



# Application for issue or renewal of driver licence

**DL1**

**Please read this before you start:**

Check that you have all the relevant 'what to bring' items from overleaf and ensure you have **completed all questions** - If not applicable write N/A.

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

No  Yes →

What is your licence number?  
(if known)

**Name**

1. What is your name?

Surname

Full first name

Middle name(s)

*Tick one.*

2. 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:

3. Are you? Male  Female

**Organ Donation**

4. 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**

5. What is your date of birth?

Day Month Year

6. Where were you born?

Name of town/city

Name of country

**Address**

7. What address do you want printed on your licence?

None  Physical address  Mailing address

8. Where do you live?

Street number and name

Suburb

Town/City

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

10. What are your contact telephone number(s)?

Home ( )

Work ( )

**Continued on next page**

**Office use only**

Agent to complete this section.

Evidence of Address:

- Utility Bill
- Bank statement
- Other

Details

Effective Date

Evidence of name change: (If applicable)

Effective Date

Reference number

Evidence of Identity:

- Driver Licence
- Birth Certificate
- Passport
- Other (specify)

Reference Number

Issue Date




Expiry Date

## 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.

### 11. What type of licence are you applying for?

-  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

### 12. Have you completed an approved advanced driving skills course (if required)?

- No  Yes → You must present the certificate with this application.

## Medical fitness

See the Medical certificate section on page 4 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.

### 13. If you are:

- turning 75 years of age or older.
- applying for a class 2, 3, 4 or 5 licence and you have not provided a medical certificate of the same medical standard in the last 5 years.
- aware of any medical condition that has affected your ability to drive safely in the last 5 years.

You must provide a medical certificate with this application. Please see the **Medical certificate section** overleaf for more information.

- not aware of or have not been told by a doctor that you have a medical condition that could affect your driving.
- aware of a medical condition but it has not affected your ability to drive safely in the past 5 years.
- applying for a class 2, 3, 4 or 5, and have supplied a medical certificate in the past 5 years that is of the same medical standards as the class for which you are currently applying, and
  - your medical condition has not worsened
  - you have not been diagnosed with another medical condition that could affect your ability to drive safely
  - you are under 75 years of age

You do not need a medical certificate, but **must** read and sign the declaration statement below.

## Eyesight

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

## Declaration

I state that, to my best 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 state that, to my best 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

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

- Medical certificate attached
- Eyesight certificate attached
- Pass with lenses
- Pass without lenses
- Failed

Fee paid (GST included)

 \$

Date paid

 /  / 

Agent stamp and initials



## Who should use this form?

Anyone who is applying for any of the following:

Tick the box below that applies to you

- Applying for a driver licence for the first time.
- Applying to renew a driver licence.
- Learner driver licence holder applying for a restricted licence.
- Restricted driver licence holder applying for a full licence.
- Applying for an additional licence class.
- Applying to upgrade to a photo driver licence.  
(from old paper type driver licence)

## What to bring

- Your completed application form.
- Medical certificate completed by your medical practitioner  
(if applicable, see medical certificate section on page 4)
- Your glasses or contact lenses if you wear them for driving.
- Evidence of identity. This must be an **original** one of the following:
  - New Zealand passport or overseas passport that is current or has expired within the last two years.
  - New Zealand photographic driver licence that is current or has expired within the last two years or a current temporary licence that is accompanied by acceptable photographic ID.
  - Full birth certificate issued in New Zealand, the Cook Islands, Niue or Tokelau.
  - Refugee travel document issued by or on behalf of the New Zealand government that is current.
  - One of the following certificates issued under the Citizenship Act 1977:
    - Certificate of New Zealand citizenship or
    - Certificate confirming New Zealand citizenship or
    - Certificate confirming registration of New Zealand citizenship by descent.
  - Certificate of identity that is current, and
    - issued under the Passports Act 1992 or
    - as defined in section 4 of the Immigration Act 2009.
  - New Zealand Defence Force photo-identity card issued to non-civilian staff that is current or expired within the last two years.

## What to bring (continued)

- Firearms licence containing a photograph issued under the Arms Act 1983 that is current or expired within the last two years.
- Evidence of address. This must be one of the following showing your name and address:
  - An account statement, issued in the previous 12 months, from a bank, building society, credit union or credit card.
  - Telephone, gas or electricity account issued in the previous 6 months.
  - An acceptable form of identification issued in the previous 12 months that includes your address.
- Evidence 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.
  - Dissolution of marriage or civil union order.
  - Statutory declaration, deed poll change of name, name change certificate, or birth certificate showing the name change issued by Births, Deaths and Marriages.
  - Other acceptable 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.

The fees payable will vary depending on the type of application you are making. To check the amount you will pay go to [www.nzta.govt.nz/licence/photo/fees-refunds.html](http://www.nzta.govt.nz/licence/photo/fees-refunds.html), or call 0800 822 422.

## Where to apply

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

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

## Appointment

- Theory test → You must provide one of the forms of evidence of identity listed above to the person conducting or supervising the theory test.  
→ If you cannot sit the theory test in English, go to [www.nzta.govt.nz](http://www.nzta.govt.nz) to check out your options BEFORE sitting the test.
- Practical 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.  
→ 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 late for the appointment time shown or you will not be able to sit the test and the fee will not be refunded.**

Agent stamp and initials

Date of appointment

Time

Location of test

Fee paid (GST included)

Date paid

Tax invoice when receipted

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

## What to expect

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.

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. Despite this, you may wear the item for religious or medical reasons provided you supply a signed statement confirming this, and wearing the item does not prevent the photograph from being a good likeness. Please do not wear reflective or fluorescent clothing, as this may interfere with the quality of the photo.

You will 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 have completed the application process, and passed any required tests, you will be issued with a temporary driver licence.

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

## Endorsement renewal

If you are 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 require a separate renewal process, and you will be sent a reminder before these expire.

## Eyesight

You must prove that your eyesight meets the required standard. 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 are 75 years of age or over
- you are applying for or renewing 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.

## 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.

## 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.

## Tests

Important information to help you prepare for and pass the tests is available on Factsheet 45: *Learning to drive: How to get your car licence*, Factsheet 28: *Learning to ride: How to get 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 cannot sit your theory test in English, go to [www.nzta.govt.nz](http://www.nzta.govt.nz) or call 0800 822 422 for more information about sitting tests in other languages.

## 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](http://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 will need to pay a rescheduling fee of \$16.40 (Note: if you change your test online at [www.nzta.govt.nz/online](http://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 will not 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 obtain a refund application form (DL13) online at [www.nzta.govt.nz/licence/photo/fees-refund.html](http://www.nzta.govt.nz/licence/photo/fees-refund.html).

## Privacy information

The particulars specified on the *Application for driver licence* will form part of the Driver Licence Register. Collection and dissemination of this information is authorised by the Land Transport Act 1998. Information related to driver licence status may be released under 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. 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. By signing this application you authorise the NZTA to use your personal information for these purposes.

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 about you by the NZTA. Should you wish to exercise these rights please contact the NZ Transport Agency, Private Bag 11777, Palmerston North 4442, or email: [info@nzta.govt.nz](mailto:info@nzta.govt.nz).

## 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 from the Driver Licensing Contact Centre on 0800 822 422 and our website [www.nzta.govt.nz/licence](http://www.nzta.govt.nz/licence).