

What to bring

- Your completed application form.**
- Your original overseas driver licence**
This must be current or expired less than 12 months. (If your licence is not in English please also provide a written translation from your licensing authority, embassy or consulate or an NZ Transport Agency (NZTA) approved translator).

- Forms of identification:** (these must be **original** documents)
One of these (evidence of identity):
 - New Zealand (NZ) passport or overseas passport that is current or has expired within the last two years or
 - Certificate of NZ citizenship issued under the Citizenship Act 1977 or
 - Certificate confirming NZ citizenship issued under the Citizenship Act 1977 or
 - Certificate confirming registration of NZ citizenship by descent issued under the Citizenship Act 1977 or
 - Certificate of identity issued under the Passports Act 1992 that is current or
 - Refugee travel document issued by or on behalf of the NZ government that is current or
 - NZ Defence Force photo-identity card issued to non-civilian staff that is current or expired within the last two years or
 - Full birth certificate issued in NZ, the Cook Islands, Niue or Tokelau or
 - Firearms licence containing a photograph issued under the Arms Act 1983 that is current or expired within the last two years or
 - Certificate of identity as defined in section 2(1) of the Immigration Act 1987 that is current.

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 of change of name 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.

- Plus photocopies of all the original documents you have provided, as listed above.**
- Medical certificate completed by your doctor** (if applicable, see the *Medical certificate* section on page 2).
- Your glasses or contact lenses if you wear them for driving.**
- 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.

To check the amount you will pay please go to www.nzta.govt.nz, or call the Driver Licensing Contact Centre on 0800 822 422.

Who should use this form?

A holder of an overseas driver licence who wants to apply for a New Zealand driver licence to drive the same class or classes of vehicle.

Overseas licence requirements

If your overseas licence (or the accompanying translation, if your licence is not in English) does not clearly indicate the class(es) of vehicle you are licensed to drive, then you may be required to provide supporting evidence. This evidence is usually in the form of a letter or Certificate of Particulars from the overseas licence issuing authority.

Theory and practical tests

Theory test

You must pass the appropriate New Zealand theory test unless you have a driver licence issued in one of the countries listed below and you are applying for a car or motorcycle licence.

Practical test

You must also pass the appropriate New Zealand practical driving test(s) unless you have held for at least 2 years a driver licence issued in Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Luxembourg, Norway, Portugal, South Africa, Spain, Sweden, Switzerland, the Netherlands, the United Kingdom or the United States of America. Your overseas licence must be current (or expired less than 12 months) when you apply for a New Zealand licence.

Where to apply

Take your completed form, all **original** documents AND photocopies of these 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, take your photograph* and a sample signature for your licence, check your eyesight and arrange an appointment for any theory or driving tests. They will also check the photocopies provided to ensure they match the original documents.

The appropriate fee will be payable at this time.

*When being photographed you must not wear sunglasses, a hat, any head coverings or anything else that might obscure your face or prevent the photograph from being a good likeness. The only exception is if the item is worn for religious or medical reasons and in this case you must supply a signed statement confirming this.

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 documents or legal advice.

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

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 is important you always carry your licence with you when you drive.

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

Notes continue on page 2 →

Privacy information

The particulars specified on the *Application for conversion of an overseas driver licence* 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 retrievable personal information held by the NZTA. Should you wish to exercise these rights please contact the Transport Registry Centre, NZ Transport Agency, 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.

Practical tests

Useful information to help you prepare for and pass the practical tests is available on Factsheet 3 (car restricted licence test), Factsheet 58 (car full licence test), Factsheet 59 (motorcycle full licence test) 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.

Theory tests

If you cannot sit your theory test in English, go to www.nzta.govt.nz or call 0800 822 422 for more information about sitting tests in other languages.

Glasses or contacts

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

Changing or cancelling

If you need to change or cancel your test please visit your driver licensing agent as soon as possible. Alternatively 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.

Medical certificate

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

- you are 75 years of age or over
- you are applying for a class 2, 3, 4 or 5 licence and you haven't submitted a medical certificate of the same medical standards* 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.

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

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.

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.

Appointment

Your appointment is for:

- Theory test
- You must provide one of the forms of evidence of identity listed on page 1 to the person conducting the theory test.
 - If you cannot sit the theory test in English, go to www.nzta.govt.nz to check out your options BEFORE sitting the test.
- Practical test
- You must present either your **photo driver licence** or your **temporary driver licence** 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 the test must have a cc rating no greater than 250cc.
 - 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.
 - If you are sitting your restricted licence practical test in an automatic vehicle your licence will only allow you to drive automatic vehicles.
 - **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

Agent stamp and initials

Location of test

Tax invoice when receipted

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

Fee paid (GST included)

Date paid

Application for conversion of an overseas driver licence

DL5

Personal details

Have you ever applied for or been issued with a New Zealand driver licence?

No Yes → What is your licence number (if known)

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:

Are you? Male Female

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

Do you want any of the addresses you give below printed on your licence?

No

Yes → **either:** Physical address **OR** Mailing address

What is your physical address?

Property name (if you have one)

Flat number Street number

Street name

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

Giving your telephone number(s) is optional.

What are your contact telephone number(s)?

Home () Work ()

Identification

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

Remember you must provide originals AND photocopies of all these 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

Issue date (if applicable)

 / /

Reference number*

Expiry date (if applicable)

 / /

As evidence of address

Issue date

 / /

As evidence of name change (if applicable)

Reference number*

Effective date

 / /

Overseas licence

Please bring in your original overseas licence, and a photocopy.

Licence class and type

Tick boxes as required

Refer to NZTA Factsheet 11 for a description of each class of driver licence.

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

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 your ability to drive 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 not be more than 60 days old.

Eyesight

Declaration

You are entitled to access, and may request correction of, any readily retrievable information held about you by the NZTA.

Office use only

After receipting, detach pages 1 and 2 and give to the applicant.

From your licence please enter the details below:

Name of issuing state/country

Licence number

Issue date of licence

Day / Month / Year

Expiry date of licence

Day / Month / Year

Date of your most recent arrival in New Zealand

Day / Month / Year

This application is for the following licence class(es) and type(s):



Class 1 → Learner licence or Restricted licence or Full licence

Class 2 → Learner licence or Full licence

Class 3 → Learner licence or Full licence

Class 4 → Learner licence or Full licence

Class 5 → Learner licence or Full licence



Class 6 → Learner licence or Restricted licence or Full licence

I have provided a medical certificate with this application because:

(tick one or more as appropriate AND sign)

- I am turning 75 years of age or older.
- I am applying for a class 2, 3, 4 or 5 licence.
- 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 one or more as appropriate AND sign)

- I have never been aware of or told by a doctor that I have a medical condition that could affect my driving.
- I am aware of a medical condition but it has not affected my ability to drive safely in the past 5 years.
- 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
 - I am under 75 years of age
 - my medical condition is not related to eyesight.

Signature of applicant

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

I declare that, to my best knowledge and belief, my licence is not currently suspended or revoked and/or that I am not disqualified from driving.

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

Signature of applicant

Date

Day / Month / Year

Medical certificate attached

Pass with lenses

Eyesight certificate attached

Pass without lenses

Failed

Agent stamp and initials

Fee paid (GST included)

\$

Date paid

/ /