- Applying to renew a driver licence.**
- A learner driver licence holder applying for a restricted licence.**
- A restricted driver licence holder applying for a full licence.**
- Applying for an additional licence class.**

Note: if you're applying to change your old paper type driver licence to a photo driver licence, you need to complete an *Application for reissue of driver licence* form (DL7) instead of this form.

What to bring

You must bring the following **original** documents:

- Your completed application form.**
- Evidence of your identity** (must be original - no photocopies).

You must provide either:

- your New Zealand photo driver licence (can be current or expired up to two years), or
- your current New Zealand passport, or
- your current overseas driver licence and your current overseas passport, or
- your New Zealand birth certificate (issued on or after 1 January 1998) and a student ID card, 18+ card, power bill or bank statement*, or
- another combination of acceptable evidence of identity documents* detailed on Factsheet 20: *Identification for driver licensing* or at www.nzta.govt.nz/identification.

*If neither document has a photo, you'll also need to provide a verified image (see Factsheet 20 for more information).

What to bring (continued)

- Evidence of name change** (must be original - no photocopies).

If you want to change the name on your driver licence or if the name on your identity documents isn't the same as the name on your licence, you'll need to provide acceptable evidence of name change. This must be one of the following:

- your marriage or civil union certificate
- your dissolution of marriage or civil union order
- a certificate of annulment
- a deed poll certificate, change of name certificate, or birth certificate showing both names
- a statutory declaration issued by Births, Deaths and Marriages confirming the name change.

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

- Medical certificate completed by your medical practitioner** (if applicable, see Medical certificate section on page 2).
- Certificate of completion of course** (if applicable).

You must also bring:

- Your glasses or contact lenses if you wear them for driving.**
- EFTPOS, credit card, cash or cheque for paying the fee.**

The fees payable will vary depending on the type of application you're making. To check the amount you will pay go to www.nzta.govt.nz/licence-fees or call us on 0800 822 422.

Where to apply

Take your completed form and all **original** documents to any driver licensing agent. Go to www.nzta.govt.nz/agent to find an agent in your area.

Your appointment is for:

Appointment

- Theory test
- Practical test
- You must provide one of the forms of evidence of identity listed above to the person conducting or supervising the theory test.
- You must present either your current **photo driver licence** or your current **temporary driver licence with acceptable photo ID** (eg 18+ card, student ID card, current or expired passport) to the person conducting the practical driving test.
- You will provide the vehicle to be used for the test. It must be covered by the highest class of licence you are applying for. If you are applying for a motorcycle licence, the motorcycle you use for a test must be a LAMS-compliant (Learner Approved Motorcycle Scheme) motorcycle.
- The vehicle you use for the test must be clean and tidy, safe and have a current vehicle licence displayed. It must have a current certificate of fitness (CoF) or warrant of fitness (WoF) displayed and meet CoF or WoF standards. The vehicle must have a current road user charges (RUC) licence displayed if applicable.
- If you're sitting your restricted licence practical test in an automatic vehicle your licence will only allow you to drive automatic vehicles.
- You must not be late for the appointment time shown or you won't be able to sit the test and the fee will not be refunded.**
- If you have difficulty speaking or understanding English, refer to the *Tests* section on page 4.

Date of appointment

Time

Location of test

Fee paid (GST included)

 \$

Date paid

 / /

Tax invoice when received

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

Agent stamp and initials

What to expect

The agent will process your application, check your identification, take your photo and a sample signature, check your eyesight and book appointments for any theory or driving tests.

When your photo is taken you mustn't wear sunglasses, a hat, any head coverings or anything else that might obscure your face or prevent the photo from being a good likeness. You may wear an item for religious or medical reasons provided you supply a signed statement confirming this, and wearing the item doesn't prevent the photo from being a good likeness. Please don't wear reflective or fluorescent clothing, as this may interfere with the quality of the photo.

You'll need to pay the appropriate fee with your application.

If you wish to retain a copy of the details supplied on this form, please take a photocopy before submitting the application at a driver licensing agent.

Once you've completed the application process, and passed any required tests, you'll be issued with a temporary driver licence.

Your photo driver licence should arrive in the mail within 21 days.

Tests

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

If you normally wear glasses or contact lenses to drive, make sure you bring them with you to the test.

If you can't sit your theory test in English, go to www.nzta.govt.nz/theory-test or call us on 0800 822 422 for more information about sitting tests in other languages.

Practical tests are conducted in English. If you have difficulty speaking or understanding English you can bring an interpreter.

The testing officer may attach a small video camera to the front windscreen at the beginning of your practical test. The camera records the test and enables the testing officer's performance to be audited. It also assists in investigating complaints where the test result is disputed. If you don't want your test recorded, please let the testing officer know.

Eyesight

You must prove that your eyesight is up to standard. You can:

- pass an eyesight screening check at a driver licensing agent, or
- present a satisfactory eyesight certificate or medical certificate (no more than 60 days old).

The certificate must be issued by a New Zealand registered optometrist or medical practitioner. If you don't pass the eyesight check at an agent, you'll need to provide a certificate instead.

If you have sight in only one eye, or have only one eye (monocular vision) you'll need to present an eyesight certificate.

Endorsement renewal

If you're renewing your licence and you hold Forklift, Rollers, Tracks or Wheels endorsements, these will be renewed with your driver licence.

Passenger, Vehicle Recovery, Driving Instructor, Testing Officer or Dangerous Goods endorsements need to be renewed separately. We'll send you a reminder before they expire.

More information

More information is available at www.nzta.govt.nz/licence, or you can call us on 0800 822 422.

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

Our forms and factsheets provide concise common-sense advice and information. They can't cover all aspects of a topic and shouldn't be used instead of authoritative legal documents or legal advice.

Responsibilities

Driver licences make our roads safer for everyone and prove drivers are qualified and legally entitled to be behind the wheel. That's why it's important you always carry your licence with you when you drive.

Your address will be recorded on the database and you should notify the Transport Agency if you change your address.

Warning

It's 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 don't supply all the information we need, your application may be delayed or declined.

Changing or cancelling

If you need to change or cancel your test 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. If you are changing or cancelling a practical test, you can also do it online at www.nzta.govt.nz/online.

Where there are **two or more complete working days** (excluding weekends and public holidays) between the day you change or cancel your test and the date of your appointment, you'll need to pay a rescheduling fee of \$16.40 (**note:** if you change your test online at www.nzta.govt.nz/online the reschedule fee may be waived).

Where there are **less than two complete working days** (excluding weekends and public holidays) between the day you change or cancel your test and the date of your appointment, you won't pay a rescheduling fee but you will need to pay a further test fee.

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 download an *Application for refund of driver licence fee form (DL13)* online at www.nzta.govt.nz/form-DL13.

Privacy information

The information requested is required for the Transport Agency (and its agents) to process your application for a driver licence, to produce your photo driver licence card, and to maintain the Driver Licence Register. Collection of this information is required by part 3 of the Land Transport (Driver Licensing) Rule 1999.

Your photo will also be captured for the purpose of printing it on your driver licence card, and to enable the Department of Internal Affairs, Department of Corrections, Ministry of Justice, Ministry of Business, Innovation and Employment (Immigration), New Zealand Customs Service, and the New Zealand Police to use it for the purposes of identity verification and law enforcement under s200 of the Land Transport Act 1998, or for one of the purposes outlined in part 10A of the Privacy Act 1993.

The Transport Agency (and its agents) will hold, store, use, and disclose any personal information collected on this form in accordance with the Land Transport Act and the Privacy Act (parts 10A and 11, in particular, which authorise the disclosure of this information in certain circumstances). The Transport Agency (and its agents) may also use some of these particulars to provide you with information relating to driver licensing and driving, or to contact you for feedback on our services.

To assist in keeping the Electoral Roll up-to-date, the Electoral Enrolment Centre operates an authorised information matching programme with the Transport Agency under s263B of the Electoral Act 1993.

To keep the Driver Licence Register up-to-date the Transport Agency also operates an authorised information matching programme with Births, Deaths and Marriages. Please refer to the Privacy section of our website for more information.

You are entitled to access, and request the correction of, any readily retrievable personal information held about you by the Transport Agency. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or by emailing us at info@nzta.govt.nz.