

Who should use this form?

Use this form if you want to renew a:

-  Passenger endorsement to drive small passenger service vehicles (eg to drive a taxi or for an app-based service)
-  Passenger endorsement to drive large passenger service vehicles (eg to drive a bus)
-  Vehicle recovery endorsement
-  Driving instructor endorsement
-  Testing officer endorsement

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 2 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).
- Foreign documentation** if you're applying for a P endorsement and you've lived in another country for more than 12 months since your last P endorsement application.
- Medical certificate completed by a registered health practitioner** (if applicable, see the *Medical certificate* section on page 6).
- Your glasses or contact lenses if you wear them for driving.**
- EFTPOS, credit card or cash for paying the fee.**
To check the fee go to www.nzta.govt.nz/endo-renewal-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 name on your licence, you'll need acceptable evidence of name change. For more information go to www.nzta.govt.nz/identification

ID card

If you drive a vehicle recovery service vehicle, or a small passenger service vehicle, you'll need a driver identification (ID) card with a unique identifier on it.

If you want to change the unique identifier you currently have on your ID card, you'll need to put a request in writing and attach it to this application.

Where to apply

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

A customer services representative will process your application, check your identification, take your photograph and a sample signature for your licence, and check your eyesight.

You must pay the fee when you apply.

Fit and proper person check

To make sure the public are safe while using passenger services in New Zealand, Waka Kotahi NZ Transport Agency will check your background. This background check includes:

- transport-related offences, especially relating to safety
- history of behavioural problems
- past complaints about a transport service you may have operated
- history of persistent failures to pay fines for transport-related offences
- criminal convictions (in New Zealand or overseas) including charges and convictions relating to violence or sexual offences, drugs or firearms offences, or offences involving organised criminal activities.

Waka Kotahi must be satisfied that you're a fit and proper person. We'll consider any information, from any source, that may be relevant to your application, including (but not limited to) the above list.

After you apply at a driver licensing agent, we'll check your background with New Zealand Police. If you're applying for a passenger endorsement and you've lived outside New Zealand since your last application, you may need to provide extra documentation from overseas (see below).

Have you lived overseas?

You'll need to provide documents from each country you've lived in for more than 12 continuous months since your last P endorsement application.

You'll need to provide:

- police records of any criminal history or complaints, and
- traffic records of any infringements or fines,

OR

- confirmation that you have no police or traffic records.

The documents must include your most recent travel and must be authorised by the relevant authority (embassy, consulate, or other approved government agency). If needed, they must be translated into English by an authorised translator.

Getting these documents is your responsibility, and at your cost. Waka Kotahi has no influence over these factors.

You must provide certified copies of these documents when you apply at the agent. **If you don't provide these documents, your application will not be accepted.**

If you've already provided documents to Immigration New Zealand, you may be able to supply them again to us. If you don't have copies of the documents, contact Immigration New Zealand.

For more information, read *P endorsement for carrying passengers* (Factsheet 42) or go to www.nzta.govt.nz/renew-p-endo. Call us on 0800 822 422 if you have questions about having lived overseas and how it impacts your application.

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.

Email address

Giving us your email is optional. By giving us your email, you agree that Waka Kotahi may communicate with you by that email address. This includes application updates, asking for feedback, reminders and formal notices. For a full list of how we might use your email go to www.nzta.govt.nz/email-use or ask the agent. 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. 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

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/licence or call us on 0800 822 422.

Privacy information

The information requested is required for Waka Kotahi (and its agents) to process your application for a P, V, I or O endorsement, 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.

If you're applying for a P endorsement to drive small passenger service vehicles or a V endorsement, your photo will also be captured for the purpose of printing it on your driver licence and ID card. If you're applying for a P endorsement to drive large passenger service vehicles, or an I or O endorsement, you can also choose to have a new photo captured for the purpose of printing it on your driver licence. 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 New Zealand Police for the purposes of identity verification and law enforcement under s200 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 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.

What happens next

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

To find out how long your application will take go to www.nzta.govt.nz/processing-times

If you haven't met some of the requirements, your application will take longer to process.

You can go to www.nzta.govt.nz/track-your-PVIO to check the progress of your application online. It can take up to 5 working days for your application to appear in our tracking system.

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.

Receipt

Tax invoice when received
Waka Kotahi NZ Transport Agency
GST Reg. No. 89-364-086

Fee paid (GST included)

\$

Date paid

/ /

Agent stamp and initials

Application to renew P, V, I or O endorsement

DL20C

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.

Office use only

No Yes

Application details

1. Why are you applying?

- Applying to renew your endorsements
- Reapplying because your endorsement has been expired for more than 5 years
- Reapplying because your endorsement has been disqualified or revoked for more than 5 years
- Applying to renew your endorsement AND you have a *large* P endorsement and now also want a *small* P endorsement

- Already have a passenger endorsement but need an ID card for small passenger service vehicles

→ You want your unique identifier* to be:

**You can choose a unique identifier with up to 8 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 passenger service driver they can easily remember the name on their ID card. If your unique identifier is not 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 JONJONES 123.

Driver licence

2. What is your New Zealand driver licence number?

Name

3. What is your name?

Surname

Full first name

Middle names

4. Are the names on this form different from the names on your supporting ID? (including your driver licence)

No

Yes → My previous name was:

5. 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.

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. 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?

/	/	
<small>Day</small>	<small>Month</small>	<small>Year</small>

9. Where were you born?

Town/city

Country

Address

10. Where do you live?

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

If your address is on your licence, you may need to pay to remove or change it later. For more information go to www.nzta.govt.nz/address-on-licence

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

- No
 Yes → Physical address OR Mailing address

13. What are your contact phone numbers?

Mobile

Other

Living overseas

14. Please name all countries that you've lived in for more than 12 continuous months since your last P, V, I or O endorsement application.

Country	When did you arrive? (month and year)	When did you leave? (month and year)

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

15. If you named any countries above (other than New Zealand), you must provide official documents from this country.

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 include your most recent travel, and must be authorised by the relevant authority (an embassy, consulate or other approved government agency) in any other country you've lived in for more than 12 months at a time.

In some countries, you may need to apply to separate agencies for traffic and criminal documents.

You must provide these documents with this form when you make your application at an agent.

For more information, read *P endorsements for carrying passengers* (Factsheet 42) or go to www.nzta.govt.nz/renew-p-endo

Offences

16. Have you been convicted of any criminal offence, either in New Zealand or overseas, since your last P, V, I or O endorsement application?

No

Yes → Please provide details of the criminal offences:

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

17. Have you had any traffic offences/infringements, either in New Zealand or overseas, since your last P, V, I or O endorsement application?

(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.

18. 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.

Endorsement type

19. I am applying for the following endorsements: (tick as many as applicable)

-  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

Endorsement length

Please tick the appropriate box.

20. How long do you want your endorsements to last?

1 year OR 5 years

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.

21. 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 5 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 endorsements you're 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 Waka Kotahi in the **last 5 years***, or
- are turning **75** years of age or older, or
- have a medical condition or disability that **has** affected your ability to drive safely in the last 5 years.

If you need a medical certificate, you must provide it when you apply for your endorsement at the agent. **If you don't, your application will not be accepted.**

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. 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 Waka Kotahi a medical certificate in the last 5 years, call us on 0800 822 422 to check.

Eyesight

22. 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 Waka Kotahi.

New Zealand Police may from time to time, when it becomes aware of changes to the information they supplied as part of the vetting process, disclose this information to Waka Kotahi for the purposes of assessing my character and suitability to be a holder of a P, V, I or O endorsement. I consent to the disclosure of this information by New Zealand Police for these purposes.

The information about me that New Zealand Police may consider relevant to my application and release to Waka Kotahi 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 (found 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 Waka Kotahi 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 Waka Kotahi may consider necessary.

I consent to the disclosure by the Immigration Service of my immigration status to Waka Kotahi as part of the P endorsement application process, and, if my application is successful, throughout the course of my holding the P endorsement. This Immigration Service consent doesn't apply to V, I or O endorsements.

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)

Issue date

 / /

Expiry date

 / /

Evidence of name change: (if applicable)

Issue/effective date

 / /

Expiry date

 / /

Reference number

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

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

Fee paid (GST included)

 \$

Date paid

 / /