

Vehicle inspection and certification (VIC) system

Record PDI complete guide

This guide shows you how to record a pre-delivery inspection (PDI) in Vehicle Inspection and Certification (VIC).

January 2026

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More information

NZ Transport Agency Waka Kotahi
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This document is available on NZTA's website at www.nzta.govt.nz

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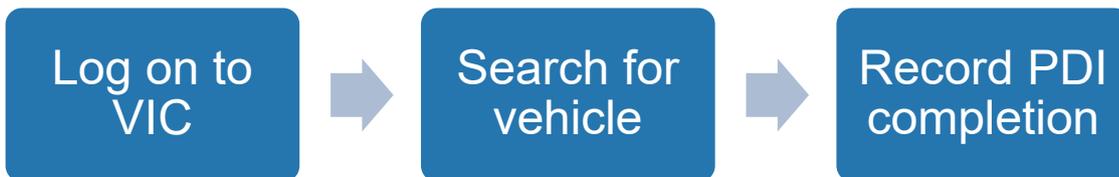
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PDI process

A PDI is required for **new and parallel import vehicles** when they first enter the country to ensure the vehicle meets requirements and that everything is in working order.

Process

VIC has details about the vehicle including make, model, colour, vehicle standard requirements (VSR) class, VSR description, cc rating, gross vehicle mass (GVM) and number of seats. You may want to search for the vehicle before you start your physical inspection.



Before you begin

- Your inspecting organisation must have authority to do PDIs
- You must be set up as a PDI inspector with NZTA, or have delegated authority to enter inspection outcomes on behalf of an inspector, and
- Your organisation administrator must have added you as a user in VIC.

Logon to the VIC system

[Guide: VIC - Logging in and navigating](#)

[Video: VIC - Logging in for the first time with an existing RealMe account](#)

[Video: VIC - Logging in for the first time without an existing RealMe account](#)

[Video: VIC - Logging in](#)

Search for vehicle

Only exact matches are displayed when searching for a vehicle.

1. If you've just logged in, the *Search for a vehicle* screen displays.

If you've entered a PDI and selected to record another PDI, the *Record PDI* screen displays.

If your inspecting organisation has authority to do WoF, you will have the option to search for a vehicle by Plate, VIN or Chassis number. Select VIN when doing a PDI. Go to step 2.

If your inspecting organisation only has authority to do PDI, the VIN field will display. Go to step 2.

MS85412 - WOF TEST MOTORS LIMITED
Inspecting Org ID: MS85412

Fields marked with * are mandatory

Search for a vehicle
Enter a plate, VIN, or chassis number to record an inspection
 Plate VIN Chassis

VIN*

Enter all 17 characters of the VIN

2. Enter the VIN (17 characters, excluding I, O and Q) and click **Search**.

Vehicle details are displayed.

MS85412 - WOF TEST MOTORS LIMITED
Inspecting Org ID: MS85412

Fields marked with * are mandatory

Search for a vehicle
Enter a plate, VIN, or chassis number to record an inspection
 Plate VIN Chassis

VIN*

Enter all 17 characters of the VIN

Search results

Vehicle details	Previous inspections
Plate number: - Year / Make / Model / Colour: - HOLDEN VX COMMODORE - VSR Class: MA	No vehicle history

Vehicle is not entry compliant. WOF cannot be issued

Click **Show more** to see more vehicle details.

Vehicle Inspection and Certification (VIC)

John Smith
MS85412 - WOF TEST MOTORS LIMITED

MS85412 - WOF TEST MOTORS LIMITED

Inspecting Org ID: MS85412

Fields marked with * are mandatory

Search for a vehicle

Enter a plate, VIN, or chassis number to record an inspection

Plate
 VIN
 Chassis

VIN*

Search

Enter all 17 characters of the VIN

Search results

Vehicle details Show less ^

Plate number	-
Year / Make / Model / Colour	- HOLDEN VX COMMODORE -
VSR Class	MA
Body type	Saloon
VSR Description	Passenger car
CC rating	3791
Fuel	Petrol
GVM	1519 kgs
Number of seats	5

Previous inspections

No vehicle history

Record a WoF
Record a PDI
Change WoF
Delete WoF

! Vehicle is not entry compliant. WOF cannot be issued

Record PDI completion

If the:

- vehicle record can't be found for the VIN, an error message will display. Check the VIN and re-enter.
- vehicle already has a PDI recorded, doesn't require a PDI or your site doesn't have authority for PDI, the **Record a PDI** button won't be available and you won't be able to proceed.

Record PDI completion

1. [Search for vehicle](#)

2. Click **Record a PDI**.

The *Record PDI* screen displays.

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[Back to Home](#)

Record PDI

1 ————— 2
 Record PDI Confirmation

Fields marked with * are mandatory

VIN: 6H8VXK69A1LP46803

Vehicle details [Show more](#) ▾

Plate number -

Year / Make / Model / Colour - HOLDEN VX COMMODORE -

VSR Class MA

Enter your inspector ID

Inspector ID* Search

Enter your inspection details

Inspection date*

3. Enter your Inspector ID and click **search**.

Your name displays.

If you're not authorised to do a PDI, an error message will display and you won't be able to proceed with recording a PDI.

4. The Inspection date defaults to today's date.

You can select a date up to seven days in the past if required, by entering the date or using the calendar. Update the date if required.

5. Click **Submit**.

A confirmation message and the inspection details display.

The screenshot shows the 'Record PDI' confirmation screen in the VIC system. At the top, the NZ Transport Agency Waka Kotahi logo and 'Vehicle Inspection and Certification (VIC)' are visible. The user is identified as John Smith from MS85412 - WOF TEST MOTORS LIMITED. A progress bar shows two steps: 'Record PDI' (completed) and 'Confirmation' (current step). A green checkmark and message state: 'You've successfully recorded your PDI.' Below this, the 'PDI Recorded' section displays: Pre-delivery inspection details (with a 'Show more' link), Inspector: CHARLIE OHH, Inspection date: 2026-01-12, and PDI status: Complete. The 'Vehicle details recorded' section displays: Vehicle details (with a 'Show more' link), Plate number: -, Year / Make / Model / Colour: - HOLDEN VX COMMODORE -, and VSR Class: MA. At the bottom, there are two buttons: 'Record another PDI' (circled in red) and 'Back to home'.

To record another PDI, click **Record another PDI**. The *Record PDI* screen displays. Go to [Search for vehicle](#), step 2.

To return to the home screen and record a WoF, click **Back to home**. The *Search for a vehicle* screen displays.

What happens next

The PDI completion is updated in the Motor Vehicle Register (MVR).

Need help?

Call 0800 804 580 **and select option 4** for VIC queries.

If you have entered the PDI incorrectly (such as with incorrect date):

- If within 7 days, call 0800 804 580
- If more than 7 days, email inspections@nzta.govt.nz with evidence of the PDI outcome, such as the checksheet.