

Application for conversion of an overseas driver licence

DL5

Check page 3 for **What to bring** and other important information. You need to **complete all questions** - if it doesn't apply to you write N/A.

Driver licence number

1. **What is your New Zealand driver licence number?** (if you have one)

--	--	--	--	--	--	--	--

Name

2. **What is your name?**

Surname

Full first name

Middle name(s)

3. **Are the names you've written on this application form different to the names on any of the supporting identification you are presenting (including any driver licence)?**

No

Yes → My previous name was:

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

Organ donation

5. **Would you be willing to donate organs in the event of your death?**

No

Yes → Your next-of-kin will be asked for their agreement to donate organs. Please let them know 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 numbers?**

Home/mobile

Work

12. **What is your email address?**

Giving your telephone numbers and email address is optional, but it will help us to process your application faster.

Overseas licence

Please bring in your original overseas licence and all the required documents listed on page 3. You must also provide colour photocopies of everything, including all parts of your driver licence.

*Once you've been granted a New Zealand driver licence you **cannot** drive here on your overseas driver licence, even if you've been here under 12 months.*

13. **What are your overseas driver licence details?**

Name of issuing state/country

Licence number

Issue date of licence

	/		/	
Day		Month		Year

Expiry date of licence

	/		/	
Day		Month		Year

14. **What is the date of your most recent arrival in New Zealand?**

	/		/	
Day		Month		Year

Continued on next page →







Licence class and type

Read Factsheet 11 for a description of each class of driver licence.

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

*You must provide a medical certificate for heavy vehicles if you haven't given us one in the last five years.

15. What type of licence are you applying for?

Class 1 	<input type="checkbox"/> Learner	<input type="checkbox"/> Restricted	<input type="checkbox"/> Full
Class 2* 	<input type="checkbox"/> Learner		<input type="checkbox"/> Full
Class 3* 	<input type="checkbox"/> Learner		<input type="checkbox"/> Full
Class 4* 	<input type="checkbox"/> Learner		<input type="checkbox"/> Full
Class 5* 	<input type="checkbox"/> Learner		<input type="checkbox"/> Full
Class 6 	<input type="checkbox"/> Learner	<input type="checkbox"/> Restricted	<input type="checkbox"/> Full

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.

16. 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 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

17. 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 driving.

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

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

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)

Issue date

 / /

Expiry date

 / /

Reference number

Evidence of name change: (if applicable)

Issue/effective date

 / /

Reference number

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 want to convert an overseas driver licence to a New Zealand driver licence.

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 an original written translation** from your licensing authority, embassy or consulate or an NZ Transport Agency approved translator.
- Evidence of identity.**
You must provide either:
 - your current overseas driver licence and your current overseas passport, or
 - your New Zealand photo driver licence (can be current or expired up to two years), or
 - your current New Zealand passport, 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 will also need to provide a verified image (see Factsheet 20 for more information).
- Evidence of name change.**
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 an original (not a copy) of one of the following documents that was issued in New Zealand:
 - 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 confirming the change of name registered with Births, Deaths and Marriages.

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.

What to bring (continued)

- High-quality colour photocopies of all the original documents you're providing** (including any translation).
- 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.**
- EFTPOS, credit card, cash or cheque for paying the fees.**
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, all **original** documents AND high-quality, colour photocopies of these documents to a specialist overseas conversion site. Go to www.nzta.govt.nz/overseas-conversion-site to find your closest specialist site.

An agent will process your application, review your documents, take your photo* and a sample signature for your licence, check your eyesight, book any theory tests and take your payment.

*When your photo is taken you can't wear sunglasses, a hat, head coverings or anything else that might obscure your face or prevent the photo from being a good likeness. You can wear the item for religious or medical reasons if you supply a signed statement confirming this, and wearing the item doesn't prevent the photo from being a good likeness.

What happens next

After the agent processes your application, it'll be sent to the NZ Transport Agency to be assessed. We'll check to make sure your overseas driver licence is authentic and hasn't been tampered with in any way. We'll let you know if you need to give us more information.

If your application is approved, we'll send you a New Zealand photo driver licence in the mail. If you need to pass a test to complete your overseas conversion, the licence will have a supervisor condition on it. You'll need to pass a practical driving test before you can drive alone. You can't book the test until you've received your photo driver licence.

It could take up to three weeks for your application to be assessed, so make sure you allow enough time for your application to be processed before your 12 months of driving in New Zealand runs out. The agent will **not** be able to give you a temporary driver licence.

For more information go to www.nzta.govt.nz/overseas-conversion.

Your appointment is for:

- 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 can't 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 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're 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 WoF or CoF 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 will not be able to sit the test and the fee will not be refunded.**

Appointment

Agent stamp and initials

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

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 not be more than 60 days old)
- present a satisfactory medical certificate issued by a New Zealand registered medical practitioner (this certificate must not be 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 new licence can be issued. 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.

Tests

You must pass a theory test unless your licence is from an exempt country.

You must also pass a practical driving test unless your licence is from an exempt country AND you have held the licence for more than two years.

Exempt countries are:

- | | | | |
|-------------|--------------|----------------|----------------------------|
| • Australia | • France | • Japan | • South Korea* |
| • Austria | • Germany | • Luxembourg | • Spain |
| • Belgium | • Greece | • Netherlands | • Sweden |
| • Canada | • Hong Kong* | • Norway | • Switzerland |
| • Denmark | • Ireland | • Portugal | • United Kingdom |
| • Finland | • Italy | • South Africa | • United States of America |

*You'll need to pass a practical driving test if you're converting to a class 2-5 (truck) licence.

For more information about the tests required, go to www.nzta.govt.nz/overseas-conversions or read Factsheet 72: *Converting to a New Zealand driver licence*.

Information to help you prepare for and pass the tests is available in Factsheet 45 (for car drivers), Factsheet 28 (for motorcyclists) and in *The official New Zealand road code*. These are available online at www.nzta.govt.nz/factsheets, and www.nzta.govt.nz/roadcode.

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

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 so the testing officer's performance can 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.

Changing or cancelling tests

If you need to change or cancel your test please visit a specialist overseas conversion site as soon as possible, or you can call us on 0800 822 422, Monday to Friday 8am to 6pm. You'll need to pay another fee.

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.

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'll need to pay a further test fee. Go to www.nzta.govt.nz/licence-fees to check how much the test fee is for your test type.

You might be able to get a refund of the first test fee you paid if the cancelled test time is taken by another person. If we refund the test fee, 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.

Warning

It's an offence to supply false or misleading information and may lead to court action. Consequences can include losing your licence and fines.

If you don't supply all the relevant information, your application may be delayed or declined.

Once you've been granted a New Zealand driver licence you **cannot** drive here on your overseas licence, even if you've been here less than 12 months.

You must comply with all the conditions of your New Zealand licence.

Overseas licence requirements

If your overseas licence (or translation) doesn't clearly state the class(es) of vehicle you are licensed to drive, then you may need to provide supporting evidence.

If your licence is from an exempt country but doesn't have an issue date on it, and you want to be exempt from sitting a practical driving test, you will need to provide evidence of your licence's issue date.

This evidence is usually in the form of a letter or certificate of particulars from the overseas licence issuing authority.

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.

More information

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

Our factsheets cover a wide range of driver licensing topics, and are available at www.nzta.govt.nz/factsheets or at an agent.

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

Privacy information

The information requested is required for the Transport Agency (and its agents) to process your application for the conversion of an overseas driver licence and to maintain the Driver Licence Register. Collection of this information is required by the Land Transport (Driver Licensing) Rule 1999. Some of the particulars you provide will become part of the Driver Licence Register. Collection, dissemination and release of this information is authorised by the Land Transport Act 1998 and Part 11 of the Privacy Act 1993.

The Transport Agency (and its agents) will hold, store, use, or disclose any personal information collected on this form in accordance with the Privacy Act and the Land Transport Act. 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.

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

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.