

Vehicle inspection and certification (VIC) system

Record WoF inspection outcome guide

January 2026

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More information

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[Published January 2026](#)

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This document is available on NZTA's website at <https://vehicleinspection.nzta.govt.nz/>

Contents

VEHICLE INSPECTION AND CERTIFICATION (VIC) SYSTEM	1
WoF process.....	4
Process.....	4
Before you begin	4
Logon to the VIC system	4
Search for vehicle.....	4
Record WoF outcome:	6
Note on vehicle inspection groups	7
Note on fail comments.....	8
Note on pass comments.....	8
Record WoF pass.....	9
Record WoF pass (recheck).....	11
Record WoF fail.....	13
What happens next	14
Change or delete WoF	15
Change WoF inspection	15
Delete WoF outcome.....	17
Need help?	17

This guide shows you how to record the outcome of a warrant of fitness (WoF) inspection in the Vehicle Inspection and Certification (VIC) system.

WoF process

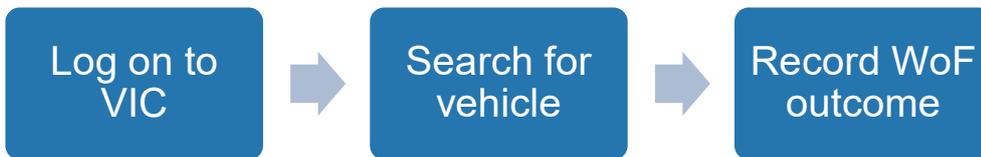
A WoF inspection is a regular check to ensure that a vehicle meets required safety standards.

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, and the previous WoF inspection results. Where applicable, you may want to search for the vehicle before you start your physical inspection.

Note that for some older exempt vehicles, previous WoF inspection results may not display.

The WoF inspection details must be entered in VIC before the vehicle leaves the inspection premises.



Before you begin

- Your inspecting organisation must have authority to do WoFs
- You must be set up as a WoF 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](#)

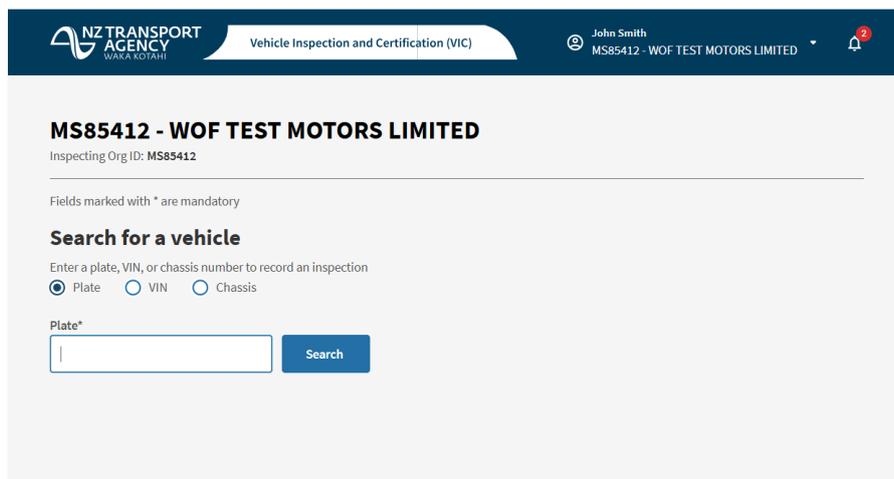
Search for vehicle

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 WoF and selected to record another WoF inspection, the *Record WoF inspection – Enter vehicle* screen displays.

You can search for a vehicle by Plate, VIN or Chassis number. Select the option you want to use to search for the vehicle.

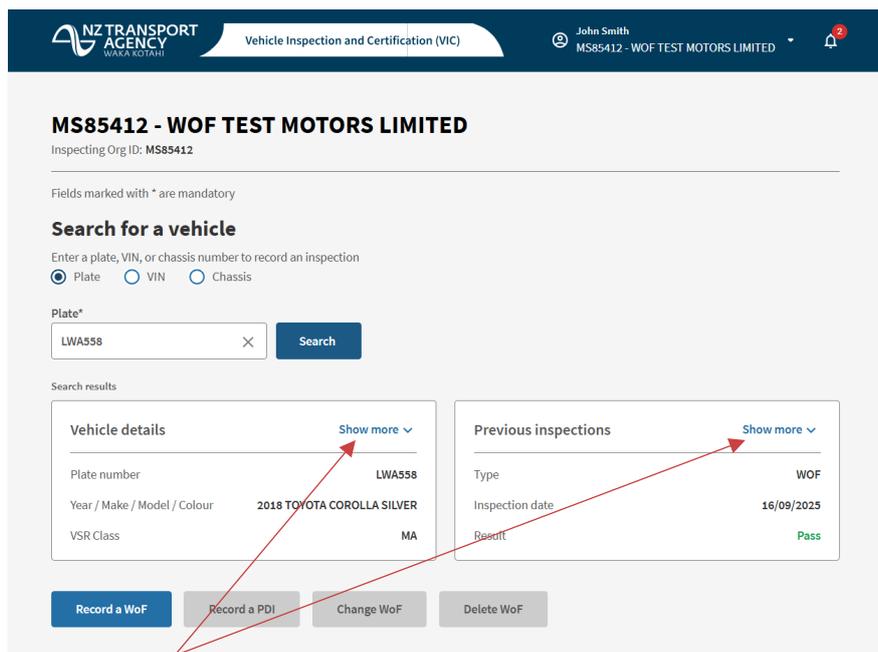


2. Enter the identifier for the vehicle (Plate – maximum of 6 characters, VIN – 17 characters, excluding I, O and Q, Chassis number – full chassis number)

Click **Search**.

Vehicle details and the outcome of the previous WoF inspection are displayed (if applicable).

To search for another vehicle, click X in the search field.



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

There are two types of messages which may display:

- warning messages displayed in amber can be noted and ignored if appropriate, allowing you to continue
- error messages displayed in red, you'll need to fix the issue before you can continue

If the:

- last inspection for the vehicle is revoked, a warning message will display. You can still do an inspection
- vehicle is stickered, a warning message will display. Vehicle can only be inspected by authorised inspecting organisations
- vehicle record can't be found, an error message will display. Check the vehicle identifier and re-enter
- search was by chassis number and the chassis number isn't unique to a single vehicle or can't be found, an error message will display advising you to contact NZTA. Due to differences in the way chassis numbers are recorded, re-enter the chassis number in a different format, that is with or without hyphens. If this doesn't work, contact NZTA
- vehicle is safety flagged, an error message will display advising this and the reason, and you won't be able to proceed
- vehicle's registration is lapsed or the vehicle is deregistered, an error message will display and you won't be able to record an inspection.

Record WoF outcome:

If a vehicle initially passes the inspection, this should be recorded as a pass.

If a vehicle initially fails the inspection, but the issue can be fixed on the day and passed (without leaving your site), this should be entered as a pass recheck. Do not record a fail separately, unless the vehicle

has to leave the site. The pass recheck results in two records in the Motor Vehicle Register (MVR): a fail record which records the reason for failure, and then a pass record.

If a vehicle initially fails the inspection and the issue isn't able to be fixed on the day and passed, this should be entered as a fail. Then once the vehicle is fixed and inspected again on another day and passes this should be entered as a pass.

[Record WoF pass](#)

[Record WoF pass \(recheck\)](#)

[Record WoF fail](#)

Note on vehicle inspection groups

VIC validates that your IO is allowed to do a WoF inspection based on the vehicle's inspection group.

VIC may not be able to automatically assign the inspection group for a vehicle in some cases, including if the:

- inspection group isn't recorded for the vehicle in LANDATA.
- vehicle previously had CoFs, like a taxi that has become a private vehicle.

Where VIC can't assign the inspection group for a vehicle, you'll need to select the relevant inspection group from the following options:

- Motorcycle (note that if it's a vintage/veteran motorcycle, use the Vintage/Veteran Motorcycle option)
- Private car/van/truck/other (note that if it's a vintage/veteran vehicle, use the Vintage/Veteran Vehicle option)
- Light trailer
- Heavy vehicle exempt from CoF
- Agricultural motor vehicle
- Vintage/Veteran Vehicle:
 - vintage motor vehicle - manufactured on or after 1 January 1919 and is at least 40 years old on the date that it is registered, reregistered or licensed
 - veteran motor vehicle – manufactured before 1 January 1919
- Vintage/Veteran Motorcycle:
 - vintage motorcycle - manufactured on or after 1 January 1919 and is at least 40 years old on the date that it is registered, reregistered or licensed
 - veteran motorcycle – manufactured before 1 January 1919

VIC will then validate that your IO is allowed to do WoF inspections for that inspection group.

Enter inspection group

Inspection group

- Motorcycles
- Light motor vehicles (private car/van/truck/other)
- Light trailers (GVM not exceeding 3500kg)
- Heavy vehicles (exempt from CoF)
- Agricultural motor vehicles
- Vintage/Veteran Vehicle
- Vintage/Veteran Motorcycle

Note on fail comments

Examples of fail comments:

- VIN appears to be altered
- Corrosion damage to top of RH A pillar and tops LH suspension mounting point
- RH headlamp lens allowing moisture to enter
- LH headlamp not operating
- Windscreen has 150mm crack
- Both front side windows tint overlay less than 35% VLT
- Windscreen wipers not effective
- LHF door hinge – corrosion with 150mm
- Driver's seat mechanism not working
- RHR seatbelt frayed and faded and stiff
- Airbag warning lamp does not operate
- Speedometer not working
- Horn plays a tune
- Rear axle brake pipes pitted
- RHR brake hose bulges under pressure
- RHF steering stop lock missing
- Front tyres mismatched and wrong direction
- Missing wheel nuts LHR and RHF
- Exhaust leaking at manifold
- Towbar had corrosion within 150mm of mounting points
- Driveshaft rubber split

Examples of pass (recheck) comments:

- Corrosion at A pillars and suspension mounts repaired by panel beater
- Window tints removed
- All tyres replaced
- Exhaust noise now complies
- Towbar removed

Note on pass comments

Pass comments are included as part of the previous inspection information when a vehicle search is done in VIC.

When recording a pass, add comments to record anything that wasn't a fail, but may not pass next inspection unless addressed; or any additional information to support the pass.

Examples of pass comments:

- Panel beaters report supplied for corrosion around rear tailgate and RH B pillar
- Crack to windscreen bottom RHS at 83mm
- Handbrake adjustment excessive
- Brake pads becoming low

Record WoF pass

1. [Search for vehicle](#)

2. If you've just entered a WoF and selected to record another WoF inspection, go to step 3.

If you haven't just entered a WoF, click **Record a WoF**. Go to step 3.

Record WoF Inspection

1 Record WoF 2 Confirmation

Plate: LWA558

Vehicle details		Previous inspections	
Plate number	LWA558	Type	WOF
Year / Make / Model / Colour	2018 TOYOTA COROLLA SILVER	Inspection date	18/09/2025
VSR Class	MA	Result	Pass

Enter your inspector ID

Inspector ID* Search

Enter your inspection details

Inspection date* 12/01/2026

VIN/chassis number*

Please enter the last 6 digits of the VIN

Odometer*

Diesel* Yes, this is a diesel vehicle No, this is not a diesel vehicle

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

3. If a message displays advising the vehicle doesn't belong to an inspection group that requires a WoF, select the [new inspection group](#) for the vehicle if relevant. The owner of the vehicle will need to do a change of licence type. If the vehicle shouldn't have a WoF, click **Cancel**.

4. Enter your Inspector ID and click **Search**.

Your name displays.

If you're not authorised to do a WoF for the vehicle type, an error message will display and you won't be able to proceed with recording a WoF. Click **Cancel**.

5. 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.

6. If search was by plate and a motorised vehicle, enter the last six digits of the VIN/Chassis number. Some vehicles don't require a VIN/Chassis number, such as a trailer.

If you searched by plate and the vehicle VIN/chassis number doesn't match the vehicle plate, a message will display, but you can continue. Note this warning message is currently showing in red instead of amber. Advise the customer to permanently fix the VIN/chassis number they need to notify NZTA using the [vehicle report form](#).

7. If a motorised vehicle, enter the odometer reading.

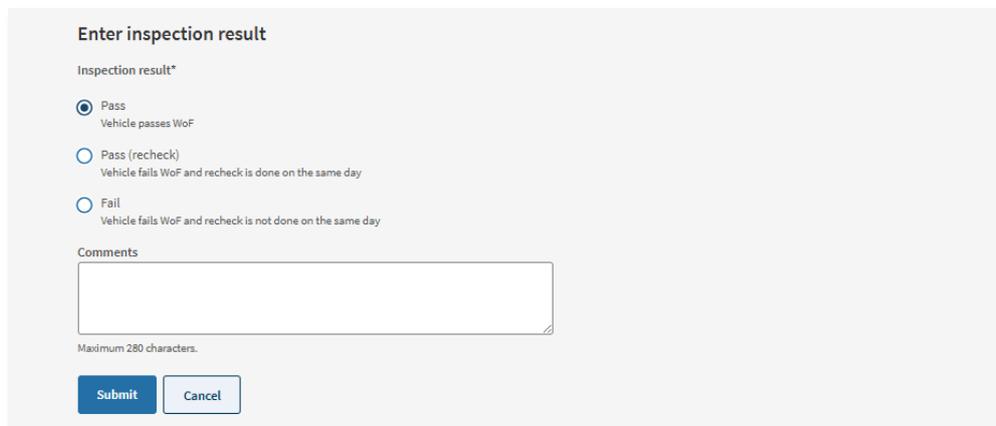
Odometer readings are not required for some vehicle types, such as trailers and caravans.

If the odometer reading is less than the last reading or more than 30,000km above the last reading, a warning message will display when you submit the WoF outcome.

8. Select if the vehicle is diesel or not.

If the diesel flag isn't as expected, a warning message will display when you submit the WoF outcome.

9. Select **Pass**.



Enter inspection result

Inspection result*

Pass
Vehicle passes WoF

Pass (recheck)
Vehicle fails WoF and recheck is done on the same day

Fail
Vehicle fails WoF and recheck is not done on the same day

Comments

Maximum 280 characters.

Submit Cancel

10. Enter further details about the pass in the comments if required. See [note on pass comments](#).

11. Click **Submit**.

Either:

- A confirmation message and the WoF inspection details display. Record the authorisation number on the WoF label.
- An amber warning message displays, such as if the odometer reading is outside the expected range or the diesel flag isn't as expected. Click **Cancel**. Check what you have entered is correct, then click **Submit**, then **Yes, submit**.
- A red error message displays. If the following apply, you won't be able to continue:
 - The vehicle hasn't met Clean Car Standard requirements
 - The vehicle isn't entry certified.

[What happens next](#)

Record WoF pass (recheck)

If a vehicle initially fails the inspection, but the issue can be fixed on the day and passed (without leaving your site), this should be entered as a pass recheck. Do not record a fail separately unless the vehicle has to leave the site. The pass recheck results in two records in the Motor Vehicle Register (MVR): a fail record which records the reason for failure, and then a pass record.

1. [Search for vehicle](#)

2. If you've just entered a WoF and selected to record another WoF inspection, go to step 3.

If you haven't just entered a WoF, click **Record a WoF**. The *Record WoF Inspection* screen displays. Go to step 3.

The screenshot shows the 'Record WoF Inspection' interface. At the top, it says 'NZ TRANSPORT AGENCY' and 'Vehicle Inspection and Certification (VIC)'. The user is logged in as John Smith, MS88412 - WOF TEST MOTORS LIMITED. The page has a progress indicator with '1' in a green circle for 'Record WoF' and '2' in a grey circle for 'Confirmation'. Below the progress bar, the plate number 'LWA558' is displayed. There are two expandable sections: 'Vehicle details' and 'Previous inspections'. The 'Vehicle details' section shows 'Plate number: LWA558', 'Year / Make / Model / Colour: 2018 TOYOTA COROLLA SILVER', and 'VSR Class: MA'. The 'Previous inspections' section shows 'Type: WOF', 'Inspection date: 16/09/2025', and 'Result: Pass'. Below these are sections for 'Enter your inspector ID' (with an 'Inspector ID*' field and a 'Search' button) and 'Enter your inspection details' (with 'Inspection date*' set to 12/01/2028, 'VIN(chassis number)*' field, 'Odometer*' field, and 'Diesel*' radio buttons for 'Yes, this is a diesel vehicle' and 'No, this is not a diesel vehicle'). Red arrows point from the 'Show more' links in both expandable sections to the text below.

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

3. If a message displays advising the vehicle doesn't belong to an inspection group that requires a WoF, select the [new inspection group](#) for the vehicle if relevant. The owner of the vehicle will need to do a change of licence type. If the vehicle shouldn't have a WoF, click **Cancel**.

4. Enter your Inspector ID and click **Search**.

Your name displays.

If you're not authorised to do a WoF for the vehicle type, an error message will display and you won't be able to proceed with recording a WoF. Click **Cancel**.

5. 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.

6. If search was by plate and a motorised vehicle, enter the last six digits of the VIN/Chassis number. Some vehicles don't require a VIN/Chassis number, such as trailers.

If you searched by plate and the vehicle VIN/chassis number doesn't match the vehicle plate, a message will display, but you can continue. Note this warning message is currently showing in red instead of amber. Advise the customer to permanently fix the VIN/chassis number they need to notify NZTA using the [vehicle report form](#).

7. If a motorised vehicle, enter the odometer reading.

Odometer readings are not required for some vehicle types, such as trailers, caravans.

If the odometer reading is less than the last reading or more than 30,000km above the last reading, a warning message will display when you submit the WoF outcome.

8. Select if the vehicle is diesel or not.

If the diesel flag isn't as expected, a warning message will display when you submit the WoF outcome.

9. Select **Pass (recheck)**.

Enter inspection result

Inspection result*

Pass
Vehicle passes WoF

Pass (recheck)
Vehicle fails WoF and recheck is done on the same day

Fail
Vehicle fails WoF and recheck is not done on the same day

Failure reason*

Brakes other Brakes performance Exhaust condition Exhaust noise Exhaust visible smoke

Green/pink sticker Green sticker exhaust Glazing wipers Lights Mirrors

Other Seatbelts Speedo Structure Steering suspension

Tyres other Tyres tread depth

Select 1 or more failure reasons

Comments

Maximum 280 characters.

10. Select one or more failure reasons.

11. Enter further details about the pass (recheck) in the comments. See [note on fail comments](#).

12. Click **Submit**.

Either:

- A confirmation message and the WoF inspection details display. Record the authorisation number on the WoF label.
- An amber warning message displays, such as if the odometer reading is outside the expected range or the diesel flag isn't as expected. Click **Cancel**. Check what you have entered is correct, then click **Submit**, then **Yes, submit**.
- A red error message displays. If the following apply, you won't be able to continue:
 - The vehicle hasn't met Clean Car Standard requirements.
 - The vehicle isn't entry certified.

[What happens next](#)

Record WoF fail

1. [Search for vehicle](#)
2. If you've just entered a WoF and selected to record another WoF inspection, go to step 3.

If you haven't just entered a WoF, click **Record a WoF**. The *Record WoF Inspection* screen displays. Go to step 3.

The screenshot shows the 'Record WoF Inspection' interface. At the top, it says 'NZ TRANSPORT AGENCY' and 'Vehicle Inspection and Certification (VIC)'. The user is logged in as 'John Smith' from 'MS85412 - WOF TEST MOTORS LIMITED'. The progress bar indicates 'Record WoF' is the current step. The vehicle details section shows 'Plate: LWA558' and '2018 TOYOTA COROLLA SILVER MA'. The 'Previous inspections' section shows a 'WOF' inspection on '18/09/2025' with a 'Pass' result. The 'Enter your inspector ID' section has an input field and a 'Search' button. The 'Enter your inspection details' section has an 'Inspection date' field set to '12/03/2028', a 'VIN/chassis number' field, an 'Odometer' field, and a 'Diesel' checkbox with options 'Yes, this is a diesel vehicle' and 'No, this is not a diesel vehicle'. Red arrows point to the 'Show more' links in the 'Vehicle details' and 'Previous inspections' sections.

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

3. If a message displays advising the vehicle doesn't belong to an inspection group that requires a WoF, select the [new inspection group](#) for the vehicle if relevant. The owner of the vehicle will need to do a change of licence type. If the vehicle shouldn't have a WoF, click **Cancel**.
4. Enter your Inspector ID and click **Search**.

Your name displays.

If you're not authorised to do a WoF for the vehicle type, an error message will display and you won't be able to proceed with recording a WoF. Click **Cancel**.

5. 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.

6. If search was by plate and a motorised vehicle, enter the last six digits of the VIN/Chassis number. Some vehicles don't require a VIN/Chassis number, such as trailers.

If you searched by plate and the vehicle VIN/chassis number doesn't match the vehicle plate, a message will display, but you can continue. Note this warning message is currently showing in red instead of amber. Advise the customer to permanently fix the VIN/chassis number they need to notify NZTA using the [vehicle report form](#).

7. If a motorised vehicle, enter the odometer reading.

Odometer readings are not required for some vehicle types, such as trailers and caravans.

If the odometer reading is less than the last reading or more than 30,000km above the last reading, a warning message will display when you submit the WoF outcome.

8. Select if the vehicle is diesel or not.

If the diesel flag isn't as expected, a warning message will display when you submit the WoF outcome.

9. Select **Fail**.

Enter inspection result

Inspection result*

Pass
Vehicle passes WoF

Pass (recheck)
Vehicle fails WoF and recheck is done on the same day

Fail
Vehicle fails WoF and recheck is not done on the same day

Failure reason*

Brakes other Brakes performance Exhaust condition Exhaust noise Exhaust visible smoke

Green/pink sticker Green sticker exhaust Glazing wipers Lights Mirrors

Other Seatbelts Speedo Structure Steering suspension

Tyres other Tyres tread depth

Select 1 or more failure reasons

Comments

Maximum 280 characters.

Submit Cancel

10. Select one or more failure reasons.

11. Enter further details about the fail in the comments. See [note on fail comments](#).

12. Click **Submit**.

Either:

- A confirmation message and the WoF inspection details display.
- An amber warning message displays, such as if the odometer reading is outside the expected range or the diesel flag isn't as expected. Click **Cancel**. Check what you have entered is correct, then click **Submit**, then **Yes, submit**.
- A red error message displays. If the following apply, you won't be able to continue:
 - The vehicle hasn't met Clean Car Standard requirements
 - The vehicle isn't entry certified

[What happens next](#)

What happens next

The WoF outcome is updated in the Motor Vehicle Register (MVR).

If you need to change or delete a WoF recorded that day, see [Change WoF inspection](#) or [Delete WoF inspection](#).

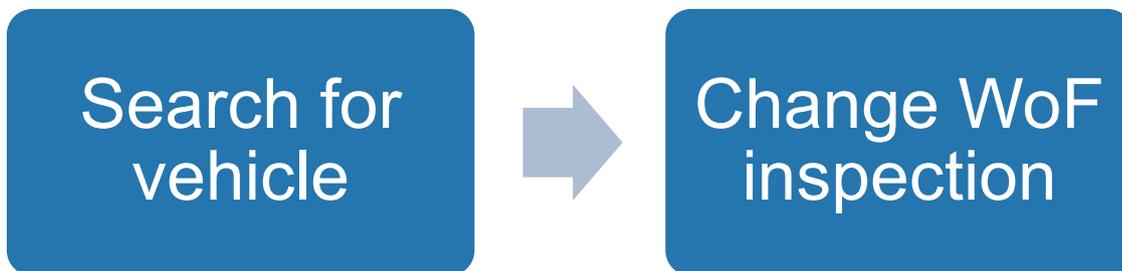
To record another WoF, click **Record another WoF inspection**. The *Record WoF inspection* screen displays.

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

Change or delete WoF

- You can change or delete the WoF inspection in VIC if the inspection was done on the **same day** you entered it, including inspections keyed against a VIN. After that, you'll need to contact NZTA to make changes.
- For a WoF inspection recorded as a pass, you can change the inspector ID, odometer reading, diesel indicator and comments.
- For a WoF inspection recorded as a fail or pass (recheck), you can change the inspector ID, odometer reading, diesel indicator, the reasons for failure and comments.
- If you need to change the WoF outcome or you've entered the WoF outcome against the incorrect vehicle, [delete WoF outcome](#) and record the outcome again.

Process – inspection done on same day



Process – inspection done on same day – change outcome/outcome entered against incorrect vehicle



Change WoF inspection

1. If you've just logged in, the *Search for a vehicle* screen displays ([Search for vehicle](#)). Click **Change WoF**. The *Change WoF inspection* screen displays. Go to step 2.

If you've just entered a WoF and selected **Change WoF**, the *Change WoF inspection* screen displays. Go to step 2.

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

Your name displays.

If you're not authorised to change the WoF, an error message will display and you won't be able to proceed. The Inspector ID must be the same as that used to record the WoF, or the Inspector ID must be linked to the site where the WoF was recorded.

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

3. Update the diesel flag if required.

If the diesel flag isn't as expected, a warning message will display when you submit the WoF outcome.

4. Update the odometer reading if required.

If the odometer reading is less than the last reading or more than 30,000km above the last reading, a warning message will display when you submit the WoF outcome.

5. For pass, update the comments if required. See [note on pass comments](#).

For fail or pass (recheck), update the failure reasons and comments if required. See [note on fail comments](#).

6. Click **Confirm changes**.

A confirmation message advising the inspection has been updated and the WoF inspection details display.

[What happens next](#)

Delete WoF outcome

Use this if you have recorded a WoF in error or need to change the outcome of the WoF inspection.

If you delete a pass (recheck), only the pass inspection is deleted. The failed inspection remains in the system.

1. If you've just logged in, the *Search for a vehicle* screen displays ([Search for vehicle](#)). Click **Delete WoF**. You'll see a message with the inspection details asking if you are sure you want to delete this inspection. Go to step 2.

If you've just entered a WoF and selected **Delete WoF**, you'll see a message with the inspection details asking if you are sure you want to delete this inspection. Go to step 2.

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

Your name displays.

If you're not authorised to delete the WoF, an error message will display and you won't be able to proceed with deleting the WoF. The Inspector ID must be the same as that used to record the WoF, or the inspector ID must be linked to the site where the WoF was recorded.

Are you sure you want to delete this inspection?

Inspector ID*

You're about to delete the following inspection

Plate number	LWA558
VIN/chassis	JTNK43BE903018238
Inspection date	2024-12-06
Inspection result	Pass
WoF expiry date	2025-12-20
System authorisation number	27044

3. Click **Yes, delete**.

A confirmation message advising the inspection has been removed and the WoF inspection details display.

[What happens next](#)

Need help?

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

As you can only update or delete a WoF on the day the inspection was done, if you realise after this you've entered the WoF incorrectly (such as incorrect odometer or WoF outcome):

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