

Application for conversion of an overseas driver licence

DL5

Please read this before you start:

Check that you have all the relevant **What to bring** requirements from page 3 and ensure you have **completed all questions** - if not applicable write N/A.

Driver licence number

1. Have you ever applied for or been issued with a New Zealand driver licence?

☐ **No**
☐ **Yes**

→ What is your licence number? (if known)

Name

2. What is your name?

Surname

Full first name

Middle name(s)

3. 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:

4. Are you?

☐ **Male**
☐ **Female**

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. What address would you like printed on your licence?

☐ **None**
☐ **Physical address**
☐ **Mailing address**

9. Where do you live?

Street number and name

Suburb

Town/city

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

11. What are your contact telephone numbers?

Home/mobile

Work

Giving your telephone numbers is optional.

Continued on next page →

Office use only

Agent to complete this section.

Evidence of Identity:

☐ Driver licence

☐ Birth certificate

☐ Passport

☐ Other (specify)

Reference number

Issue date

Expiry date

Evidence of Address:

☐ Utility bill

☐ Bank statement

☐ Other

Details

Effective date

Evidence of name change: (if applicable)

Effective date

Reference number

Overseas licence

Please bring in your original overseas licence, and a photocopy.

Once you have been granted a New Zealand driver licence you **cannot** drive here on your overseas driver licence at all, even if you have been here less than 12 months.

12. What are your overseas driver licence details?

Name of issuing state/country

Licence number

Issue date of licence

Expiry date of licence

Day

Month

Year

Day

Month

Year

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

Day

Month

Year

Licence class and type

Refer to factsheet 11 for a description of each class of driver licence.

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

14. What type of licence are you applying for?



Class 1 →

☐ Learner licence or

☐ Restricted licence or

☐ Full licence



Class 2 →

☐ Learner licence or

☐ Full licence

Class 3 →

☐ Learner licence or

☐ Full licence

Class 4 →

☐ Learner licence or

☐ Full licence

Class 5 →

☐ Learner licence or

☐ Full licence



Class 6 →

☐ Learner licence or

☐ Restricted licence or

☐ Full licence

Medical fitness

See the Medical certificate section on page 4 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 not be more than 60 days old.

15. If you:

- ☐ are turning 75 years of age or older.
- ☐ are applying for a class 2, 3, 4 or 5 licence.
- ☐ are aware of any medical condition that has affected your ability to drive safely in the last 5 years.

You must provide a medical certificate with this application.

Please see the **Medical certificate section** on page 4 for more information.

- ☐ have never been aware of or told by a doctor that you have a medical condition that could affect your driving.
- ☐ are aware of a medical condition but it has not affected your ability to drive safely in the past 5 years.
- ☐ have supplied a medical certificate in the past 5 years that is of the same medical standards as the class 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 are under 75 years of age.

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

Eyesight

16. Do you wear glasses or contact lenses for driving? ☐ No ☐ Yes

Declaration

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

I state that, to my best 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

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

- ☐ Certificate of completion of course attached
- ☐ Medical certificate attached
- ☐ Eyesight certificate attached

- ☐ Fit with lenses
- ☐ Fit without lenses
- ☐ Unfit

Fee paid (GST included)

\$

Date paid

/

/

Agent stamp and initials

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Who should use this form?

A holder of an overseas driver licence who wants to apply for a New Zealand driver licence to drive the same class or classes of vehicle.

What to bring

- ☐ Your completed application form.
 - ☐ Your original overseas driver licence. This must be current or expired less than 12 months.
 - ☐ If your licence is not in English please also provide an original written translation from your licensing authority, embassy or consulate or an NZ Transport Agency approved translator.
 - ☐ Evidence of identity. This must be an **original** one of the following:
 - ☐ New Zealand passport or overseas passport that is current or has expired within the last two years.
 - ☐ Full birth certificate issued in New Zealand, the Cook Islands, Niue or Tokelau.
 - ☐ Another form of identification specified on Factsheet 20: *Identification for driver licensing*.
 - ☐ Evidence of address. This must be one of the following showing your name and address:
 - ☐ An account statement, issued in the previous 12 months, from a bank, building society, credit union or credit card.
 - ☐ Telephone, gas or electricity account issued in the previous 6 months.
 - ☐ An acceptable form of identification issued in the previous 12 months that includes your address.
 - ☐ Evidence of name change if your name has changed since being issued with a licence or is different to that shown on your identification. This must be an **original** one of the following:
 - ☐ Marriage or civil union certificate.
 - ☐ Dissolution of marriage or civil union order.
 - ☐ Statutory declaration, deed poll change of name, name change certificate, or birth certificate showing the name change issued by Births, Deaths and Marriages.
 - ☐ Other acceptable evidence of name change eg adoption papers.
- 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.

What to bring (continued)

- ☐ Photocopies of all the original documents you have provided, as listed above (including any translation).
 - ☐ Medical certificate completed by your medical practitioner (if applicable, see medical certificate section on page 2).
 - ☐ Your glasses or contact lenses if you wear them for driving.
 - ☐ 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.

Overseas licence requirements

If your overseas licence (or the accompanying translation, if your licence is not in English) does not clearly indicate the class(es) of vehicle you are licensed to drive, then you may be required to provide supporting evidence. This evidence is usually in the form of a letter or Certificate of Particulars from the overseas licence issuing authority.

Theory tests

You must pass the appropriate New Zealand theory test unless you are applying for a car or motorcycle licence and you have a driver licence issued in Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Italy, Japan, Luxembourg, Norway, Portugal, South Africa, South Korea, Spain, Sweden, Switzerland, the Netherlands, the United Kingdom or the United States of America.

Practical tests

You must also pass the appropriate New Zealand driving test(s), unless you have held for at least 2 years a driver licence issued in Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Luxembourg, Norway, Portugal, South Africa, Spain, Sweden, Switzerland, the Netherlands, the United Kingdom or the United States of America.

If you have a driver licence issued in Hong Kong or South Korea and have held your licence for at least 2 years, you will not need to sit a practical test when applying for a car or motorcycle licence. If you are applying for a heavy vehicle (truck) licence a practical test will be required.

Your appointment is for:

Appointment

- ☐ 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 cannot 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 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 WoF or CoF standards. The vehicle must have a current road user charges (RUC) licence displayed if applicable.
 - ☐ If you are 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.

Agent stamp and initials

Date of appointment

Time

Location of test

Fee paid (GST included)

Date paid

\$

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

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 application can proceed. 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 are turning 75 years of age or older or
- you are applying for a class 2, 3, 4 or 5 licence and you haven't submitted a medical certificate of the same medical fitness standards* in the last 5 years or
- you have had a medical condition in the last 5 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, W endorsements

Commercial classes: Class 2, 3, 4 or 5 licence and P, V, I and 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.

Where to apply

Take your completed form, all **original** documents AND photocopies of these documents to any driver licensing agent. These are selected branches of:

- New Zealand Automobile Association (NZAA)
- Vehicle Testing New Zealand (VTNZ)
- Vehicle Inspection New Zealand (VINZ).

A customer services representative will process your application, check your identification, take your photograph* and a sample signature for your licence, check your eyesight and arrange an appointment for any theory or driving tests. The appropriate fee will be payable at this time.

*When being photographed you must not wear sunglasses, a hat, any head coverings or anything else that might obscure your face or prevent the photograph from being a good likeness. Despite this, you may wear the item for religious or medical reasons provided you supply a signed statement confirming this, and wearing the item does not prevent the photograph from being a good likeness.

More information

Your driver licensing agent has a range of factsheets which give more information on a wide range of driver licensing topics.

We use our forms and factsheets to 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 documents or legal advice.

More information is available on our website

www.nzta.govt.nz/licence, or call our contact centre on 0800 822 422.

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.

Once you have been granted a New Zealand driver licence you **cannot** drive here on your overseas licence, even if you have been here less than 12 months.

You must comply with all the conditions of your New Zealand licence.

Privacy information

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.

The Transport Agency may also use some of these particulars to provide you with information relating to driver licensing and driving. 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.

Tests

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*. Factsheets and *The official New Zealand road code* are available online at www.nzta.govt.nz/factsheets, and www.nzta.govt.nz/resources/roadcode/index.html.

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

In-car video cameras: 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.

Changing or cancelling

If you need to change or cancel your test please visit your driver licensing agent as soon as possible, or you can call 0800 822 422, Monday to Friday 8am to 6pm. Another fee will 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 will 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 will not 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 obtain an *Application for refund of driver licence fee form* (DL13) online at www.nzta.govt.nz/licence-fees.

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 is important you always carry your licence with you when you drive.

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