

Who should use this form?

Use this form if you're applying for a passenger endorsement for the first time.

You'll need a passenger endorsement to drive:



small passenger service vehicles (eg taxis or app-based services) for hire or reward



large passenger service vehicles (eg bus).

For more information, read *P endorsements for carrying passengers* (Factsheet 42).

Apply as early as possible, as your application will take time to process. 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 two 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).
- Medical certificate completed by a registered health practitioner** (if applicable, see the *Medical certificate* section on page 5).
- Foreign documentation** if you've lived in another country for more than 12 months at a time.
- Proof of immigration status**, if you weren't born in New Zealand. See the *Immigration status* section on page 4.
- Your glasses or contact lenses if you wear them for driving.**
- EFTPOS, credit card, cash or cheque for paying the fee.**
To check the amount you'll pay go to www.nzta.govt.nz/licence-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 same as the name on your licence, you'll need to provide acceptable evidence of name change. Go to www.nzta.govt.nz/identification for more information.

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.

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 make your application.

Hold full licence for two years

To apply for a passenger endorsement, you must have held your full New Zealand car (class 1) driver licence for at least two years.

If you haven't held your New Zealand licence for that long, but you've been driving overseas for more than two years, you may be eligible for an exemption to recognise your overseas driving experience.

You must apply for the exemption before you can make your passenger endorsement application. Go to www.nzta.govt.nz/driver-licence-exemption for more information.

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 make your application 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 the age of 14.

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. We require these documents before we can complete your application.

You can email the documents in PDF format to PVIO@nzta.govt.nz, mail them to Licensing Assessments, Waka Kotahi, Private Bag 11777, Palmerston North 4442, or provide certified copies with this form when you make your application to the agent.

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). 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 5). 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. 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

For more information go to 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 useful, common-sense advice and information in a concise format. They can't cover all aspects of a topic and shouldn't be used instead of authoritative legal advice or legal documents.

Privacy information

The information requested is required for Waka Kotahi (and its agents) to process your application for a P 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 passenger endorsement to drive small passenger service vehicles, 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 passenger endorsement to drive large passenger service vehicles 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 the 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 10A of the Privacy Act 1993. 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

What happens next

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

- If you've provided all the necessary information with your application and all the endorsement requirements have been met, please allow up to 15 working days for your application to be processed.
- If some information hasn't been provided yet, or if some requirements haven't been met, 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 five 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 passenger endorsement is approved, we'll send you a new photo driver licence (and ID card if relevant) within 7-10 days. • If your passenger endorsement is declined, we'll send you a letter explaining why, and what you can do.

Receipt

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

Fee paid (GST included)

\$

Date paid

/ /

Agent stamp and initials

Application for new passenger (P) endorsement

DL20A

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

Driver licence

1. What is your New Zealand driver licence number?

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

Name

2. What is your name?

Surname

Full first name

Middle name(s)

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

No

Yes → My previous name was:

4. Are you? Male Female Gender diverse

Email address

5. 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

6. 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

7. What is your date of birth?

	/		/	
Day		Month		Year

8. Where were you born?

Name of town/city

Name of country

Address

9. Where do you live?

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

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

No

Yes → Physical address OR Mailing address

12. What are your contact phone numbers?

Mobile

Other

13. Have you *EVER* been convicted of any criminal offence, either in New Zealand or overseas?

- No
- Yes → Please provide details of the criminal offences:

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

14. Have you *EVER* had any traffic offences/infringements, either in New Zealand or overseas?

(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

15. 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

Immigration status

If you weren't born in New Zealand, please provide evidence of your residency or right to work in New Zealand (eg a copy of your New Zealand visa, passport, citizenship certificate or letter from Immigration NZ).

16. Were you born in New Zealand?

- No
- Yes → Go to question 20.

17. What is your immigration status?

- New Zealand citizen
- New Zealand permanent resident
- Work permit
- Student visa → Your permit/visa must approve work in the appropriate industry before an endorsement will be granted.
- Other → Please specify:

--

18. When did you arrive in New Zealand?

<i>Month</i>	<i>Year</i>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

19. What is your passport number?

--

Giving your passport number is optional, but it will help us to process your application faster.

Living overseas

20. Please name all countries that you've lived in for more than 12 continuous months since the age of 14.

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

21. 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 your country of origin AND 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 can provide certified copies of the documents with this form, email them in PDF format to PVIO@nzta.govt.nz, or mail certified copies to Licensing Assessments, Waka Kotahi, Private Bag 11777, Palmerston North 4442. For more information, go to www.nzta.govt.nz/passenger-endorsements or read *P endorsements for carrying passengers* (Factsheet 42).

Endorsement type

22. Which types of vehicles will you be driving with your endorsement? (tick one or both)



Small passenger service vehicles (eg taxi, app-based services*)



Large passenger service vehicles (eg bus**)

*Small passenger service vehicles are vehicles designed or adapted to carry 12 people or less, including the driver.

**Large passenger service vehicles are vehicles designed or adapted to carry more than 12 people, including the driver.

ID card

If you're going to drive **small P** passenger service vehicles, complete this section. 

If you drive a small passenger service vehicle you'll need a driver identification (ID) card.

Your ID card must be displayed at all times, either facing the passenger in the front of the car or around your neck (for dial-a-driver services).

Your ID card must have a unique identifier (name) on it. You can choose a unique identifier with **up to eight** 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 as JONJONES 123.

If you only drive **large passenger service vehicles (13 seats or more)** you don't need an ID card.

23. I want an ID card with this unique identifier:

This can be up to eight alphabetic characters maximum.

Endorsement length

Please tick the appropriate box.

24. How long do you want your endorsement(s) to last?

One year **OR** Five years

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.

25. 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 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 five years***, or
- are turning **75** years of age or older, 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. 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 five years, give us a call on 0800 822 422 to check.

26. 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.

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 (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 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 application process, and, if my application is successful, throughout the course of my holding the endorsement.

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

 / /

Reference number

Evidence of name change: (if applicable)

Issue/effective date

 / /

Reference number

Expiry date

 / /

Agent initials

Time ID checked

Referee-verified image attached

Medical certificate attached

Eyesight certificate attached

Fit with lenses

Fit without lenses

Unfit

Input

Chkd

Agent stamp

DLR user ID

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

Fee paid (GST included)

 \$

Date paid

 / /