

## What to bring

- Your completed application form.**
- Medical certificate completed by your medical practitioner** (if applicable, see the *Medical certificate* section on page 6).
- Your glasses or contact lenses if you wear them for driving.**
- 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
  - another combination of acceptable evidence of identity documents\* detailed on Factsheet 20: *Identification for driver licensing* or at [www.nzta.govt.nz/identification](http://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** (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. This must be an original (not a copy) of one of the following:
  - 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 issued by Births, Deaths and Marriages confirming the name change.

**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 need to provide additional documentation.
- Certificate of completion of course** if you're applying for your endorsement for the first time.
- 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](http://www.nzta.govt.nz/licence-fees) or call us on 0800 822 422.
- Foreign documentation** if you're applying for a passenger endorsement and have been out of the country for more than 12 months.

## ID card

If you drive a vehicle recovery service vehicle, or a small passenger service vehicle\*, you'll need a driver identification (ID) card.

You must enter a unique identifier on this application form. This must be a combination of up to eight alphabetic characters arranged in a reasonably memorable combination. Your choice of unique identifier could be refused and another requested if judged not sufficiently memorable or distinguishable from other endorsement holders.

\*Small passenger service vehicles are vehicles designed or adapted to carry 12 people or less - including the driver - that are operated in a passenger service. This means drivers of taxis, shuttles and limousines must display a driver ID card when plying for hire or parked at a designated stand or any other place while waiting for passengers.

**If you drive only large passenger service vehicles (13 seats or more) an ID card is not required.**

## Who should use this form?

Use this form if you are applying for a:

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

We encourage you to 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.

## P endorsement

If you're applying for a Passenger endorsement, please read **Factsheet 42: P endorsements for carrying passengers** before you make your application.

## Fit and proper person check

The public expects to be safe and secure when using a passenger service such as a taxi, shuttle or bus, and these services often transport the young and vulnerable. To meet this expectation the law states that only people approved and licensed by the NZ Transport Agency may drive in a passenger service. For this to happen the Transport Agency must ensure each applicant is an appropriate (fit and proper) person to hold a P endorsement, which includes considering their full criminal history.

You can complete this application and a fit and proper person check before you complete the endorsement course if you wish.

## Have you lived overseas?

Every P endorsement applicant will undergo an NZ Police check (vetting) as part of the fit and proper person check.

The Transport Agency will also need verified documents from the appropriate authorities in countries where you have spent any continuous period of more than 12 months.

- If you are applying for your first P endorsement, we need documents from any country where you have spent more than 12 months since you were 14 years old.
- If you are renewing or requalifying your P endorsement, we need documents from any country where you have spent more than 12 months since your last P endorsement application.

This ensures all applicants are assessed to the same standard and enables the Transport Agency to make the thoroughly informed assessment necessary before a P endorsement may be granted.

If you have any questions about having lived overseas please call us on 0800 822 422 before submitting this application.

## Where to apply

Take your completed form and all **original** documents to any driver licensing agent. Go to [www.nzta.govt.nz/agent](http://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.

## 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 don't 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.

## Privacy information

The information requested is required for the Transport Agency (and its agents) to process an application for a P, 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.

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](mailto:info@nzta.govt.nz).

## Practical test

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

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 and enables the testing officer's performance to be audited. It also assists in investigating complaints where the test result is disputed. If you do not wish for your test to be recorded, please inform the testing officer.

## Changing or cancelling

If you need to change or cancel your test please visit your driver licensing agent as soon as possible, or you can call 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 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](http://www.nzta.govt.nz/form-DL13).

## 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

For more information go to [www.nzta.govt.nz/licence](http://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 should not be used instead of authoritative legal advice or legal documents.

## 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](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 and the fee will not be refunded.**

Date of appointment

Time

Agent stamp and initials

Location of test

Fee paid (GST included)

Date paid

Tax invoice when receipted

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

## Application details

*Allow eight to ten weeks for your application to be processed.*

**1. What type of application are you making?**

- Applying for an endorsement for the first time
- Applying for an additional endorsement
- Applying to renew endorsement(s)
- Applying to change from a large passenger endorsement to a small passenger endorsement
- Reapplying because your endorsement has been expired for more than five years
- Reapplying because your endorsement has been disqualified or revoked for more than five years

## Driver licence

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

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## Name

**3. What is your name?**

Surname

Full first name

Middle name(s)

**4. Are the names you have shown on this application different from that shown on any of the supporting identification? (including any driver licence)**

- No**
- Yes** → My previous name was:

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

## Email address

**6. 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.*

## Organ donation

**7. 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

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

/	/
Day	Month      Year

**9. Where were you born?**

Name of town/city

Name of country

## Address

10. Would you like your address printed on your licence?

- No  
 Yes →  Physical address OR  Mailing address

11. Where do you live?


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


13. What are your contact telephone numbers?

Home/mobile

Work

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## Offences

14. Have you ever been convicted of any criminal offence in New Zealand or overseas?

- No  Yes\*

15. Have you ever had any traffic offences/convictions in New Zealand or overseas?

(including vehicle impoundment, roadside suspension, speed camera infringements or any other traffic offence except parking infringements)

- No  Yes\*

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

- No  Yes\*

17. \*If you answered yes to any of these questions, please list all previous offences or convictions, either in New Zealand or overseas. You should include traffic infringement notices and any charges pending.


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

## Living overseas

If you're applying for a P endorsement, please answer the questions in this section.

If you're not applying for a P endorsement, please go straight to question 23.

18. Is this the first time you have applied for a passenger endorsement?

- No (go to question 21)  Yes (go to question 19)

19. Have you spent more than 12 months in any one country (apart from New Zealand) since age 14?

- No (go to question 23)

- Yes → You must give us official documents confirming your traffic offences and criminal history, OR confirming that you don't have any traffic offences or criminal history recorded against you. The documents must be current and original (ie not photocopied or expired), and must be authorised by the relevant authority (an embassy, consulate or other approved government agency) in your country of origin AND in any other country you have lived in. In some countries, you may need to apply to separate agencies for traffic and criminal documents. You can provide your documents with this form, email them to [PVIO@nzta.govt.nz](mailto:PVIO@nzta.govt.nz), or mail them to Commercial Licensing Team, NZ Transport Agency, Private Bag 11777, Palmerston North 4442. For more information, go to [www.nzta.govt.nz/passenger-endorsements](http://www.nzta.govt.nz/passenger-endorsements) or read Factsheet 42: P endorsement for carrying passengers.

20. What country were you in?

When did you arrive?  
(month and year)

When did you leave?  
(month and year)




(go to question 23)

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

## Important information

### 21. Have you spent more than 12 months in any one country (apart from New Zealand) since your last application?

No (go to question 23)

Yes → You must give us official documents confirming your traffic offences and criminal history, OR confirming that you don't have any traffic offences or criminal history recorded against you. The documents must be current and original (ie not photocopied or expired), and must be authorised by the relevant authority (an embassy, consulate or other approved government agency) in any country you have lived in since your last application.

In some countries, you may need to apply to separate agencies for traffic and criminal documents. You can provide your documents with this form, email them to [PVIO@nzta.govt.nz](mailto:PVIO@nzta.govt.nz), or mail them to Commercial Licensing Team, NZ Transport Agency, Private Bag 11777, Palmerston North 4442. For more information, go to [www.nzta.govt.nz/passenger-endorsements](http://www.nzta.govt.nz/passenger-endorsements) or read Factsheet 42: P endorsement for carrying passengers.

### 22. What country were you in? When did you arrive? When did you leave?

What country were you in?	When did you arrive? (month and year)	When did you leave? (month and year)

(go to question 23)

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

## Immigration status

\*If your immigration status is 'work permit' your permit must approve work in the appropriate industry before an endorsement will be granted. **You should provide a copy of your work permit with this application.**

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

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

#### 23. What is your immigration status?

(for example: New Zealand citizen, New Zealand permanent resident, work permit\* etc)

#### 24. When did you arrive in New Zealand?

Month

Year

#### 25. What is your passport number?

## Endorsement type

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



P Passenger endorsement - (drivers of small passenger service vehicles, eg taxi)



P Passenger endorsement - (drivers of large passenger service vehicles, eg bus)



V Vehicle recovery endorsement

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

O Testing officer endorsement

## ID card

See the ID card section on page 1 to help you prepare your 'unique identifier' for P and V endorsements.

### If you're applying for a small P or V endorsement, complete this section.

27.  I already hold an ID card and want a new ID card using my existing unique identifier.

or

I'm applying for a new endorsement and want an ID card with this unique identifier:

This can be up to eight characters maximum. It can be a combination of letters and numbers.

## New application

### If you're applying for an endorsement for the first time, complete this section.

28.  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.

29.  I've completed a full licence test in the last five years.

or

I need to sit a full licence test.

## Endorsement length

Please tick the appropriate box.

### 30. 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.

### 31. 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 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 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

### 32. 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 the NZ 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 the NZ 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 NZ Police, and any interaction I have had with NZ 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 NZ 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 the Transport Agency to make all enquiries as to my character and suitability to be the holder of a P, 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.

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

 /  / 

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

Fee paid (GST included)

 \$

Date paid

 /  / 

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