

This form is to be used when incorrect vehicle inspection details have been submitted to NZ Transport Agency Waka Kotahi. It is only able to be completed and submitted by an inspecting organisation and its staff.

Fill out all sections as required. An incomplete or incorrectly completed form can result in delays with your request. Documentation is required for all corrections other than a TCERT removal.

**Site and inspector details**

<b>Site information</b>	
<input style="width: 100%; height: 20px;" type="text"/>	
<b>Inspector name</b>	<b>Inspector ID</b>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
<b>Email</b>	<b>Phone number</b>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

**Requested changes**

Select the reason for the change request and then fill out the appropriate section on page two or page three of this form.

- Correction to vehicle VIN/chassis number (registered vehicle)
- Correction to vehicle detail from an entry compliance error
- Odometer correction
- Missed inspection
- TCERT removal

**Required documents**

Attach these document when you email in the completed form.

- Checksheet
- Manufacturer's documentation
- De-registration papers
- Other (please specify)

**Additional notes**

Enter any additional notes that you think are relevant

**Declaration**

I declare that the information supplied in this form is correct and complete.

<b>Inspector's signature</b>	<b>Date</b>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

**Send completed form to**

Email the completed form with along with supporting documentation to: [inspections@nzta.govt.nz](mailto:inspections@nzta.govt.nz)

## Correction to vehicle VIN/chassis number (registered vehicle)

### Notes

- This section can only be completed by and entry certification agent unless approval has been given by Waka Kotahi for a WoF site to complete. If you need approval email [inspections@nzta.govt.nz](mailto:inspections@nzta.govt.nz)
- If applying under this section you must supply photos of **ALL** the vehicle ID tags/plates with your request.
- Do not use this form if a vehicle's VIN/chassis number has been tampered with/removed. Refer to the [VIRM: In-service certification 1-1 VIN and chassis number](#)

Plate number

Inspection date

Inspected by

Incorrect VIN/chassis number in LANDATA

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Correct VIN/chassis number to be entered into LANDATA

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## Correction to vehicle detail from an entry compliance error

**Note:** any changes to be made on an already registered vehicle **MUST** have supporting documents from the manufacturer. This can be a statement of compliance, de-registration papers or similar.

Vehicle VIN/chassis number

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Date of entry certification

Incorrect vehicle details

Correct vehicle details

## Odometer correction

**Note:** corresponding checksheet must be provided. Please do not alter or overwrite the odometer reading on the inspection checksheet. If written incorrectly the vehicle **MUST** be re-sighted and the current odometer reading confirmed.

Plate number

Incorrect odometer reading entered into LANDATA

Correct odometer reading

Date correct odometer reading sighted

