

Border inspection and used light entry certification inspecting organisations

Application information

This page contains the application form and information required to apply for border inspection and used light entry certification inspecting authorities.

If you have any further queries, please contact us through borderandentry@nzta.govt.nz

<p><u>Inspecting organisation application information: Border inspection and used light entry certification</u></p>	<p>Updated 1 October 2023</p>
<p><u>Questions and answers - Border inspection and used light entry inspecting organisation applications</u></p>	<p>Updated 1 October 2023</p>
<p><u>Border inspection: Reporting of vehicle inspection data – clarification of Transport Agency’s expectations</u></p> <p><u>Entry certification: Reporting of vehicle inspection data – clarification of Transport Agency’s expectations</u></p>	<p>Added 1 July 2020</p>
<p>Latest update</p> <p><u>Reporting of vehicle inspection data – further questions and answers</u></p>	<p>Added 21 August 2020</p>

Appendices	
Appendix A	<p><u>Applicant form – Application for appointment as an inspecting organisation</u></p> <p>(updated 8 July 2025)</p>
Appendix B	<p><u>Fit and proper declarations and consents to background checks - applicant (FP02)</u></p> <p><u>Fit and proper declarations and consents to background checks - key personnel (FP03)</u></p> <p><u>Fit and proper declarations and consents to background checks - third party (FP04)</u></p>
Appendix C	<p><u>Sample Notice of appointment</u></p>
Appendix D1	<p><u>Sample reporting document template for entry certification</u> (xlsx)</p> <p>(updated 7 June 2023)</p>
Appendix D2	<p><u>Sample reporting document template for border inspection</u> (xlsx)</p> <p>(updated 24 September 2021)</p>
Appendix E	<p><u>NZ Transport Agency Code of Conduct for Border and Entry Vehicle Inspectors and for third-party sites</u></p>
Appendix F	<p><u>Data technical standards</u></p> <p>(updated May 2022)</p>
Appendix G	<ul style="list-style-type: none"> • <u>VIRM: Border inspection</u> • <u>VIRM: Entry certification</u>
Appendix H	<p><u>Land Transport Rule: Vehicle Standards Compliance 2002</u></p>
Appendix I	<p><u>Managing Integrity of Vehicle Certification Inspection and Inspection Organisations – Operational Policy</u></p>
Appendix J	<p><u>Site checklist – Used light entry certification premises</u></p> <p>(updated June 2025)</p>

Appendix K	<u>Site checklist – Border inspection premises</u>
Appendix L	<u>Modifications to exiting site – requirements checklist: used light entry</u> (updated February 2023)