

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 It may be superseded at any time.

**Extract taken from:** Entry certification > Inspection and certification > Required documentation and registration > Document availability

## 1-7 Document availability

Original documentation means the actual authentic document that was provided by the issuing person or organisation.

**A fax or photocopy is not an original document.**

Certified English translations (other than for Japanese deregistration certificates, export certificates and certificates of completion) must be provided for all documents not provided in English (eg registration history certificate, bills of sale, and purchase receipts). This must include a covering letter from the translation service that refers to the vehicle's chassis number.

## Inspecting vehicles without original documentation

### Original documents previously sighted

If an entry certifier is presented with a photocopy of the original de-registration papers but originals have been previously sighted, they must contact NZTA's Compliance Response Team (Light Vehicle Exemptions). The certifier will be required to sign a statement declaring that original documents have been sighted. This statement must be held in the vehicle file.

### Original documents not presented

When a vehicle is presented for entry certification but the vehicle owner has not yet received the original documentation, the inspection process may be started with a photocopy or faxed copy of the original document.

In such cases, the vehicle inspector must:

- record in the LANDATA notes against the vehicle record that certification cannot be completed until the original documentation has been presented.
- identify in the LANDATA notes what actual original documents need to be presented.

When the original documentation is presented there must be dual sign off (on the check sheet) by two independent persons (eg certifier and VIN quality controller/checker) to verify that the documentation has been presented.

**Important:** An MR2A must not be issued until the original documents have been presented.

## No documentation available (vehicles previously registered in Japan)

If the vehicle owner/importer has lost the original documentation, Japan's Ministry of Land, Infrastructure and Transport will not issue additional copies. The vehicle owner/importer can apply (using form Lost de-reg/export certificate (CA02)) to NZTA to consider use of alternative documentation. This may take some time to process, and will involve some costs to the importer.

### Lost de-reg/export certificate (CA02)

The following procedure explains the requirements for requesting use of alternative documentation.

1. The vehicle owner/importer must provide an original Japanese detailed registration history certificate (Sho-Sai-Toroku–Sho-Mei).

2. The vehicle owner/importer must provide original documents showing an ownership history that links the current owner to the last registered owner in Japan, and displays full details of all previous owners in Japan.
3. Certified English translations must be provided for all documents not provided in English (eg the Japanese detailed registration history certificate, bills of sale, and purchase receipts). This must include a covering letter from the translation service that refers to the vehicle's chassis number.
4. The vehicle owner/importer must provide evidence that a de-registration certificate has been issued to them for the vehicle.
5. The vehicle must be independently checked to verify that the VIN is the original vehicle identifier as attached by the manufacturer. This must be verified in writing by a entry-level vehicle inspector appointed by NZTA.

## Documentation does not match vehicle

If a vehicle is presented with documentation that does not match the vehicle (eg the VIN, chassis number, body style etc on the vehicle is not the same as that recorded on the document), a satisfactory reason for the discrepancy needs to be provided before the vehicle can be certified.

The importer should first see if the manufacturer or registration authority in the country of registration can provide an explanation. If this information cannot be obtained, or it does not confirm a mismatch between the documentation and the vehicle, and provide the correct identity, the entry certifier can apply to NZTA for approval to continue with the certification process.

In such cases, the entry certifier must:

1. assign and attach a VIN number to the vehicle using the identifier located on the vehicle. Notes must be recorded in LANDATA indicating that the documentation does not match the vehicle
2. submit the following material to NZTA for consideration:
  - a) a completed 'VIN approval request form'(see [Reference material 53](#))
  - b) copies of all required paperwork
  - c) a covering letter outlining the problem.

Page amended **1 November 2018** (see [amendment details](#))

Page updated **16 October 2023** (see [update details](#))