


Correct as at 26th April 2026. It may be superseded at any time.

Extract taken from: Border inspection of imported used vehicles > Reference materials > Border inspection system guidelines > Entering further information if the vehicle is damaged

2-6 Entering further information if the vehicle is damaged

Create new record screen with additional damage fields

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NZ TRANSPORT AGENCY
WAKA KOTAHI

Border Inspection System

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Create New Record

*Indicates mandatory fields.

Vehicle

Identifier * or or

Make * Other Make

Model *

Inspection

Border Agent **NZTA**

Inspector ID *

Inspection Date *

Left Hand Drive * No Yes

Border Odometer *

Site * Other Site

VIN On Manifest

Importers Name *

Importers Address *

Ship Name *

Port of Arrival * Details of Other Port

Country of Import *

Damage * No Yes

Structure Damage * No Yes

SRS Damage * No Yes

Fire Damage * No Yes

Water Damage * No Yes

Damage Notes *

Damage Photo 1 *

Damage Photo 2

Damage Photo 3

Damage Photo 4

Water Damage Report

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Mandatory fields for damage information

If the vehicle has been damaged, the following fields are mandatory:

- Damage.
- Structure Damage.
- SRS Damage.
- Fire Damage.
- Water Damage.
- Damage Notes.
- Damage Photo 1.

Additional notes for the damage fields

- **Damage:** if you select the Yes button, you must supply at least one photo with the record showing the damage to the vehicle. Refer to Damage Photo 1 bullet point below.
- **Damage notes:** when entering damage notes, select from the following list to describe the type of damage and where the damage is on the vehicle.

Damage
Rust
External
Underbody
Internal
Front
Rear
Side
Left
Right

Note: when a modified vehicle is flagged, record in the notes "**suspect modification to the vehicle**".

- **Water Damage:** if you select the Yes button, you must supply a water damage report with the record. Refer to Water Damage Report bullet point below.
- Damage Photo 1: click on Browse... to locate the photos to be attached.

Note: photo pixels must not exceed 640 x 480 pixels. Minimum of two photos must be attached.

- **Water Damage Report:** click on Browse... to locate the file to be attached
- Refer to the Attachments section for detailed specifications for photographs and reports.