What to bring

☐ Your completed application form.
☐ 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.
☐ Evidence of identity (must be original - no photocopies).
  You may only be required to provide a single document if you have one of the following:
  ☐ your New Zealand photo driver licence (which can be current or expired up to two years), or
  ☐ your current New Zealand passport.
If you do not have either of these documents you will need to provide two other acceptable forms of evidence of identity (please see Factsheet 20 Identification for driver licensing for further information and a full list of acceptable identity documents).
☐ 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 is not the same as the name on your licence, you will 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
  ☐ your certificate of annullment
  ☐ your deed poll certificate, change of name certificate, or birth certificate showing both names
  ☐ your statutory declaration confirming the change of name which has been registered with the Registrar of Births, Deaths and Marriages.
  Note: if your evidence of identity and name change documents do not provide a clear link to the name currently on your driver licence, you may be required to provide additional documentation.
☐ Certificate of completion of course (if applicable - please see question 24).
☐ Cheque, cash or EFTPOS for paying the appropriate fee.
Credit cards may be accepted at some driver licensing agents. If you pay by cheque your application will not be processed until your cheque has cleared. To check the amount you will pay go to www.nzta.govt.nz/licence-fees or call 0800 822 422.

Who should use this form?

Anyone applying for any of the following endorsements:

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 from eight to ten weeks 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 applying for a Passenger endorsement, please ensure you read Factsheet 42: P endorsements for carrying passengers before you begin 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.

Identification card

If you will be driving a vehicle recovery service vehicle, or a small passenger service vehicle*, you will need a driver identification (ID) card.

On the application form you must enter a unique identifier. 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.

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 as well as check your eyesight and arrange an appointment for any driving tests.

The appropriate fee(s) will be payable at this time.
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.

Medical certificate

You need to present a medical certificate with this application if:
• you haven't submitted a medical certificate for a Class 2, 3, 4 or 5 licence or a P, V, I or O endorsement in the last five years, or
• you have had a medical condition in the last five years that affects your ability to drive safely, and/or your medical condition has worsened, or a new condition has been diagnosed, since your last medical certificate was presented, or
• you are requested to by the Transport Agency (regardless of when you last presented a medical certificate).

The following classes and endorsements are considered to be of the same medical standards:
• Private classes: Class 1 or 6 licence and D, F, R, T or W endorsements.
• Commercial classes: Class 2, 3, 4 or 5 licence and P, V, I or O endorsements.

A medical certificate must be completed by a New Zealand registered medical practitioner and must not be more than 60 days old.

The medical practitioner can be your usual doctor (GP), or if appropriate be a specialist or occupational therapist. The medical certificate must state that you are fit to drive safely or indicate conditions that will enable you to drive safely.

Stocks of the form Medical certificate for driver licence (DL9) are held by medical practitioners.

More information

More information is available on our website 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.

• You will 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 will not be able to sit the test and the fee will not be refunded.

<table>
<thead>
<tr>
<th>Date of appointment</th>
<th>Time</th>
<th>Agent stamp and initials</th>
</tr>
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<tbody>
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</table>

Location of test

Tax invoice when receipted
NZ Transport Agency G.S.T. No. Reg. 89-364-086

Fee paid (GST included) Date paid

Warning

It is 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 do not supply all relevant information, your application may be delayed or declined.

Privacy information

The information requested is required to process an application for a P, V, I, or O endorsement. 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. All information contained in your application will be held by the NZ Transport Agency and treated as confidential subject to the Official Information Act 1982 and the Privacy Act 1993.

Information that you submit to the Transport Agency will be used to process your application to administer your endorsement (if your application is successful). 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 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. We may also disclose some of the particulars to our agents and contractors in relation to the above purposes.

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.

The Privacy Act 1993 provides rights of access to, and correction of, any readily retrievable personal information held about you. Should you wish to exercise these rights please contact the NZ Transport Agency, Private Bag 11777, Palmerston North 4442 or email info@nzta.govt.nz.
**Application for endorsement P, V, I, O**

### 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)
   - [ ] 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

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

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

### Driver licence

#### Birth date

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

8. **Where were you born?**
   - **Name of town/city**
   - **Name of country**

### Address

9. **Would you like your address printed on your licence?**
   - [ ] No
   - [ ] Yes → [ ] Physical address  OR  [ ] Mailing address

10. **Where do you live?**

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

---

**Please read this before you start:**
Check that you have all the relevant **What to bring** requirements from page 1 and ensure you have **completed all relevant questions**.

---

If you answer ‘yes’, in the event of your death your next-of-kin will be asked for their agreement to donate organs. Please let them know of your wishes.

**Organ donation**

6. **Would you be willing to donate organs in the event of your death?**
   - [ ] No
   - [ ] Yes

---

**New Zealand Government**

**page 3**
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*

*If you answered 'yes' to any of these questions please list all previous offences/convictions including traffic infringement notices either in New Zealand or overseas and also include any charges pending. Continue on a separate piece of paper if insufficient space.

17. Is this your first passenger endorsement application?
   - No (go to question 19)
   - Yes (go to question 18)

18. Have you spent more than 12 months in any one country (apart from New Zealand) since age 14?
   - No (go to question 20)
   - Yes ➔ You must contact the appropriate authority (embassy, consulate or other approved government agency) of your country of origin and/or any countries you lived in and arrange for official documentation* verifying the full details of any traffic offences and criminal history (or absence thereof) to be sent directly to the Transport Agency at commlicence@nzta.govt.nz or Commercial Licensing Team, NZ Transport Agency, Palmerston North Office, Private Bag 11777, Palmerston North 4442.
   
   Please provide details below.
   
<table>
<thead>
<tr>
<th>What country were you in?</th>
<th>How long were you there? (eg 14 months)</th>
<th>When? (eg 2012)</th>
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</table>
   (go to question 20)

19. Have you spent more than 12 months in any one country (apart from New Zealand) since your last application?
   - No (go to question 20)
   - Yes ➔ You must contact the appropriate authority (embassy, consulate or other approved government agency) of any countries you lived in and arrange for official documentation* verifying the full details of any traffic offences and criminal history (or absence thereof) to be sent directly to the Transport Agency at commlicence@nzta.govt.nz or Commercial Licensing Team, NZ Transport Agency, Palmerston North Office, Private Bag 11777, Palmerston North 4442.
   
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</tbody>
</table>
   (go to question 20)

*Please note that in some countries you may need to apply to separate agencies for traffic documentation and criminal documentation.

If you are applying for a P endorsement, please answer the questions in this section. If you are not applying for a P endorsement, please go straight to question 19.

If you give us your email address, we will send you updates on your application status. We’ll also email you a link so you can track your application’s progress online. Giving your phone numbers and email address is optional.

12. What is your email address?

13. What are your contact telephone numbers?
   Home/mobile: ( )
   Work: ( )
20. If you were not born in New Zealand, what is your immigration status? (for example: New Zealand citizen, New Zealand permanent resident, work permit etc)

21. When did you arrive in New Zealand?
Month
Year

22. What is your passport number?

23. I am applying for the following endorsement(s):
- ☐ P Passenger endorsement - (drivers of large passenger service vehicles, eg bus)
- ☐ P Passenger endorsement - (drivers of small passenger service vehicles, eg taxi)
- ☐ V Vehicle recovery endorsement
- ☐ I Driving instructor endorsement - to instruct Class: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐
- ☐ O Testing officer endorsement

24. ☐ I already hold an ID card and am applying for a new ID card with the above endorsement(s) showing on it, using my existing unique identifier.

or

☐ I am 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.

25. ☐ Attached is my certificate of completion of the appropriate approved course (if you have not completed a course at the time you make this application, you can provide your certificate to the Transport Agency once you have completed the course).

26. ☐ I have completed a full licence test in the last five years.

or

☐ I hereby apply to sit the full licence test.

Note: 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.

27. How long do you want your endorsement(s) to last?
- ☐ one year

or

- ☐ five years
Medical fitness

Tick boxes as required.

See the Medical certificate section on page 2 to determine if you require a medical certificate.

Examples of medical conditions that could adversely affect your ability to drive include: diabetes, double vision, Alzheimers, epilepsy, fits, head or spinal injuries, high blood pressure, amputations, mental illness, joints or limb problems, stroke, convulsions.

Medication and treatments can also affect your ability to drive safely.

Medical certificates must be not more than 60 days old.

28. If you:

- [ ] have not supplied a medical certificate in the past five years that is of the same medical standards as the endorsement for which you are currently applying
- [ ] are aware of any medical condition that has affected your ability to drive safely in the last five years.
- [ ] have supplied a medical certificate in the past five years that is of the same medical standards as the endorsement for which you are currently applying, and:
  - [ ] your medical condition has not worsened
  - [ ] you have not been diagnosed with another medical condition that could affect your ability to drive safely

You must provide a medical certificate with this application. Please see the Medical certificate section on page 2 for more information.

You do not need a medical certificate, but you must read and sign the declaration statement below.

Eyesight

29. Do you wear glasses or contact lenses for driving?  [ ] No  [ ] Yes

Declaration

I state 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. 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 this 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.

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

Signature of applicant

Date

/    /    

Day  Month  Year

Agent to complete this section.

Primary evidence of identity:
- [ ] NZ photo driver licence
- [ ] NZ passport
- [ ] Other (specify below)

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

- [ ] Referee-verified image attached
- [ ] Certificate of completion of course attached
- [ ] Medical certificate attached
- [ ] Eyesight certificate attached

Supporting evidence of identity: (if applicable)

Reference number

Issue date

/    /

Expiry date

/    /

Evidence of name change: (if applicable)

Reference number

Issue/effective date

/    /

Expiry date

/    /

Fee paid (GST included)

$  

Date paid

/    /

Agent stamp

Input

Chkd

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