

Make sure you have all the relevant **What to bring** requirements from page 3 and you have **completed all questions** - If not applicable write N/A.

Driver licence number

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

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

Name

2. **What is your name?**

Surname

Full first name

Middle name(s)

3. **Are the names on this application form different from the names shown on any of your supporting identification?** (including any driver licence)

No

Yes → My previous name was:

Tick one.

4. **Are you?** **Male** **Female** **Gender diverse**

Organ donation

5. **Would you be willing to donate organs in the event of your death?** **No** **Yes**

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.

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 number(s)?**

Mobile

Other

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

Giving your phone number(s) and email address is optional (see page 4).

Licence class and type

Tick boxes as required.

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

If you have F,R,T or W endorsements, they will be automatically renewed with your application.

13. **What type of licence are you applying for?**

Class 1 **Learner** **Restricted** **Full**

Class 2 **Learner** **Full**

Class 3 **Learner** **Full**

Class 4 **Learner** **Full**

Class 5 **Learner** **Full**

Class 6 **Learner** **Restricted** **Full**

Continued on next page →

Licence class and type, continued

14. Are you applying to go from a class 1 (car) restricted licence to a full licence?

No

Yes → Have you completed an approved advanced driving skills course to reduce the time between your restricted and full licence?

No

Yes → You must present the certificate with this application.

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.

15. 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 1 and 6 and D, F, R, T and W endorsements are the same medical standard.
- 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:

are turning **75** years of age or older, or

are applying for or renewing 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 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.

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

Eyesight

16. 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 obtaining or holding a driver licence.

I declare that, to the best of my knowledge and belief, all the information I have given for this application is correct.

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

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)

Reference number

Evidence of name change: (if applicable)

Reference number

Issue date

 / /

Expiry date

 / /

Issue/effective date

 / /

Expiry date

 / /

Agent initials

Time ID checked

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

DLR user ID

After receipting, detach pages 3 and 4 and give to the applicant.

Fee paid (GST included)

 \$

Date paid

 / /

Who should use this form?

Use this form if you are:

(tick the box below that applies to you)

- Applying for a driver licence for the first time.**
- Applying to renew a driver licence.**
- A learner driver licence holder applying for a restricted licence.**
- A restricted driver licence holder applying for a full licence.**
- Applying for an additional licence class.**

Note: if you're applying to change your old paper type driver licence to a photo driver licence, you need to complete an *Application for reissue of driver licence* form (DL7) instead of this form.

What to bring

You must bring the following **original** documents:

- Your completed application form.**
- Evidence of your identity** (must be original - no photocopies).
You must provide either:
 - your New Zealand photo driver licence (can be current or expired up to two years), or
 - your current New Zealand passport, or
 - your current overseas driver licence and your current overseas passport, or
 - your New Zealand birth certificate (issued on or after 1 January 1998) and a student ID card, Kiwi Access or 18+ card, power bill or bank statement*, or
 - another 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 *Medical certificate* section on page 2).
- Certificate of completion of course** (if applicable).

What to bring (continued)

- 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 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 be required to provide additional documentation.

You must also bring:

- Your glasses or contact lenses if you wear them for driving.**
- EFTPOS, credit card, cash or cheque for paying the fee.**

The fees payable will vary depending on the type of application you're making. To check the amount you'll pay go to www.nzta.govt.nz/licence-fees or call us on 0800 822 422.

Booking a test online

If you're applying for your restricted or full licence for the first time, or you need to sit an on-road safety test, you can book your test online at www.nzta.govt.nz/online.

You'll still need to complete the application process and present evidence of identity at a driver licensing agent prior to the test.

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.

Your appointment is for:

Appointment

- Theory test
- Practical test
- You must provide one of the forms of evidence of identity listed above to the person conducting or supervising the theory 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 are 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 CoF or WoF 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 won't be able to sit the test and the fee will not be refunded.**
- If you have difficulty speaking or understanding English, refer to the *Tests* section on page 4.

Date of appointment

Time

Location of test

Fee paid (GST included)

Date paid

Tax invoice when received

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

Agent stamp and initials

What to expect

The agent will process your application, check your identification, take your photo and a sample signature, check your eyesight and book appointments for any theory or driving tests.

When your photo is taken you mustn't wear sunglasses, a hat, any head coverings or anything else that might obscure your face or prevent the photo from being a good likeness. You may wear an item for religious or medical reasons provided you supply a signed statement confirming this, and wearing the item doesn't prevent the photo from being a good likeness. Please don't wear reflective or fluorescent clothing, as this may interfere with the quality of the photo.

You'll need to pay the appropriate fee with your application.

Once you've completed the application process, and passed any required tests, you'll be issued with a temporary driver licence.

Your photo driver licence should arrive in the mail within 10 days.

Tests

Information to help you prepare for and pass the tests is available on *Learning to drive: Getting your car licence* (Factsheet 45), *Learning to ride: Getting your motorcycle licence* (Factsheet 28) and in *The official New Zealand road code*.

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

If you can't sit your theory test in English, go to www.nzta.govt.nz/theory-test or call us on 0800 822 422 for more information about sitting tests in other languages.

Practical tests are conducted in English. If you have difficulty speaking or understanding English you can bring an interpreter.

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 don't want your test recorded, please let the testing officer know.

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. 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.

Endorsement renewal

If you're renewing your licence and you hold Forklift, Rollers, Tracks or Wheels endorsements, these will be renewed with your driver licence.

Passenger, Vehicle Recovery, Driving Instructor, Testing Officer or Dangerous Goods endorsements need to be renewed separately. We'll send you a reminder before they expire.

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 the information we need, your application may be delayed or declined.

More information

You can find more information at 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 concise common-sense advice and information. They can't cover all aspects of a topic and shouldn't be used instead of authoritative legal documents or legal advice.

Responsibilities

Driver licences make our roads safer for everyone and prove drivers are qualified and legally entitled to be behind the wheel. That's why it's important you always carry your licence with you when you drive.

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

Changing or cancelling

If you need to change or cancel your *theory test* please visit your driver licensing agent as soon as possible. Another fee will be required.

If you need to change or cancel your *practical test*, you can do this online at www.nzta.govt.nz/online. 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 (**note:** if you change your test online at www.nzta.govt.nz/online the reschedule fee may be waived).

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

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.

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, 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.

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 and the Privacy Act (parts 10A and 11, in particular, which authorise 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 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 us at info@nzta.govt.nz.