

Application for conversion of an overseas driver licence

DL5

Check page 3 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 number

1. **What is your New Zealand driver licence number?** (if you have one)

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Name

2. **What is your name?**

Surname

Full first name

Middle names

3. **Are the names you've written on this application form different to the names on any of the supporting identification you're presenting (including any driver licence)?**

No

Yes → My previous name was:

4. **What is your gender?**

Your gender won't show on your driver licence. Go to www.nzta.govt.nz/gender for more information about genders recorded in the Driver Licence Register.

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 to donate organs. Please let them know your wishes.

Birth date

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

/	/	
Day	Month	Year

7. **Where were you born?**

Name of town/city

Name of country

Address

8. **Where do you live?**

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

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

No

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

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

Mobile

 ()

Other

 ()

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

13. **What are your overseas driver licence details?**

Name of issuing state/country

Licence number

Issue date of licence

/	/	
Day	Month	Year

Expiry date of licence

/	/	
Day	Month	Year

14. **What is the date of your most recent arrival in New Zealand?**

/	/	
Day	Month	Year

Please bring in your original overseas licence and all the required documents listed on page 3. You must also provide colour photocopies of everything, including all parts of your driver licence.

*Once you've been given a New Zealand driver licence you **cannot** drive here on your overseas driver licence, even if you've been in New Zealand less than 12 months.*

Office use only

Non-exempt (DLBD Pink)

Exempt (DLBD Green)







Licence class and type

Read Factsheet 11 for a description of each class of driver licence.

Information about learner, restricted and full licence types is in The official New Zealand road code.

*You must provide a medical certificate for heavy vehicles if you haven't given us one in the last five years.

15. What type of licence are you applying for?

Class 1 	<input type="checkbox"/> Learner	<input type="checkbox"/> Restricted	<input type="checkbox"/> Full
Class 2* 	<input type="checkbox"/> Learner		<input type="checkbox"/> Full
Class 3* 	<input type="checkbox"/> Learner		<input type="checkbox"/> Full
Class 4* 	<input type="checkbox"/> Learner		<input type="checkbox"/> Full
Class 5* 	<input type="checkbox"/> Learner		<input type="checkbox"/> Full
Class 6 	<input type="checkbox"/> Learner	<input type="checkbox"/> Restricted	<input type="checkbox"/> Full

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.

16. 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 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 classes you're applying for now.

- Classes 1 and 6 and D, F, R, T and W endorsements are the same standard.
- Classes 2, 3, 4 and 5 and P, V, I and O endorsements are the same standard.

You **must** provide a medical certificate if you:

- are turning **75** years of age or older, or
- are applying for a **class 2, 3, 4 or 5** (truck licence) and you haven't provided a medical certificate in the last five years*, or
- have a medical condition or disability 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.

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

Eyesight

17. Do you wear glasses or contact lenses for driving?

- No
- Yes

Declaration

I declare that, to the best of my knowledge and belief, my licence is not currently suspended or revoked and/or that I am not disqualified from driving.

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

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

Signature of applicant

Date

 / /
Day Month Year

Office use only

Agent to complete this section. After receipting, detach pages 3 and 4 and give to the applicant.

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

 / /

Expiry date

 / /

Reference number

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

Translation attached

Medical certificate attached

Eyesight certificate attached

Fit with lenses

Fit without lenses

Unfit

Input

Chkd

Agent stamp

Waka Kotahi call reference number (if applicable)

Fee paid (GST included)

 \$

Date paid

 / /

Who should use this form?

Use this form if you want to convert an overseas driver licence to a New Zealand driver licence.

What to bring

- Your completed application form.**
- Your original overseas driver licence. This must be current or expired less than 12 months.** If your overseas licence (or translation) doesn't clearly state the classes of vehicle you're licensed to drive, you may need to provide supporting evidence.
- If your licence isn't in English please also provide an original written translation** from your licensing authority, embassy or consulate or a Waka Kotahi NZ Transport Agency approved translator.
- Evidence of identity.**

You must provide either:

- your current overseas driver licence and your current overseas passport, or
- your New Zealand photo driver licence (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 at www.nzta.govt.nz/identification or on *Identification for driver licensing* (Factsheet 20).

*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.**

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 documents that was issued in New Zealand:

- Your marriage or civil union certificate.
- Your dissolution of marriage or civil union order.
- A deed poll certificate, change of name certificate, or birth certificate showing both names.
- Another acceptable evidence of name change document detailed at www.nzta.govt.nz/name-change or on *Identification for driver licensing* (Factsheet 20).

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 be required to provide additional documentation.

What to bring (continued)

- High-quality colour photocopies of all the original documents you're providing** (including any translation).
- Medical certificate completed by a registered health practitioner** (if applicable - see the *Medical certificate* section on page 2).
- Your glasses or contact lenses if you wear them for driving.**
- EFTPOS, credit card or cash for paying the fees.**
To check the amount you'll pay go to www.nzta.govt.nz/licence-fees or call us on 0800 822 422.

Where to apply

Take your completed form, all **original** documents AND high-quality, colour photocopies of these documents to a specialist overseas conversion site. Go to www.nzta.govt.nz/overseas-conversion-site to find your closest specialist site.

An agent will process your application, review your documents, take your photo* and a sample signature for your licence, check your eyesight, book any theory tests and take your payment.

*When your photo is taken you can't wear sunglasses, a hat, head coverings or anything else that might obscure your face or prevent the photo from being a good likeness. You can wear the item for religious or medical reasons if you supply a signed statement confirming this, and wearing the item doesn't prevent the photo from being a good likeness.

What happens next?

The way your application is processed will depend on what country your overseas driver licence is from.

These countries are considered **exempt** countries:

- Australia
- Austria
- Belgium
- Canada
- Denmark
- Finland
- France
- Germany
- Greece
- Hong Kong
- Ireland
- Italy
- Japan
- Luxembourg
- Netherlands
- Norway
- Portugal
- South Africa
- South Korea
- Spain
- Sweden
- Switzerland
- United Kingdom
- United States of America

If the country your licence was issued in is not on this list, then it is a **non-exempt** country.

See page 4 for more information.

Your appointment is for:

- Theory test** You must provide one of the forms of evidence of identity listed above to the person conducting or supervising the theory test.
 - If you can't sit the theory test in English, go to www.nzta.govt.nz to check out your options BEFORE sitting the test.
- Practical test** You must present either your current **photo driver licence** or your current **temporary driver licence with acceptable photo ID** (eg Kiwi Access or 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 covered by the highest class of licence you are applying for. If you're applying for a motorcycle licence, the motorcycle you use for a test must be a LAMS-compliant (Learner Approved Motorcycle Scheme) motorcycle.
 - The vehicle you use for the test must be clean and tidy, safe and have a current vehicle licence displayed. It must have a current certificate of fitness (CoF) or warrant of fitness (WoF) displayed and meet WoF or CoF standards. The vehicle must have a current road user charges (RUC) licence displayed if applicable.
 - If you're sitting your restricted licence practical test in an automatic vehicle your licence will only allow you to drive automatic vehicles.
 - 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.**

Appointment

Agent stamp and initials

Date of appointment

Time

Location of test

Fee paid (GST included)

\$

Date paid

/ /

Tax invoice when received

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

Exempt country

Exempt countries have similar driving standards to New Zealand and are exempt from some requirements to convert to a New Zealand licence.

If you're converting a **car** or **motorcycle** licence from an exempt country, you don't have to sit any theory tests.

If you've held your licence for more than two years, you won't have to sit any practical driving tests either (if your licence doesn't have an issue date, you'll need to provide confirmation of the issue date from your licensing authority if you want to be exempt from the practical test).

If you're converting a **truck** licence (class 2-5), you have to sit a theory test.

If you've held your licence for more than two years, you won't have to sit a practical test for a truck unless your licence is from Hong Kong or South Korea.

You can book your tests as soon as you've applied at an agent.

Your application will then be sent to Waka Kotahi for your overseas driver licence to be assessed. We'll check to make sure your driver licence is authentic and hasn't been tampered with in any way.

Non-exempt country

If your licence is from a non-exempt country, you must sit a theory and a practical test.

Make your application at an agent first and sit your theory test. Your application will then be sent to Waka Kotahi for your overseas driver licence to be assessed. We'll check to make sure your driver licence is authentic and hasn't been tampered with in any way.

Once the assessment is completed and your application has been approved, we'll send you a New Zealand driver licence with a supervisor condition.

You can now go back in to the agent and book your practical driving test. Once you've passed the practical driving test, we'll send you a new licence without the supervisor condition.

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 2). 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.

Email address

Giving us your email address is optional. We'll email you information and reminders about your application and driver licensing, and other Waka Kotahi services, including asking for feedback on our services and the transport system. If you sit a theory test, we'll also email you a transcript of your test. We recommend using an email address that's unique to you, so only you can see information we send you.

Warning

It's an offence to supply false or misleading information and may lead to court action, losing your licence and fines. If you don't supply all the 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/overseas-licences or call us on 0800 822 422.

Practical test

Information to help you prepare for and pass the tests is available in Factsheet 45 (for car drivers), Factsheet 28 (for motorcyclists) and in *The official New Zealand road code*. These are available online at www.nzta.govt.nz/factsheets, and www.nzta.govt.nz/roadcode.

If you normally wear glasses or contact lenses to drive, make sure you bring them with you to the test.

Changing or cancelling tests

If you need to change or cancel your test, you can do this online at www.nzta.govt.nz/online, or visit a specialist overseas conversion site 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 need to pay a further test fee. Go to www.nzta.govt.nz/licence-fees to check how much the test fee is for your test type.

You might be able to get a refund of the first test fee you paid if the cancelled test time is taken by another person. If we refund the test fee, a processing fee of \$16.40 will be deducted. You can download an *Application for refund of driver licence fee* form (DL13) online at www.nzta.govt.nz/form-DL13

Responsibilities

Driver licences make our roads safer for everyone and prove drivers are qualified and legally entitled to be behind the wheel. You must always carry your licence with you when you drive.

Your address will be recorded on the database and you should notify Waka Kotahi if you change your address.

Privacy information

The information requested is required for Waka Kotahi (and its agents) to process your application for a driver licence, to produce your photo driver licence card, and to maintain the Driver Licence Register. Collection of this information is required by part 3 of the Land Transport (Driver Licensing) Rule 1999.

Your photo will 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, and disclose any personal information collected on this form in accordance with the Land Transport Act 1998 and the Privacy Act 2020 (part 7, in particular, which authorises the disclosure of this information in certain circumstances). 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.

To assist in keeping the Electoral Roll up-to-date, the Electoral Enrolment Centre operates an authorised information matching programme with Waka Kotahi under s263B of the Electoral Act 1993.

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're 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 us at info@nzta.govt.nz