

Renewing driver licence endorsements

Find out what you need to do to renew your endorsement.

Let us know if your address changes to make sure you receive any renewal reminders we send you.

F, R, T or W endorsements

These endorsements expire at the same time as your photo driver licence. They are automatically renewed when you renew your licence.

D endorsements

We'll send you a reminder notice before your endorsement expires. You still need to renew, even if you don't get a reminder. You'll need to follow the same process as when you got the D endorsement the first time and sit an approved course. See Factsheet 37: *D endorsements for carrying dangerous goods*.

P, V, I or O endorsements

You'll need to renew your endorsement if you want to keep working. We'll send you a reminder notice before your endorsement expires.

You still need to follow the renewal process below, even if you don't get a reminder.

Apply at least 15 working days in advance. If the renewal process isn't completed before your endorsement expires, you won't be legally able to provide the service your endorsement allows.

What you need

- You'll need a medical certificate, unless you've given us one in the last five years – see page 3.
- You'll need a current passport, New Zealand driver licence, or other form of acceptable ID listed on Factsheet 20: *Identification for driver licensing*.
- If you're renewing your P endorsement and you've lived outside New Zealand since your last application, you'll need to provide foreign documentation – see page 3.

How to renew your endorsement:

- Complete the application form. You can download the application form at www.nzta.govt.nz/form-DL20C.
- Take the completed form and the above documents to a driver licensing agent. Go to www.nzta.govt.nz/agents to find your closest agent.
- Pay the application fee.
- The agent will take your photo and signature.

Fees

When renewing a P, V, I or O endorsement, you can choose whether you want it to last for one year or five years. The fees depend on the term you choose.

Yearly renewal fees cost more than a five-year renewal because of the higher costs of managing a yearly renewal system and because a new licence card must be produced each year.

Passenger endorsements (P)

	Small passenger service vehicles		Large passenger service vehicles	
	1 year	5 years	1 year	5 years
Application fee	\$64.40	\$246.30	\$64.40	\$246.30
ID card	\$8.60	\$8.60	-	-
Vetting fee	\$9.70	\$48.50	\$9.70	\$9.70
Total	\$82.70	\$303.40	\$74.10	\$256.00
Total without vetting*	-	-	\$64.40	-

*Drivers of only large passenger service vehicles pay the vetting fee once every five years.

Vehicle recovery endorsement (V)

	1 year	5 years
Application fee	\$64.40	\$246.30
ID card	\$8.60	\$8.60
Vetting	\$9.70	\$48.50
Total	\$82.70	\$303.40

Driving instructor (I) or Testing officer (O) endorsement

	1 year	5 years
Application fee	\$64.40	\$246.30
Vetting fee	\$9.70	\$48.50
Total	\$74.10	\$294.80

Multiple endorsement holders – P, V, I, O

If you hold more than one endorsement and want to renew them at the same time, you only have to pay one renewal fee and one vetting fee, and an ID card fee if you need one. This will renew all the P, V, I or O endorsements you hold.

The fees will still vary depending on whether you choose to hold the endorsements for one or five years.

What happens next

If you've given us all the information we need and you meet all the endorsement requirements, your application will be processed within 15 working days.

If you haven't given us everything we need, or you haven't met some requirements, your application will take longer to process.

If you give us your email address, we'll send you updates on your application status and a link to track your application progress online.

Application details

Fit and proper person check

To make sure people are safe while using these services, we check and monitor the background of anyone applying for an endorsement. This is part of our ongoing commitment to road safety and improving driving standards on our roads.

The background check (vetting) includes:

- transport-related offences – especially safety
- serious behaviour problems
- past complaints about your work in a transport service
- not paying fines for transport-related offences
- criminal offending in New Zealand or overseas, including charges and convictions for violence or sexual offences, drugs or firearms offences, or organised criminal activities.

Once you have your endorsement, we use real-time data to make sure you continue to meet our fit and proper person criteria. You must remain fit and proper to keep your endorsement.

What if I've had a serious criminal conviction?

You can't be endorsed to carry passengers if you have convictions for some serious criminal offences and were sentenced to more than 12 months in prison.

Serious convictions include:

- murder – including attempt, conspiracy or attempting to hire for murder
- sex crimes – including indecent assault
- violent crime – including wounding, shooting or violent robbery
- kidnapping and abduction
- any offence committed outside New Zealand which would result in conviction if the offence was done in New Zealand.

Go to www.legislation.govt.nz/act/public/1998/0110/latest/DLM434566.html for a full list of serious offences under section 29A of the Land Transport Act 1998 that could prevent you from getting a passenger endorsement.

The NZ Police website also has detailed information about these convictions.

If you've been sentenced to 12 months or less for a specified serious offence you may still be able to hold a P endorsement.

If you have any concerns about the fit and proper person check, we recommend you seek independent advice before you submit your application.

When can the check be done?

You must apply for your endorsement at a driver licensing agent first. Then we start the fit and proper person check.

Immigration status

You don't need to provide evidence of your immigration status to Waka Kotahi.

Go to www.immigration.govt.nz/new-zealand-visas for more information about working in New Zealand.

Endorsement length

You can choose whether you want your endorsement to last for one year or five years.

When the term of your endorsement ends, you must renew the endorsement again if you want to keep working.

Foreign documentation

If you're renewing a P endorsement, you'll need to provide official documents from each country you've lived in for more than 12 continuous months since your last P endorsement application.

You'll need:

- 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.

Document requirements

The documents must include your most recent travel. They must be from your country of origin AND any other country you've lived in for more than 12 months at a time. They must be authorised by the relevant authority such as an embassy, consulate, or other approved government agency. In some countries, you may need to apply to separate agencies for traffic and criminal documents.

The documents should include your full name, date of birth, passport number and/or identity number. If we can't easily match the details on your foreign documentation to the details on your application, there could be delays in processing your application.

If the documents aren't in English, they must be translated into English by an authorised translator.

Getting the documents

Getting these documents is your responsibility, and at your cost. This may affect the time taken for application processing. Waka Kotahi has no influence over these issues.

See the table on page 4 for useful information about common countries and timeframes.

How to send the documents

You can include certified copies with the form when you apply at the agent, or you can:

- email the documents in PDF format to: PVIO@nzta.govt.nz
- mail certified copies to:
Safer Commercial Endorsements
Waka Kotahi
Private Bag 11777
Palmerston North 4442

Please note: if you send original documents you'll also need to include a self-addressed pre-paid courier bag so we can return them.

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.

Medical certificate requirements

Commercial drivers must be in good health. We want to make sure you won't cause an accident through health-related issues when you're responsible for the lives of passengers or driving large vehicles on public roads.

To show that you're in good health you must either:

- give us an original *Medical certificate for driver licence* (DL9) completed by a New Zealand-registered health practitioner and not older than 60 days, or
- have given Waka Kotahi a medical certificate for a commercial licence within the last five years.

This can be done by your usual doctor (GP), a registered nurse or nurse practitioner, or a specialist.

You'll need to provide a medical certificate if you're turning 75 years of age or older, regardless of when you last provided a medical certificate.

You'll also need to provide a new certificate if you've developed a medical condition that could affect your driving, or a condition has worsened since presenting your last certificate.

Getting a medical certificate:

- Ask your health practitioner to complete a medical certificate (DL9) for you. The certificate will either state you are safe to drive, or set out the conditions you must follow to drive safely.
- Your health practitioner will have copies of the form. Waka Kotahi has issued clear guidelines on which medical conditions are and are not acceptable.
- You're responsible for the cost of getting your certificate.

If your health practitioner is concerned over whether you're medically fit to drive, they may seek a second opinion from an occupational therapist or another specialist.

Eyesight requirements

Good vision is essential to driving a vehicle safely. Your health practitioner may check your eyesight when they issue your medical certificate. If they don't, you can prove that your eyesight is acceptable by:

- passing an eyesight check at a driver licensing agent, or
- presenting an original eyesight or medical certificate no more than 60 days old and issued by a New Zealand registered optometrist or health practitioner.

You may take the eyesight test while wearing glasses or contact lenses. Your licence will then have a condition that you must always wear these while driving.

If you fail the eyesight check at an agent, you must then provide an acceptable eyesight or medical certificate. Your application won't be completed, and you won't get a licence, until you've provided the certificate.

Sight in only one eye can affect your ability to judge distance. If you can only see out of one eye, or only have one eye, you must present an acceptable certificate stating that you're safe to drive.

What happens once everything is complete?

If your application is granted, your new licence showing you hold an endorsement will be sent to you. You must not provide the service your endorsement allows until you get your new licence.

If you don't meet the fit and proper person requirements, we'll tell you in writing and give you a chance to explain before we make the final decision. If we decide to decline your application you can appeal our decision to the District Court.

Use our online tracking tool at www.nzta.govt.nz/track-your-PVIO to view your application status:

Status	Meaning
Received	We've got your application, but we haven't started working on it yet. We'll 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 granted, 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.

If you renew your endorsement:

- **more than 60 days before** it expires, the new endorsement will be valid for one or five years from the date we grant your application
- **less than 60 days before** it expires, the new endorsement will be valid for one or five years from the expiry date of your current endorsement
- **after it expires**, the new endorsement will be valid for one or five years from the date we grant your application.

Legislation for renewing endorsements

Full details of the requirements for renewing driver licence endorsements can be found in the Land Transport (Driver Licensing) Rule 1999 and subsequent amendments.

More information

If you have any questions about renewing your endorsement, please call us on 0800 822 422 for advice.

Common countries you may need documentation from

Country	Contact Details	Average timeframe
Australia	Australian Federal Police www.afp.gov.au/what-we-do/police-checks/national-police-checks For Traffic Offence History please contact the State Authority	Approximately 20 working days
Canada	Royal Canadian Mounted Police www.rcmp-grc.gc.ca/en	Approximately six months
Fiji	Fiji Police Force www.police.gov.fj	Approximately three months
India	High Commission of India www.hicomind.org.nz	Approximately 20 working days
Japan	Consulate General Of Japan www.nz.emb-japan.go.jp	Approximately six months
Philippines	Land Transportation Office lto.gov.ph	Approximately six months
Samoa	Ministry of Police and Prison Email: consulgeneral@samoaconsulate.org.nz	Approximately three months
South Africa	South African Police Service www.sahc.org.au	Approximately six months
United Kingdom (including, Scotland, Wales, Ireland)	ACRO Criminal Records Office www.acro.police.uk DVLA (Traffic) https://www.gov.uk/view-driving-licence	Approximately 20 working days
United States of America	FBI https://www.fbi.gov/services/cjis/identity-history-summary-checks For Traffic Offence History please contact the State Authority	Approximately six months

For any other country that is not listed above please contact the Embassy or Consulate General of the relevant country. Go to www.mfat.govt.nz/en/embassies/ for a list of embassies in New Zealand. For some countries the time frame for getting these documents can take up to six months.



This factsheet is a general guide only. It doesn't replace legal advice, and your exact requirements will depend on current legislation.

Make sure you have the most up-to-date version of this factsheet by checking www.nzta.govt.nz/factsheets



www.nzta.govt.nz



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