

Use this form to apply to become a vehicle inspector (VI) issuing certificates of fitness (CoF).

You can also use it when applying to add new inspection groups to your existing appointment.

Make sure you are familiar with the requirements to apply, including prerequisites and any evidence we might need. Information can be found in the applications section of the Vehicle Inspection Portal.

[Vehicle inspector applications \(WoF and CoF\)](#)

**Application type**

What are you applying for?

A new appointment as a vehicle inspector.

To add an inspecting group to my appointment as a vehicle inspector.

**Applicant details**

Have you ever been appointed as an NZ Transport Agency Waka Kotahi (NZTA) (or predecessor organisations) inspecting organisation, vehicle inspector or specialist certifier before?

No

Yes (provide your appointment number or certifier ID \_\_\_\_\_)

Full name

Phone number	Mobile number	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address

I agree to receiving notices and information from the Director of Land Transport/ NZTA at this email address rather than by post.

Physical address

  


Postal address (if different from physical address)

  


Do you have a New Zealand driver licence?

Yes - Driver licence number

- No - If you apply with an overseas licence you must also send us:
- a clear colour copy of your overseas licence (all sides/pages)
  - your international driving permit (if you have one).

You must have a current and valid driver licence for the vehicles you're applying to inspect.

You can only inspect vehicles on a valid overseas licence for 12 months after entering New Zealand. After that, you'll need to get a New Zealand driver licence. You might need to pass a theory or practical test, or both.

[Converting to a New Zealand driver licence](#)

If your New Zealand driver licence has a supervisor condition, you'll need a supervisor while you're inspecting vehicles.

## Fit and proper person

Are you **currently appointed** as an inspecting organisation, vehicle inspector or specialist certifier?

- No - You must send us your criminal record check from the Ministry of Justice with this application
- Yes - You don't need to send us your criminal record check with this application (but we reserve the right to ask you for one)

Have you ever been convicted of a criminal offence?

- No
- Yes (provide details)


Do you have pending criminal offences?

- No
- Yes (provide details)


## Inspection groups

**What type(s) of vehicles are you applying to inspect?**

The inspecting organisation you'll work for must:

- be currently appointed to inspect these vehicles, or
- apply to us to inspect these vehicles.

[Inspecting organisation applications](#)

### CoF A (light vehicle groups)

You must hold a current appointment as a WoF vehicle inspector to apply for CoF A.

This includes holding the right inspection group. For example, to inspect CoF A motorcycles you must hold an appointment as a motorcycle WoF inspector.

- 10 Transport service licensed light vehicles, not trailers  
(includes taxis and taxi meter calibration) MA, MB, MC, MD1, MD2, NA
- 24 Other CoF vehicles (includes rental vans) LC, LD, LE, MA, MB, MC, MD1, MD2, NA
- 25 Rental motorcycles LC, LD, LE
- 26 Rental cars MA, MB, MC, MD1

### CoF B (heavy vehicle groups)

To apply for groups 11 and 12 you must:

- already have groups 21, 22 and 23, and
- have received a compliant performance review for these groups.

**I meet the above requirements.**

- 11 Medium PSV GVM up to 12,000kg MD3 (up to 4500kg), MD4 (up to 5000kg), ME
- 12 Large PSV GVM greater than 12,000kg ME
- 21 Medium truck up to 12,000kg; medium trailer up to 10,000kg (truck + trailer) NB, TC  
(includes supplementary group 27 private heavy motorhome GVM up to 12,000kg)
- 22 Truck greater than 12,000kg; trailer greater than 10,000kg (truck + trailer) NC, TD  
(includes supplementary group 28 private heavy motorhome GVM greater than 12,000kg)
- 23 Large heavy combination truck GCM greater than 39,000kg (A-train and B-train)  
NC, TD

## Application pathway

What application pathway are you applying under?

CoF A

You don't need to send us evidence of qualifications or experience again.

CoF B (groups 11 and 12)

You don't need to send us evidence of qualifications or experience again.

CoF B (groups 21, 22 and 23)

You must send us evidence of your qualification and/or experience with this application. The number of years of experience you need as an automotive technician depends on what you're applying for.

See the [Vehicle Inspection Portal Applications section](#) full information about the qualifications we accept or the experience you need.

- I have a qualification you can accept by itself.
- I have a qualification you can accept alongside 3 years' experience as an automotive technician.
- I have at least 4 years' experience as an automotive technician.

## Training

You must complete in-house or external training so you're prepared to pass a theory and/or practical test.

If you haven't completed training at the time you send us your application, you must complete it before your test.

We'll contact you to arrange a date and time for your test, so you can make sure you've completed your training by then.

More information on training can be found in the [Training required](#) section of our website.

Have you completed training?

- No
- Yes

## Inspecting organisation details

To become a VI you must have access to an IO where practical testing can be conducted.

The IO you want to be tested at must be appointed for the same inspection groups you're applying for. If they're not, please complete the relevant IO application and send it to us with your VI application. For more information visit the [Vehicle Inspection Portal IO applications section](#)

IO name

IO appointment number

(if the IO hasn't been appointed yet, please enter 'Applying' in this field)

Site address

## Inspecting organisation details continued

Email address

Phone number

Contact person

## Test arrangement

Who do you want us to contact to arrange your test?

- Contact me
- Contact my IO

## Releasing your information

You can choose to give us permission to release information about your application to the IO you'll be tested at.

The details we release could include:

- the stage your application is at
- any extra information we need, like references or more information about your experience
- the outcome of your application, including:
  - fit and proper person information we've collected (like your criminal conviction history or traffic offence history)
  - your authority number (if you're appointed)
  - conditions we might put on your appointment
  - warnings we might put on your appointment.

I permit NZTA to release the above information to my IO.

## What we do with your information

Collection of this information is authorised by Land Transport Rule: Vehicle Standards Compliance 2002. All information contained in your application form will be held by NZTA and treated as confidential subject to the Official Information Act 1982 and Privacy Act 2020.

You are entitled to access, and request the correction of, any readily retrievable personal information held about you by NZTA. You can do so by writing to us at Private Bag 11777, Palmerston North 4442 or by emailing us at [info@nzta.govt.nz](mailto:info@nzta.govt.nz)

## Documents checklist

You are required to provide documents with this application to show you meet all the criteria specified for vehicle inspector applications.

[Vehicle inspector application information](#)

Tick to confirm you've provided the required information.

### For new applicants (who don't have a current IO, VI, or specialist certifier appointment)

Your criminal record check from the Ministry of Justice (see <a href="http://vehicleinspection.nzta.govt.nz/moj">vehicleinspection.nzta.govt.nz/moj</a> for more information).	<input type="checkbox"/>
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### For applicants with an overseas driver licence

A clear colour copy of your overseas licence (all sides/pages).	<input type="checkbox"/>
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Your international driving permit (if you have one).	<input type="checkbox"/>
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### For applicants applying for CoF B groups 21, 22 and 23 (you must provide one or more of the below, based on the application pathway you're applying under)

Your qualification(s) (if you're applying under a qualification pathway).	<input type="checkbox"/>
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An NZQA assessment of your overseas qualification, or a cover letter explaining the qualification in detail (if you have an overseas qualification).	<input type="checkbox"/>
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Your curriculum vitae or a personal statement outlining in detail your experience and skills to be appointed for the inspection group(s) you're applying for (if you're applying under a qualification + experience or experience only pathway).	<input type="checkbox"/>
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References from relevant employers to support your experience (if you have any).	<input type="checkbox"/>
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Evidence of roller brake machine training (if you don't provide this with your application you must provide it within 2 calendar months from the date we assess your application).	<input type="checkbox"/>
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Any other document or information to support your application.	<input type="checkbox"/>
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## Consent and declaration

To the best of my knowledge and belief, all the information I have given for this application is true and correct.

If this application is approved, I will comply with all rules and regulations required of vehicle inspectors.

I have read and understood the [NZ Transport Agency vehicle inspector code of conduct](#).

I authorise NZTA to make all enquiries as to my character and suitability to be a vehicle inspector for the purposes of this application and for the term of my appointment as a vehicle inspector (under the Official Information Act 1982 and the Privacy Act 2020).

I consent to the disclosure by relevant persons or authorities of information they hold about me to NZTA.

See the [Vehicle Inspection Portal Applications section](#) for further information about the enquiries we may make or the other relevant persons or authorities we may contact.

Applicant's signature

Date

## Address to send application

Send this form and supporting documentation to [vehicleinspections@nzta.govt.nz](mailto:vehicleinspections@nzta.govt.nz) or post to the address below:

Provider Licensing  
NZ Transport Agency  
Private Bag 11777  
Palmerston North 4442