

VIN affixing

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VIN affixing

4-1 Methods for affixing a VIN

If the vehicle being processed requires a new VIN to be affixed, the MR2A checksheet is printed with the required information. This must be used as a checksheet to ensure that the VIN is affixed to the correct vehicle. The VIN must be assigned and affixed at the same location as the computer and VIN embossing equipment are sited.

The VIN must be located on a non-removable structural part of the vehicle, in a position that it can be easily read. The VIN must not obscure an existing chassis number when it is affixed.

Table 4-1 describes permitted locations for a VIN to be affixed to a vehicle (**Note 1**).

There are two methods for affixing a VIN to a vehicle:

- For cars, vans, trucks and buses without a separate chassis, the VIN is embossed on a plate and affixed to the vehicle in a location described in **Table 4-1**.
- For motorcycles, mopeds, trucks, buses with a separate chassis and heavy trailers, the VIN is stamped directly onto the chassis in a location described in **Table 4-1**. If it is physically difficult to stamp a VIN in the specified location (eg the material is unable to be adequately stamped), a VIN plate may be affixed in the location that stamping would normally be carried out. If this is not possible, contact TRC to obtain agreement on the position and/or method of affixing the VIN.

Table 4-1. Permitted locations for a VIN to be affixed to a vehicle

Vehicle	Permitted VIN locations
Passenger car Off-road passenger vehicle that is not forward controlled	<ul style="list-style-type: none"> in the engine compartment on the right-hand side of the firewall in the engine compartment on the right-hand side adjacent to the mounting point of the front suspension in a location inside the engine compartment approved by the NZTA for a specified vehicle or vehicle model on the firewall or inner guards so it is visible from the front of the vehicle.
Forward-controlled passenger vehicle (van) Off-road vehicle	<ul style="list-style-type: none"> in the passenger compartment, on the top of the right-hand wheel arch, adjacent to the seat cushion in the passenger compartment, on the inner panel of the right-hand 'A' pillar, adjacent to where the floor meets the 'A' pillar in the passenger compartment, on the 'B' pillar (this is less likely to suffer accident damage) under bonnet (if applicable), placed in such a way that it can be viewed from the front of the vehicle, and/or is adjacent to the manufacturer's plate.
Goods vehicle Omnibus Heavy trailer	<p>Vehicles with a separate chassis:</p> <ul style="list-style-type: none"> on the outside of the chassis, adjacent to the right front wheel arch. <p>Vehicles without a separate chassis:</p> <ul style="list-style-type: none"> in the passenger compartment, on the top of the right-hand wheel arch, adjacent to the seat cushion in the passenger compartment, on the inner panel of the right-hand 'A' pillar, adjacent to the where the floor meets the 'A' pillar in the passenger compartment, on the 'B' pillar (this is less likely to suffer accident damage).
Motorcycles Mopeds	<ul style="list-style-type: none"> on the frame under the rider's seat on a non-removable part of the mainframe in a position where it is visible but not prone to damage.

Note 1 In addition to any of these locations, if the vehicle has a rear windscreen, the VIN must be etched on it as close as practicable to the bottom left corner.

Quality assurance (QA) controls

The VIN that is affixed to the vehicle is the key to identifying that vehicle on LANDATA. Therefore, in order to minimise the risk of errors when affixing the VIN, the procedures for affixing a VIN require two people to be involved:

- one person who is responsible for affixing the VIN
- another person who is responsible for checking that the correct VIN has been affixed. This person is the QA controller.

Where a site has only a single staff member, the customer can play the role of the QA controller in checking the VIN. Prior approval from the NZTA must be granted in order to operate in this way.

1 VIN plate

When affixing a VIN plate to a vehicle, print an MR2A with the vehicle details to use as a VIN checksheet.

1. Emboss the plate with the VIN specified on the VIN checksheet.
2. Check that the embossed VIN matches the VIN detailed on the VIN checksheet.
3. Clean the area of the vehicle where the VIN plate is to be affixed with prepsol to remove any grease or oil-based contaminant. Wipe off with a clean rag.
4. Scrub the same area with a non-woven fibre abrasive to remove any silicon-based film.
5. Clean the area again with acetone or methyl ethyl ketone (MEK).
6. Peel off the adhesive backing strip from the VIN plate and stick the strip to either the VIN checksheet or the vehicle attributes worksheet.
7. Apply the VIN plate to the prepared area using a soft roller to ensure there are no air bubbles under the plate.
8. Drill two holes into the vehicle to match the rivet holes on the VIN plate, and rivet the plate to the vehicle.
9. Have the QA controller check the embossed VIN against the VIN specified on the VIN checksheet. The QA controller must sign the VIN checksheet to confirm this verification.

2 Etching the rear windscreen

The VIN only needs to be etched on the rear windscreen of a vehicle if the VIN is assigned by the LANDATA system, and is affixed on a plate riveted to the vehicle.

The etched VIN should be easily read from the left side of the vehicle. It may be etched from either the inside or the outside, provided that it is legible from the outside of the vehicle. Etching of the rear windscreen involves a sand-blasting technique, as follows:

1. Assemble the individual letters and digits that make up the VIN in a stencil magazine, making sure that the characters are evenly spaced.
2. Check that the assembled characters in the stencil match the VIN that is printed on the VIN checksheet.
3. Place the stencil magazine against the rear windscreen rubber seal or flashing, on a relatively flat part of the glass as near as practicable to the bottom left corner of the windscreen.
4. Ensure that the rubber seal or flashing does not prevent the stencils from making contact with the glass. Hold the stencil magazine firmly during the etching process to prevent movement, and ensure that the stencils do not move apart.
5. Place the nozzle of the etching gun against each stencil in turn, giving a quick blast against each. Do not give a long continuous blast along the entire length of the stencil magazine.
6. Lift the gun off the stencil, but do not move the stencil magazine. Check that each letter and digit of the VIN has been etched clearly. If required, blast individual stencils again.
7. Once complete, have the QA controller check that the VIN has been etched correctly. The QA controller must sign the VIN checksheet to confirm this verification.

3 Stamping a VIN

When stamping a VIN directly on to a vehicle, print an MR2A with the vehicle details to use as a VIN checksheet.

1. Stamp the VIN in the appropriate location.
2. Have the QA controller check the stamped VIN against the VIN specified on the VIN checksheet. The QA controller must sign the VIN checksheet to confirm this verification.
3. Spray the VIN with a sealing spray.

Despite the procedural requirement for a second person (the QA controller) to verify the affixed VIN, it is still possible for errors to occur. Procedures for correcting errors are outlined below.

1 Correcting a VIN plate

If an incorrect VIN is affixed to a vehicle, it must be removed and the correct VIN (as printed on the VIN checksheet for that vehicle) must be affixed.

1. Remove the incorrect VIN plate from the vehicle.
2. Make a new plate with the correct VIN.
3. Have the new plate checked by the QA controller.
4. Fix the correct VIN plate to the vehicle.
5. Process the original incorrect VIN plate as required for audit purposes and destruction (the number of VIN plates issued must be checked against LANDATA).

2 Correcting a VIN etched on a rear windscreen

If a VIN is etched onto a rear windscreen incorrectly and the owner wants the glass replaced, the windscreen must be replaced at the sole expense of the TSD agent. The correct VIN must then be etched on the new windscreen.

However, if the owner of the vehicle is willing to have the VIN corrected on the same windscreen, the incorrect VIN must be masked out and completely over-etched. The correct VIN must then be etched just above or below the original incorrect VIN.

3 Correcting a stamped VIN

A maximum of three stamping errors can be corrected by crossing out the individual letters or digits, and by stamping the correct letter or digit just above or below the crossed errors.

A hash character (#) must be used to cross out incorrect letters or digits. If a hash character is not available, an 'X' or a dollar sign (\$) may be used.

Example: 6 D 9 # 0 F # K 2 A 2 # 7 1 0 3 6
 J D 5

As an alternative, all letters and digits may be machined out and the entire VIN stamped again.

If there are more than three stamping errors, all letters and digits must be crossed out and the entire VIN must be stamped again, just above or below the original incorrect VIN.

Example: ~~6~~ ~~D~~ ~~9~~ ~~J~~ ~~0~~ ~~F~~ ~~D~~ ~~K~~ ~~2~~ ~~A~~ ~~2~~ ~~5~~ ~~7~~ ~~1~~ ~~0~~ ~~3~~ ~~6~~
6 D 9 J 0 F D K 2 A 2 5 7 1 0 3 6

4 Recording a VIN correction

When a stamped or etched VIN has been corrected, details of the correction must be recorded in the vehicle notes. This is to prevent suspicion arising when the VIN is inspected at a later date. If a VIN plate has been removed and a new one attached in such a way that there is no sign of the correction, this step is not required. The minimum details to be recorded are the number of characters in the VIN that were corrected and the positions of these characters.

Example: VIN corrected in 3 positions: 4, 7, 12

VIN affixing 4-3 Damaged or missing VINs

Sometimes a vehicle is damaged in such a way that the vehicle identifier is no longer readable.

If a vehicle has been damaged so that the VIN is no longer readable, it must have its original VIN affixed by a TSD agent. A new VIN is not assigned. The VIN may be a LANDATA assigned '7AT' VIN, or it may be one assigned by the manufacturer. See Pre-registration and VIN page 1-1(1.3) for more information.

If a vehicle that does not have a VIN has been damaged so that the chassis or frame number is no longer readable, it must have a '7AT' VIN assigned and affixed. Procedures for assigning a VIN to a currently registered vehicle are described in section 3-2.

1 Inspection required

When a vehicle owner applies to a TSD agent to have a VIN re-affixed or assigned, the vehicle must be inspected by a vehicle inspector authorised to carry out entry certification. The vehicle inspector must complete a 'VIN approval request' form (Reference material 53).

All identifiers (VIN, chassis, engine, body and frame numbers) must be recorded and their location and condition noted. What is right with the vehicle and its identifiers is just as important as what is wrong.

A VIN must not be affixed or re-affixed to a vehicle until approval from the NZTA has been sighted. Once approval is received, the details on the approval document, on the LANDATA system and on the actual vehicle presented must be matched. **Table 4-2** describes what action must be taken depending on how details match. A tick represents a match between details; a cross represents a difference between details.

Table 4-2. Matching details when affixing/re-affixing a VIN

Vehicle presented	LANDATA vehicle record	Approval from the the NZTA	Action
✓	✓	✓	Affix the VIN to the vehicle. A note, such as 'VIN plate re-affixed', must be added to the vehicle record.
✓	✓	✗	There may be an error on the approval. Refer the vehicle owner to the NZTA. Do not continue.
✓	✗	✓	An incorrect VIN has been entered in LANDATA. Type the correct VIN in the VIN/chassis field of the 'VIN allocation' screen and transmit .
✗	✓	✓	Complete a 'Vehicle report' form (Reference material 54) and forward to the nearest Police Car Squad Officer in Charge. Ensure that a clear, verifiable identity of the person presenting the vehicle is available. Do not continue to process until approval is obtained from the NZTA. Type >C< into the escape field and transmit to cancel the transaction.

If there is no VIN recorded for the vehicle in LANDATA, refer to section 3-2 for information on assigning a VIN to a currently registered vehicle.

