




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 can take up to 10 working days 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 two 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.
*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, cash or cheque for paying the fee.**
To check the amount you'll pay go to www.nzta.govt.nz/licence-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 for more information.

Where to apply

Take your completed form and all **original** documents to any driver licensing agent. Go to www.nzta.govt.nz/agent to find an agent in your area.

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 make your application.

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.

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, or visit your driver licensing agent as soon as possible. A fee may be required.

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 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 get an *Application for refund of driver licence fee* form (DL13) online at www.nzta.govt.nz/form-DL13.

More information

For more information go to www.nzta.govt.nz/licence, or you can call us on 0800 822 422.

Your driver licensing agent has a range of factsheets which give more information on a wide range of driver licensing topics.

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 advice or legal documents.

Email address

Providing your email address is voluntary, but if you'd like us to send you updates about your application, information and notices about driver licensing or to contact you for feedback on our services by email, please enter your email address. Please take care to ensure that you enter the email address correctly to avoid communication intended for you being sent to an incorrect email address. If you provide an email address that is used by more than one person please remember that they will also have access to any communication we send to you at that email address. We recommend using an email address that is unique to you.

Privacy information

The information requested is required for the NZ Transport Agency (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 11 of the Privacy Act 1993.

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, or for one of the purposes outlined in Part 10A of the Privacy Act. Your photo may therefore be disclosed to one of these agencies, for one of these purposes.

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 1993. The information you provide will be used to process your application and administer your endorsement (if your application is successful). 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 info@nzta.govt.nz.

What happens next

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

- If you've provided all the necessary information with your application and all the endorsement requirements have been met, please allow 10 working days for your application to be processed.
- If some information hasn't been provided yet, or if some requirements haven't been met, your application will take longer to process.

You can check the progress of your application online at www.nzta.govt.nz/track-your-PVIO. 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, more information from a foreign country, 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"> ▪ If your endorsement is approved, we'll send you a new photo driver licence (and ID card if relevant) within 7-10 days. ▪ If your endorsement is declined, we'll send you a letter explaining why, and what you can do.

Application for a new endorsement

Appointment

- You must present either your **photo driver licence** or your **temporary driver licence with photo ID** (eg 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 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 and the fee will not be refunded.**

Date of appointment

Time

Agent stamp and initials

Location of test

Payment number

Fee paid (GST included)

Date paid

Tax invoice when received. NZ Transport Agency G.S.T. No. Reg. 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?**

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Name

2. **What is your name?**

Surname

Full first name

Middle name(s)

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

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. Giving your email address is optional.

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?**

Name of town/city

Name of 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 telephone numbers?**

Mobile

Other

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

Immigration status

If you were not born in New Zealand, complete this section.

16. What is your immigration status? (tick one)

- New Zealand citizen
- New Zealand permanent resident
- Work permit
- Student visa
- Other → Please specify:

Your permit/visa must approve work in the appropriate industry before an endorsement will be granted. Please provide a copy of your work permit/visa.

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17. When did you arrive in New Zealand?

<i>Month</i>	<i>Year</i>

18. What is your passport number?

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

Endorsement type

19. I am applying for the following endorsement(s):

- 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 eight** 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.

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

This can be up to eight alphabetic characters maximum.



Approved course

21. I've attached my certificate of completion of the appropriate approved course

OR

I'll give the NZ Transport Agency my course certificate after my vetting is completed.

Full licence test

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

22. 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.

23. How long do you want your endorsement(s) to last?

One year

OR

Five years

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.

24. 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 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 the NZ Transport Agency in the **last five years***, or
- are turning **75** years of age or older, 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 health practitioner, for example your doctor (GP), a registered nurse or nurse practitioner, or a specialist if appropriate. 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 the Transport Agency a medical certificate in the last five years, give us a call on 0800 822 422 to check.

Eyesight

25. 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 the Transport Agency.

The information about me that New Zealand Police may consider relevant to my application and release to the Transport Agency 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.

I authorise the Transport Agency 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 the Transport Agency may consider necessary.

I consent to the disclosure by the Immigration Service of my immigration status to the Transport Agency 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

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)

Reference number

Evidence of name change: (if applicable)

Reference number

Issue date

 / /

Expiry date

 / /

Issue/effective date

 / /

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

Fee paid (GST included)

 \$

Date paid

 / /

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