

Use this form in any of these situations:

- The ownership trail is incomplete (for vehicles undergoing used entry certification).
- There's no proof of previous New Zealand registration.
- There's no proof of previous overseas registration.
- You need permission to use non-standard documents.

Privacy

All information contained in your application will be held by NZ Transport Agency Waka Kotahi (NZTA) and treated as confidential subject to the Official Information Act 1982 and the Privacy Act 2020.

Under the Privacy Act 2020, you have the right to request access to and correction of any personal information you supply as a part of this application process from NZTA. Should you wish to exercise these rights please contact NZ Transport Agency by emailing info@nzta.govt.nz

Fees and payment

The fee for processing an *Alternative documents form* is \$211.92.

We'll send you an invoice with payment details and instructions.

Please make sure you fill in the 'Payer details' section of this form to ensure we send the invoice to the correct person/organisation.

Sending us your application

Scan and send the completed form, along with any required documentation to:

exemptions@nzta.govt.nz (light)
hvexemptions@nzta.govt.nz (heavy)

Applications must be emailed.

Contact us

If you want to contact us about your application, or provide additional supporting information, email us at the appropriate address above.

Reason you're applying

Tick any applicable.

- The ownership trail is incomplete (for vehicles undergoing used entry certification).
- There's no proof of previous New Zealand registration.
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- You need permission to use non-standard documents.

Required documentation

You must include copies of these documents with your application.

You only need to **scan and email copies** of the documents listed below in your application. However, you still need to **keep the originals of the documents** as you must show them to the entry certifying inspecting organisation.

These documents must be provided before the application can proceed.

- Proof of previous registration (see **Note 1**).
- Ownership trail (documents leading from the last registered owner to the current New Zealand owner, eg bill of sale, auction invoices, any relevant document may be considered) (see **Note 2**).
- A completed *VIN/chassis verification* (CA12) form [VIN/chassis verification](#)
- Independently certified translation of any documents not written in English.
- Photographs of the vehicle and identifiers.

Note 1

Evidence of registration from the country/state of origin or last country in which the vehicle was registered.

Note 2

The applicant (owner/importer) must supply a statutory declaration covering the following points:

- How the vehicle was obtained.
- Condition of the vehicle at the time of purchase (eg, registered, unregistered, damaged).

NZTA discretion

The information contained in this application does not limit the authority of NZTA to reject or accept an application, taking into account any conditions or matters related to the application, and satisfaction that there is no significant increase in risk to safety posed by the application.

Declaration

I am/have been authorised by the company or party to make this application. The particulars of this application are complete and correct to the best of my knowledge.

Applicant's signature

Date