




## Who should use this form?

Use this form if you're applying for a:

-  **V Vehicle recovery endorsement**
-  **I Driving instructor endorsement**
-  **O Testing officer endorsement**

Apply as early as possible, as your application will take time to process. If you give us your email address, we'll send you updates on your application status. We'll also email you a link so you can track your application's progress online.

## What to bring

- Your completed application form.**
- Evidence of identity** (must be original - no photocopies).  
You must provide either:
  - your New Zealand photo driver licence (which can be current or expired up to 2 years), or
  - your current New Zealand passport, or
  - a combination of acceptable evidence of identity documents\* detailed on *Identification for driver licensing* (Factsheet 20) or at [www.nzta.govt.nz/identification](http://www.nzta.govt.nz/identification)\*If neither document has a photo, you'll also need to provide a verified image (see Factsheet 20 for more information).
- Medical certificate completed by a registered health practitioner** (if applicable, see the *Medical certificate* section on page 6).
- Certificate of completion of course.**
- Your glasses or contact lenses if you wear them for driving.**
- EFTPOS, credit card or cash for paying the fee.**  
To check the fee go to [www.nzta.govt.nz/endorsement-fees](http://www.nzta.govt.nz/endorsement-fees) or call us on 0800 822 422.
- Evidence of name change** (must be original - no photocopies).  
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. Go to [www.nzta.govt.nz/identification](http://www.nzta.govt.nz/identification) for more information.

## Where to apply

Take your completed form and all **original** documents to any driver licensing agent. To find an agent in your area go to [www.nzta.govt.nz/agent](http://www.nzta.govt.nz/agent).

A customer services representative will process your application, check your identification, and may take your photograph and a sample signature for your licence. They'll also check your eyesight and book an appointment for any driving tests.

You must pay the fee when you apply.

## Eyesight

You must prove that your eyesight is up to standard. You can:

- pass an eyesight screening check at a driver licensing agent, or
- present a satisfactory eyesight certificate or medical certificate (no more than 60 days old).

The certificate must be issued by a New Zealand registered optometrist or health practitioner (see page 6). If you don't pass the eyesight check at an agent, you'll need to provide a certificate instead.

If you have sight in only one eye, or have only one eye (monocular vision) you'll need to present an eyesight certificate.

## Practical test

Useful information to help you prepare for and pass the practical tests is available in *Learning to drive: Getting your car licence* (Factsheet 45) and in *The official New Zealand road code*.

The testing officer may attach a small video camera to the front windscreen at the start of your test. The camera records the test and enables the testing officer's performance to be audited. It also assists in investigating complaints where the test result is disputed. If you don't want your test recorded, please tell the testing officer.

## Changing or cancelling

If you need to change or cancel your test, you can do this online at [www.nzta.govt.nz/online](http://www.nzta.govt.nz/online), or visit your driver licensing agent as soon as possible.

There are no fees to change or cancel your test.

## Warning

It's 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 don't supply all relevant information, your application may be delayed or declined.

## More information

The information on this form is a general guide only. It doesn't replace legal advice, and your exact requirements will depend on legislation.

If you want more information go to [www.nzta.govt.nz/licence](http://www.nzta.govt.nz/licence) or call us on 0800 822 422.

## Email address

Giving us your email is optional. By giving us your email, you agree that Waka Kotahi 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](http://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.

## Privacy information

The information requested is required for Waka Kotahi (and its agents) to process an application for a V, I or O endorsement and to maintain the Driver Licence Register. Collection of this information is required by the Land Transport (Driver Licensing) Rule 1999 and Part 4A, Subpart 2 of the Land Transport Act 1998. 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 7 of the Privacy Act 2020.

Your photo may be captured for the purpose of printing it onto your driver licence card. Your photo may also be 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. Your photo may therefore be disclosed to one of these agencies, for one of these purposes.

Waka Kotahi (and its agents) will hold, store, use or disclose any personal information collected on this form in accordance with the Privacy Act 2020. The information you provide will be used to process your application and administer your endorsement (if your application is successful). Waka Kotahi (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 Waka Kotahi. 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 Waka Kotahi 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 Waka Kotahi. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or by emailing [info@nzta.govt.nz](mailto:info@nzta.govt.nz).

### What happens next

Your application will be sent to Waka Kotahi to be processed, and for the police vetting check to be performed.

To find out how long your application will take to process, go to [www.nzta.govt.nz/processing-times](http://www.nzta.govt.nz/processing-times)

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

You can go to [www.nzta.govt.nz/track-your-PVIO](http://www.nzta.govt.nz/track-your-PVIO) to check the progress of your application online. It can take up to 5 working days for your application to appear in our tracking system.

Your status will be one of the following:

Status	What does this mean?
Received	We've got your application, but we haven't started working on it yet. We'll send you an email to let you know it's been received.
Gathering information	We're waiting for something. For example, we could be waiting for vetting information from the police or reviewing your medical certificate. We'll contact you if we need more information from you.
Processing	We've got all the information we need, and we're now assessing your application.
Completed	We've finished processing your application. <ul style="list-style-type: none"><li>If your endorsement is approved, we'll send you a new photo driver licence (and ID card if relevant) within 7-10 days.</li><li>If your endorsement is declined, we'll send you a letter explaining why, and what you can do.</li></ul>

## Application for a new endorsement

### Appointment

- You must present either your current **photo driver licence** or your current **temporary driver licence with photo ID** (eg Kiwi Access or 18+ card, student ID card, current or expired passport) to the person conducting the practical driving test.

- If you normally wear glasses or contact lenses to drive, make sure you bring them with you to the test.
- You need to provide the vehicle to be used for the test. It must:
  - be a class 1 vehicle (see [www.nzta.govt.nz/what-you-can-drive](http://www.nzta.govt.nz/what-you-can-drive) for the definition of a class 1 vehicle)
  - be clean and tidy, safe and have a current vehicle licence displayed
  - have a current certificate of fitness (CoF) or warrant of fitness (WoF) displayed and meet CoF or WoF standards
  - have a current road user charges (RUC) licence displayed if applicable.
- You must not be late for the appointment time shown or you won't be able to sit the test.**

Date of appointment

Time

Agent stamp and initials

Location of test

Payment number

Fee paid (GST included)

Date paid

Tax invoice when receipted. Waka Kotahi NZ Transport Agency. GST Reg. No. 89-364-086

Check page 1 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**

1. **What is your New Zealand driver licence number?**

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

**Name**

2. **What is your name?**

Surname

Full first name

Middle names

3. **Are the names on this form different from the names on your supporting ID?** (including your driver licence)

**No**

**Yes** → My previous name was:

4. **What is your gender?**

*Your gender won't show on your driver licence. For more information about genders recorded in the Driver Licence Register go to [www.nzta.govt.nz/gender](http://www.nzta.govt.nz/gender)*

**Email address**

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

*We'll email you updates on your application status. We'll also email you a link so you can track your application's progress online, or you can check the status of your application at [www.nzta.govt.nz/track-your-PVIO](http://www.nzta.govt.nz/track-your-PVIO). Giving your email address is optional (see page 1).*

**Organ donation**

6. **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. Please let them know your wishes.

**Birth date**

7. **What is your date of birth?**

	/		/	
Day		Month		Year

8. **Where were you born?**

Town/city

Country

**Address**

9. **Where do you live?**


10. **What is your mailing address?** (if different from above)


11. **Would you like your address printed on your licence?**

**No**

**Yes** →  **Physical address** OR  **Mailing address**

12. **What are your contact phone numbers?**

Mobile

Other

*If your address is on your licence, you may need to pay to remove or change it later. For more information go to [www.nzta.govt.nz/address-on-licence](http://www.nzta.govt.nz/address-on-licence)*

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

No

Yes → Please provide details of the criminal offences:


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

14. Have you **EVER** had any traffic offences/infringements, either in New Zealand or overseas?

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

No

Yes → Please provide details of the offences/infringements:


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

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

No

Yes → Please provide details of the charges pending:


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

Endorsement type

16. I am applying for the following endorsements:



V Vehicle recovery endorsement



I Driving instructor endorsement - to instruct class: 1  2  3  4  5  6



O Testing officer endorsement

ID card

**If you're applying for a V endorsement, complete this section.**

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

Your ID card must be worn in a readily visible position at all times while you're driving your vehicle recovery services vehicle.

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

Your unique identifier must be easy to remember, so if a customer needs to refer to their vehicle recovery driver they can easily remember the name on their ID card. If your unique identifier isn't 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 display as JONJONES 123.

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

--

*This can be up to 8 alphabetic characters maximum.*

## Approved course

18.  I've attached my certificate of completion of the appropriate approved course  
OR  
 I'll give Waka Kotahi my course certificate after my vetting is completed.

## Full licence test

If you're applying for a V or I endorsement, complete this section.  

19.  I've completed a class 1 full licence test in the last five years.  
OR  
 I need to sit a class 1 full licence test.

## Endorsement length

Please tick the appropriate box.

20. How long do you want your endorsements to last?  
 1 year  
OR  
 5 years

## Medical declaration

\*Examples of medical conditions or disabilities 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.

21. Do you have a medical condition or disability\* that could affect your ability to drive safely?  
 No  
 Yes → Has that medical condition or disability affected your ability to drive safely in the last 5 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 endorsements you're applying for now.

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:

- haven't provided a medical certificate to Waka Kotahi 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.

If you need a medical certificate, you must provide it when you apply for your endorsement at the agent. **If you don't, your application will not be accepted.**

The medical certificate must be issued by a New Zealand registered health practitioner, for example your doctor (GP), a registered nurse or nurse practitioner, or a specialist. It should be a *Medical certificate for driver licence* (DL9) or the equivalent (your health practitioner will have stocks of this medical certificate).

The medical certificate must be no more than 60 days old when you make this application.

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

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

**Declaration**

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 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 Waka Kotahi.

The information about me that New Zealand Police may consider relevant to my application and release to Waka Kotahi 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 New Zealand Police, and any interaction I have had with 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](http://www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting).

I authorise Waka Kotahi to make all enquiries as to my character and suitability to be the holder of a V, I or O endorsement for the period of the term of the endorsement as Waka Kotahi may consider necessary.

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
- Waka Kotahi approved document
- Other (please specify) →

Reference number

Issue date

Expiry date

**Supporting evidence of identity:** (if applicable)

Issue date

Reference number

Expiry date

**Evidence of name change:** (if applicable)

Issue/effective date

Reference number

Expiry date

Agent initials

Time ID checked

DLR user ID

- 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

After receipting, detach top sheet, enter any appointment details and give to applicant.

Fee paid (GST included)

Date paid