

Who should use this form?

Use this form if you're applying for a passenger endorsement for the first time.

You'll need a passenger endorsement to drive:



small passenger service vehicles (eg taxis or app-based services) for hire or reward



large passenger service vehicles (eg bus).

Read *P endorsements for carrying passengers* (Factsheet 42) or go to www.nzta.govt.nz/p-endo

Fit and proper person check

To make sure the public are safe while using passenger services in New Zealand, NZ Transport Agency Waka Kotahi (NZTA) will check your background. This background check includes:

- transport-related offences, especially relating to safety
- history of behavioural problems
- past complaints about a transport service you may have operated
- history of persistent failures to pay fines for transport-related offences
- criminal convictions (in New Zealand or overseas) including charges and convictions relating to violence or sexual offences, drugs or firearms offences, or offences involving organised criminal activities.

We must be satisfied that you're a fit and proper person. We'll consider any information, from any source, that may be relevant to your application, including (but not limited to) the above list.

After you apply at a driver licensing agent, we'll check your background with the New Zealand Police. If you've lived outside New Zealand for more than 12 months, you'll need to provide extra documents from overseas (see below).

If you've lived overseas

You must provide documents from each country (outside New Zealand) you've lived in for more than 12 months at a time, since age 14.

You'll need to provide:

- police records of any criminal convictions you have, or
- confirmation that you have no criminal convictions.

Documents must be from the relevant authority (police, embassy, consulate or other approved government agency from the relevant country). If not in English, they must be translated into English by an authorised translator.

Getting these documents is your responsibility, and at your cost. NZTA can't get these documents for you.

You must provide these documents when you apply at the agent.

If you don't provide these documents, your application will not be accepted. We may request certified copies of the documents.

If you've already provided documents to Immigration New Zealand, you may be able to provide them again to us. Contact Immigration New Zealand if you don't have copies.

Read *P endorsement for carrying passengers* (Factsheet 42) or go to www.nzta.govt.nz/p-endo. Call us on 0800 822 422 if you have questions about having lived overseas and how it impacts your application.

What to bring

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

- Evidence of identity** (must be original - no photocopies). See page 3 for more information.
- Foreign documents** if you've lived in another country for more than 12 months at a time.
- Medical certificate** if you:
 - haven't provided a medical certificate in the last 5 years, or
 - are turning **75** years of age or older, or
 - have a medical condition or disability that **has** affected your ability to drive safely in the last 5 years.
- Evidence of name change** (must be original - no photocopies).

If you want to change the name on your driver licence or the name on any of your ID isn't the same as the name on your licence, you must provide a name change document. See page 3 for more information.

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 have to provide additional documents.

Where to apply

Take your completed form and all **original** documents to a driver licensing agent. To find an agent go to www.nzta.govt.nz/agent

Costs

To check the fees go to www.nzta.govt.nz/endorsement-fees

Eyesight

You'll need to pass an eyesight check at the agent.

If you don't pass the check, you'll need to present a satisfactory eyesight or medical certificate.

Hold full licence for 2 years

You must have held your full New Zealand car (class 1) driver licence for at least 2 years.

If you haven't held your New Zealand licence that long, but have been driving overseas for over 2 years, you may be eligible for an exemption to recognise your overseas driving experience.

You must get the exemption before you apply for a passenger endorsement. For more information go to www.nzta.govt.nz/overseas-licence-exemption

What happens next

Your application will be sent to NZTA for processing and police vetting.

To find out how long your application will take go to www.nzta.govt.nz/processing-times

If you haven't met some of the requirements, your application will take longer to process.

We'll email you updates as your application progresses.

Responsibilities

You must always carry your licence with you when you drive.

Please notify NZ Transport Agency Waka Kotahi (NZTA) immediately if your address changes.

If your old licence is replaced by a new version, you must surrender the old version under s30 of the Land Transport Act 1998.

This is an application form. It doesn't replace legal advice, and your exact requirements depend on legislation.

Email address

By giving us your email, you agree that NZTA may communicate with you by that email address. This includes application updates, asking for feedback, reminders and formal notices. For a full list of how we might use your email go to www.nzta.govt.nz/email-use or ask the agent. We recommend using an email address that's unique to you, so only you can see information we send you. Giving us your email address and phone numbers is optional.

Privacy information

NZTA and its agents (we) need the information on this form to process your application under part 3 of the Land Transport (Driver Licensing) Rule 1999. We also need it to produce your photo driver licence and to maintain the Driver Licence Register. We'll store, use and disclose your information following the Land Transport Act 1998 and the Privacy Act 2020 (part 7 in particular authorises disclosure of this information in certain circumstances). We may use it to provide you with information relating to driver licensing and driving, or to contact you for feedback on our services.

If you're applying for a passenger endorsement to drive small passenger service vehicles, your photo will also be captured for the purpose of printing it on your driver licence and ID card. If you're applying for a passenger endorsement to drive large passenger service vehicles you can also choose to have a new photo captured for the purpose of printing it on your driver licence. Your photo may also be disclosed to and used by 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 for the purposes of identity verification and law enforcement under section 200 of the Land Transport Act 1998, or for one of the purposes outlined in part 7 of the Privacy Act 2020.

To help keep the Electoral Roll up-to-date, the Electoral Enrolment Centre operates an authorised information matching programme with NZTA under s263B of the Electoral Act 1993.

To keep the Driver Licence Register up-to-date NZTA also operates an authorised information matching programme with Births, Deaths and Marriages.

You're entitled to access and request correction of any readily retrievable information NZTA holds about you. You can do so by writing to Private Bag 11777, Palmerston North 4442 or go to www.nzta.govt.nz/information-request

Office use only

Fee paid (GST included)

\$

Date paid

/ /

Tax invoice when received

NZ Transport Agency Waka Kotahi
GST Reg. No. 89-364-086

Agent stamp and initials

Driver licence number

1. New Zealand driver licence number

Name

2. Surname

First name

Middle names

3. Are the names on this form different to any of the names on your ID?

No Yes → Previous name

4. Gender

Your gender won't show on your driver licence. For more information, go to www.nzta.govt.nz/gender

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. Please let them know your wishes.

Birth date

6. Date of birth

 / /
Day Month Year

7. Place of birth

Town/city

Country

8. If you weren't born in New Zealand, when did you arrive here?

Month

Year

If you weren't born in New Zealand, you'll also need to complete the Living overseas section on page 4.

ID

9. Evidence of identity

If you have one of these, this is all you need.

New Zealand photo driver licence (current or expired up to 2 years)

OR

New Zealand passport (current)

If you don't have one of the above, you'll need one primary ID and one supporting ID.

1. Primary ID type (must be issued in New Zealand, except for overseas passport)

Firearms licence*

NZ passport*

Overseas passport*

Refugee travel document

Citizenship certificate

Emergency travel document

Full birth certificate (issued from 1 January 1998)

Certificate of identity (Passports Act 1992)

Certificate of identity (Immigration Act 2009)

2. Supporting ID type (must be issued in New Zealand, except for overseas driver licence)

Kiwi Access or 18+ card

Community services card

SuperGold card

Veteran SuperGold card

Student photo ID card

Employee photo ID card

Electoral roll record

Inland revenue number

Utility bill or bank statement

Overseas driver licence

Steps to freedom form

If neither of your forms of ID has a photo

Identity referee document attached (DL26)

10. Name change document (if your name has changed or is different to your ID, must be issued in New Zealand)

Birth certificate showing both names

Marriage or civil union certificate

Copy of particulars of marriage or civil union

Dissolution of marriage or civil union order

Certificate of annulment

Deed poll certificate/name change certificate

Statutory declaration confirming change of name registered with Registrar of Births, Deaths and Marriages

For full details of the ID you need to provide go to www.nzta.govt.nz/id

*These primary ID can be expired up to 2 years. All other primary ID documents must be current.

All supporting ID must be current, except for a utility bill or bank statement which must have been issued within the last 6 months.

Address

11. Physical address

12. Mailing address (if different from above)

13. Address printed on licence

No Yes → Physical address or Mailing address

14. Mobile phone

Other phone

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15. Email address

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We'll email you updates on your application's progress.

If your address is on your licence, you may need to pay to remove or change it later. Go to www.nzta.govt.nz/address-on-licence

Living overseas

This may include the country you were born in, if you were still living there when you turned 14 years old.

Continue on a separate piece of paper if you need more space

16. Name all countries (including New Zealand) you've lived in for more than 12 continuous months since age 14.

Country	Arrival (month and year)	Departure (month and year)

17. If you named any countries above other than New Zealand, you must provide official documents from this country.

You must give us official documents confirming any criminal convictions you have, OR confirming that you don't have any criminal convictions recorded against you.

The documents must be authorised by the relevant authority (the police, an embassy, consulate or other approved government agency) in each country you've lived in for more than 12 months at a time since the age of 14.

You must provide these documents when you make your application at an agent.

For more information, go to www.nzta.govt.nz/p-endo or read *P endorsements for carrying passengers* (Factsheet 42).

Giving your passport number is optional, but it will help us process your application faster.

18. Passport number (if not a New Zealand citizen)

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Offences

Continue on a separate piece of paper if you need more space

19. Have you EVER been convicted of any criminal offence, either in New Zealand or overseas?

No Yes → Details of criminal offences

20. Have you had any traffic offences/infringements in New Zealand or overseas in the last 2 years?

(including speed camera infringements, seatbelt or mobile phone infringements, roadside suspensions, vehicle impoundment, or any other traffic offence except parking infringements)

No Yes → Details of offences/infringements

21. Do you have any criminal charges or traffic offences pending, either in New Zealand or overseas?

No Yes → Details of charges pending

Endorsement type

22. Which types of vehicles will you be driving with your endorsement? (tick one or both)



Small passenger service vehicles (eg taxi, app-based services*)



Large passenger service vehicles (eg bus**)

*Small passenger service vehicles are vehicles designed or adapted to carry 12 people or less, including the driver.

**Large passenger service vehicles are vehicles designed or adapted to carry more than 12 people, including the driver.

ID card

If you're going to drive small P passenger service vehicles, complete this section.

If you drive a small passenger service vehicle you'll need a driver identification (ID) card.

Your ID card must be displayed at all times, either facing the passenger in the front of the car or around your neck (for dial-a-driver services).

Your ID card must have a unique identifier (name) on it. You can choose a unique identifier with **up to 8** letters. This should be some sort of name, and not just a random group of letters. You can't use numbers, spaces, special characters or symbols.

Your unique identifier must be easy to remember, so if a customer needs to refer to their passenger service driver they can easily remember the name on the ID card. If your unique identifier is not memorable enough or not appropriate, we may ask you to choose another unique identifier.

The driver licensing system will add numbers to the end of your unique identifier. For example, if you enter JONJONES as your unique identifier, on your ID card it may show JONJONES 123.

If you only drive large passenger service vehicles (13 seats or more) you don't need an ID card.

23. I want an ID card with this unique identifier:

This can be up to 8 letters maximum.

Endorsement length

24. Length of endorsement

1 year **OR** 5 years

Medical declaration

*Examples include:

- » Alzheimers
- » diabetes
- » eyesight conditions
- » epilepsy or fits
- » head or spinal injuries
- » high blood pressure
- » mental illness
- » stroke.

For more information go to www.nzta.govt.nz/medical

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

No

Yes → **Has that condition or disability affected your ability to drive safely in the last 5 years?**

No

Yes

All applicants must provide a medical certificate with this application (unless you've already provided one in the last 5 years). **If you don't, your application will not be accepted.**

If you're not sure if you've given NZTA a medical certificate in the last 5 years, call 0800 822 422 to check.

Declaration

It's an offence to supply false or misleading information and may lead to court action. You could lose your licence or get a fine.

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

I consent to the disclosure by the New Zealand Police and other relevant persons or authorities of all charges and convictions against me and any other information they hold about me to NZTA.

The information about me that the New Zealand Police may consider relevant to my application and release to NZTA in vetting comprises any conviction history, infringement/demerit reports; and it may include any other information such as active charges and warrants to arrest, any information received or obtained by the New Zealand Police, and any interaction I have had with the New Zealand Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction. Further information about New Zealand Police vetting can be found at www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting

I authorise NZTA to make all enquiries as to my character and suitability to be the holder of a P endorsement for the period of the term of the endorsement as NZTA may consider necessary.

I consent to the disclosure by the Immigration Service of my immigration status to NZTA as part of the application process, and, if my application is successful, throughout the course of my holding the endorsement.

Signature of applicant

Date

/	/	/
Day	Month	Year

Office use only

Eyesight

- Fit with lenses
- Fit without lenses
- Unfit

Attached

- Course cert
- Med cert
- Eye cert

Primary ID

Issue date

Expiry date

Chkd

Supporting ID

Issue date

Expiry date

Name change

Issue date

Expiry date

Time ID chkd

DLR user ID

DLR payment number

Fee paid (GST included)

\$