

**Correct as at 30th April 2026. It may be superseded at any time.**

**Extract taken from:** Entry certification > Pre-registration and VIN > Vehicle attributes > Amending vehicle attributes or status

## **2-3 Amending vehicle attributes or status**

The status of a vehicle or the attributes recorded against it may be changed at any time after the vehicle record is created. There are two reasons to amend vehicle details:

1. to correct a data entry error
2. to reflect a modification to the vehicle.

When correcting data entry errors, the file must be checked before changes are made and a record of the correct data must be held in the vehicle file.

When amending vehicle attributes or status due to vehicle modifications, the vehicle and documentation must be checked to ensure certification requirements are met (Note 1).

## **1 VIN screen**

The system will allow changes to be made at any time before the MR2A is printed. Some managers and staff have a higher level of access and can make changes after the MR2A has been printed. Where those staff members are unavailable, requests to make changes should be emailed to the Permitting Assessments team at [frr@nzta.govt.nz](mailto:frr@nzta.govt.nz) or faxed to 06 953 6267. The request must be supported with documentation (eg if a registration date was keyed incorrectly, a copy of the de-registration certificate should be supplied with the request).

### **1.1 ICORE and ILOAD screen – CoF vehicles**

If the vehicle requires a CoF, changes may also be made on CoF screens, provided the entry certifier has the appropriate CoF authority for the vehicle.

Changes to the vehicle type field can only be made by entry-level inspectors.

### **1.2 IVATT screen – WoF vehicles**

If the vehicle requires a WoF, changes may also be made on WoF screens, provided the entry certifier has the appropriate WoF authority for the vehicle.

Changes to the vehicle type field can only be made by entry-level inspectors.

### **1.3 Documenting changes**

1. Corrections to data entry errors will be covered by data held in the entry certification file.
2. Changes due to modifications for CoF vehicles should be carried out in accordance with CoF procedures.
3. Changes due to modification for WoF vehicles should be recorded:
  - a) in the IVCERT screen if low volume vehicle (LVV) certification has been issued, or
  - b) in NOTES if the vehicle does not require LVV certification.

## 2 Removing the border check damage flag

A damaged flag may be recorded against a vehicle by a border inspection organisation performing the border check. See Technical bulletin 36 Removing a border damage flag.

### 2.1 Light vehicles

If a vehicle is flagged on LANDATA by a border inspection organisation as damaged and the vehicle inspector determines that the damage does not exceed the threshold for requiring repair certification, an application must be made to remove the damage flag.

Forms to request the removal of a border damage flag are available in Reference material 17. The vehicle inspector must complete this form and give it to the supervisor authorised to remove damage flags.

[Reference material 17.](#)

### 2.2 Heavy vehicles

Once appropriate heavy vehicle specialist certification has been carried out as required, the border damage flag must be removed from a heavy motor vehicle. An entry certifier must complete a 'Request to remove border damage flag' form (see Reference material 17) and give it to the supervisor authorised to remove damage flags.

[Reference material 17.](#)

#### Note 1

[Inspection and certification 1-6-1\(2\)](#) lists the certification requirements for modified vehicles.