

Correct as at 25th June 2026. It may be superseded at any time.

**Extract taken from:** Border inspection of imported used vehicles > Reference materials > Border inspection system guidelines > Completing the form

## 2-5 Completing the form

### Standard mandatory fields

In the **Create New Record** screen, any field that is preceded by an \* is a mandatory field and must be populated before the record is submitted.

The following fields are mandatory:

- **Identifier**
- **Make**: select from a drop-down list
- **Model**: free text
- **Inspector ID**: free text
- **Inspection Date**: select using the calendar picker
- **Left Hand Drive**: automatically defaults to 'No'
- **Border Odometer**: must contain a value greater than, or equal to, zero
- **Site**: select from a drop-down list
- **Importers Name**: free text
- **Importers Address**: free text
- **Ship Name**: free text
- **Port of Arrival**: select from a drop-down list
- **Country of Import**: select from a drop-down list
- **Damage**: automatically defaults to 'No'.

### Additional notes for vehicle section

- **Identifier**: at least one identifier must be entered for a record. Either:
  - VIN ISO, or
  - Other VIN

**Do not enter a vehicle identifier into the 'Chassis' field.**

- **Make**: if you select **Other** in the **Make** drop-down list, enter the make details for the record in the **Other Make** box.

### Note 1

VIN ISO:

- cannot include: 'O' for Oscar, 'I' for India or 'Q' for Quebec
- must be 17 characters in length
- must not have a dash (-) entered in the number.

## Note 2

A Japanese domestic VIN will always have a dash (-) somewhere in the VIN.

### Additional notes for inspection section

- **Inspector ID:** use the person's initials followed by a sequential number which identifies the inspector.
- **Inspection date:** the inspection date must be entered as **yyyy/mm/dd**. Select a date by using the date picker icon to the right of the **Inspection Date** box.

**Note:** the date cannot be in the future.

- **Border Odometer:** border odometer readings must be values that are equal to or greater than zero. If no odometer reading can be recorded, enter '00000'
- **Site:** if you select **Other** in the **Site** drop-down list, enter the site details for the record in the **Other Site** box.
- **Ship name:** if you want to record the voyage number, use this field following the name of the ship, eg Transfuture 6 (VOY 48)
- **Port of Arrival:** if you select **Other** in the **Port of Arrival** drop-down list, enter the port details for the record in the **Details of Other Port** box.
- **Country of import:** this is the country that the vehicle was exported from.
- **Damage:** if the **No** button is selected, the **Damage** section will not appear and no further fields need to be completed. If the **Yes** button is selected, further fields related to damage will appear enabling notes, photos and/or water damage reports to be attached to the record. Refer to the **Entering further information if the vehicle is damaged** section for further details.