

Questions and answers for new light entry applicants

February 2026

How do I apply for the appointment process?

All information is available on the Vehicle Inspection Portal:

[New light entry certification inspecting organisation and vehicle inspector applications](#)

These are the forms you'll need to fill out and send us.

[Apply to be a new light vehicle entry certification inspecting organisation and vehicle compliance inspector \(NLEAPP\)](#)

[Fit and proper person disclosure and consent for inspecting organisations \(FP01\)](#)

[Ministry of Justice \(MOJ\) criminal record check](#) (if the director is not based in New Zealand, refer to *We have overseas directors, what do we need to do?*)

Am I applying for a new appointment as an inspecting organisation (IO) and a vehicle compliance inspector (VCI)?

Yes. When your current appointment as a certifier expires, you won't be appointed to complete new light entry inspection and certification anymore.

To continue operating, you need to apply for a new appointment as an IO and VCI.

When you fill in the form, please complete the *New IO details* section of the form.

This is so we can make sure we have your IO's contact details correct for your new appointment as an IO and VCI.

Who needs to fill out an FP01 form?

Everyone nominated on the application form, including:

- all directors based in New Zealand.
- all directors based overseas.
- your IO contact.
- your VCI (who may be the same person as your IO contact).

Who needs to complete an MOJ criminal record?

Everyone nominated on the application form who live in New Zealand.

We have overseas directors, what do we need to do?

Add them to the application form and ask them to:

- complete an FP01 form
- provide a current official criminal record check from the relevant authority in their country of residence and from any country where they have lived for more than 12 months in the past 10 years.

It's not necessary to provide us with traffic offence history. We may however request one if we assess it's appropriate.

For more information about fit and proper person checks for people based overseas, please see our website.

[New light entry certification inspecting organisation and vehicle inspector applications](#)

As a director or vehicle compliance inspector (VCI) do you need to see my traffic offence history (TOH)?

No, we don't require your TOH when you send us your application. We may however obtain or request a TOH if we assess it's appropriate.

For example, if we identify relevant convictions in your criminal conviction report like driving offences (drink driving for example), we may require your TOH to assess any behaviours which may bring into question your fitness and propriety.

If you're based in New Zealand, we can get your TOH ourselves.

If you're based overseas, we'll ask you to supply your TOH. We'll contact you in writing to let you know if we need this after you apply.

Who can we nominate to be the IO contact?

The IO contact doesn't need to be a company director; it can be an authorised representative of the company. This person must:

- have the authority to ensure that the organisation meets all entry certification requirements, and
- be able to carry out the responsibilities of the role as detailed in the *Notice of appointment* (NoA).

How do I complete the form if we have a new VCI replacing the current new entry certifier?

Add the details of the new VCI onto the application form and follow the instructions.

As this is a renewal of an existing appointment do you want us to provide SOC's for each of the models we currently sell?

No, you don't need to provide us with SOC's if there are no changes to what you currently sell.

Does the VCI need to hold specific motor industry qualifications (such as experience in new vehicle entry pre delivery inspection - PDI), or can they delegate roles and responsibilities associated with the position?

The VCI doesn't need to hold any specific motor industry qualifications.

The VCI, with approval from the IO, may delegate day to day tasks. The VCI remains responsible, through the IO, for ensuring correct processes are followed in accordance with the approved QMS and VIRM requirements.

The VCI can't delegate the performance review.

If the VCI is based overseas they must be available to travel to NZ at short notice.

If any of the directors were involved in receiverships or liquidations, must they list all of them and how much detail is required?

Please list all and provide more detail of any receiverships or liquidations that happened in the past 5 years. You can provide a personal explanation to support the detail.

Is it ok for the VCI to sign the IO application, or should I get one of our directors to sign it?

The person nominated as the IO contact should sign the application. If the VCI is also the IO contact, they can sign the application.

What happens if my application isn't processed by the 28 March 2026 expiry date?

If your application is with us and the delay is due to NZTA, we'll extend your current appointment until the outcome is known.

If you need to get overseas vetting, it's your responsibility to get it. If you're waiting for it:

- send us your incomplete application.
- include a cover letter or email telling us you're waiting for overseas vetting **and** how long you expect it may take to receive it.

We'll process as much of your application as possible. If we decide it's appropriate, we may extend your current appointment until we receive vetting and we can fully assess your application.

We'll write to you to confirm if we're extending your current appointment and when overseas vetting is due.

If you don't send us overseas vetting by the due date, we may decline your application or cease your appointment. If this happens, you won't be able to operate as an inspecting organisation until the situation is resolved.

If you don't send us an application, your current appointment will expire, and you won't be able to operate anymore.

By when do I need to apply?

By 27 February 2026. This will allow us time to assess applications and, where possible, have an outcome to you before your appointment expires on 28 March 2026.

If you're waiting on information, for example vetting for an overseas director, please send us your incomplete application so we can consider the most appropriate way forward (see *What happens if my application isn't processed by the 28 March 2026 expiry date?*).

If required, can we request an extension? I am mindful of the processing time for criminal justice checks in countries such as Japan and Australia, where some of our directors are based.

Yes. This will be considered on a case-by-case basis.

Please see *'What happens if my application is not processed by 28 March 2026.*