4 VIN affixing

4-1 Methods for affixing a VIN

If the vehicle being processed requires a new VIN to be affixed, the MR2A checksheet is printed with the required information. This must be used as a checksheet to ensure that the VIN is affixed to the correct vehicle. The VIN must be assigned and affixed at the same location as the computer and VIN embossing equipment are sited.

Application of VINs at offsites

Authority will be given to all approved Entry Certification sites to assign and affix VINs at a location different from the approved site based on the following conditions:

- All VIN procedures as documented in the VIRM must be followed
- The VIN allocation procedure must be started and completed at the same location and at the same time
- The agent will by necessity have a VIN embossing machine at the location of the VIN allocation. The embosser maybe transported from location to location but must remain secure at all times
- In addition to the embosser, the process must be undertaken using a secure computer with approved access to Landata, and an approved MR2A printer
- The agent will advise the NZTA Provider Compliance team in writing of any location they wish to use for applying VINs
- All vehicles which have the VIN applied, ‘offsite’ will have the fact recorded in ‘NOTES’
- The person applying the VIN must be employed solely by an entry certifier unless prior written approval is given by the Transport Agency
- Any transactions undertaken in contravention of these conditions will result in approval for the use of this procedure being withdrawn from the offending agent.

The VIN must be located on a non-removable structural part of the vehicle, in a position that it can be easily read. The VIN must not obscure an existing chassis number when it is affixed.

Table 4-1-1 describes permitted locations for a VIN to be affixed to a vehicle.

There are two methods for affixing a VIN to a vehicle:

- For cars, vans, trucks and buses without a separate chassis, the VIN is embossed on a plate and affixed to the vehicle in a location described in Table 4-1-1.
- For motorcycles, mopeds, trucks, buses with a separate chassis and heavy trailers, the VIN is stamped directly onto the chassis in a location described in Table 4-1-1. If it is physically difficult to stamp a VIN in the specified location (eg the material is unable to be adequately stamped), a VIN plate may be affixed in the location that stamping would normally be carried out. If this is not possible, contact the NZTA to obtain agreement on the position and/or method of affixing the VIN.

Quality assurance (QA) controls

The VIN that is affixed to the vehicle is the key to identifying that vehicle on LANDATA. Therefore, in order to minimise the risk of errors when affixing the VIN, the procedures for affixing a VIN require two people to be involved:

- one person who is responsible for affixing the VIN
- another person who is responsible for checking that the correct VIN has been affixed. This person is the QA controller.

Where a site has only a single NZTA appointed entry certifier, a KSDP can nominate a person to act as the QA controller in checking the VIN. The nominated person must be an employee of site. That person must be identified on the KSDP's delegation record.

1 VIN plate

When affixing a VIN plate to a vehicle, print an MR2A with the vehicle details to use as a VIN checksheet.

1. Emboss the plate with the VIN specified on the VIN checksheet.

2. Check that the embossed VIN matches the VIN detailed on the VIN checksheet.

3. Clean the area of the vehicle where the VIN plate is to be affixed with a suitable solvent or degreaser to remove any grease, silicon-based film or oil-based contaminant. Wipe off with a clean rag.

4. Peel off the adhesive backing strip from the VIN plate and stick the strip to either the VIN checksheet or the vehicle attributes worksheet.

5. Apply the VIN plate to the prepared area using pressure to ensure there are no air bubbles under the plate.

6. Drill two holes into the vehicle to match the rivet holes on the VIN plate, and rivet the plate to the vehicle.

7. Have the QA controller check the embossed VIN against the VIN specified on the VIN checksheet. The QA controller must sign the VIN checksheet to confirm this verification.

2 Stamping a VIN

When stamping a VIN directly on to a vehicle, print an MR2A with the vehicle details to use as a VIN checksheet.

1. Stamp the VIN in the appropriate location.

2. Have the QA controller check the stamped VIN against the VIN specified on the VIN checksheet. The QA controller must sign the VIN checksheet to confirm this verification.

3. Spray the VIN with a sealing spray.

Table 4-1-1. Permitted locations for a VIN to be affixed to a vehicle

(Note: in addition to any of these locations, if the vehicle has a rear windscreen, the VIN must be etched on it as close as practicable to the bottom left corner)

Vehicle	Permitted VIN locations
Passenger car Off-road passenger vehicle that is not forward controlled	• in the engine compartment on the right-hand side of the firewall • in the engine compartment on the right-hand side adjacent to the mounting point of the front suspension • in a location inside the engine compartment approved by the NZTA for a specified vehicle or vehicle model • on the firewall or inner guards so it is visible from the front of the vehicle • on the left "B" pillar below the manufacturer's ID decal (if fitted).
Forward-controlled passenger vehicle (van) Off-road vehicle	• in the passenger compartment, on the top of the right-hand wheel arch, adjacent to the seat cushion • in the passenger compartment, on the inner panel of the right-hand ‘A’ pillar, adjacent to where the floor meets the ‘A’ pillar • in the passenger compartment, on the ‘B’ pillar (this is less likely to suffer accident damage) • under bonnet (if applicable), placed in such a way that it can be viewed from the front of the vehicle, and/or is adjacent to the manufacturer’s plate.
Goods vehicle Omnibus Heavy trailer	Vehicles with a separate chassis: • on the outside of the chassis, adjacent to the right front wheel arch.
	Vehicles without a separate chassis: • in the passenger compartment, on the top of the right-hand wheel arch, adjacent to the seat cushion • in the passenger compartment, on the inner panel of the right-hand ‘A’ pillar, adjacent to the where the floor meets the ‘A’ pillar • in the passenger compartment, on the ‘B’ pillar (this is less likely to suffer accident damage).
Motorcycles Mopeds	• on the frame under the rider’s seat • on a non-removable part of the mainframe in a position where it is visible but not prone to damage.

Page amended **10 December 2023** (see **amendment details**).

4-2 Repairing incorrectly affixed VINs

Despite the procedural requirement for a second person (the QA controller) to verify the affixed VIN, it is still possible for errors to occur. Procedures for correcting errors are outlined below.

1 Correcting a VIN plate

If an incorrect VIN is affixed to a vehicle, it must be removed and the correct VIN (as printed on the VIN checksheet for that vehicle) must be affixed.

1. Remove the incorrect VIN plate from the vehicle.
2. Make a new plate with the correct VIN.
3. Have the new plate checked by the QA controller.
4. Fix the correct VIN plate to the vehicle.
5. Process the original incorrect VIN plate as required for audit purposes and destruction (the number of VIN plates issued must be checked against LANDATA).

2 Correcting a VIN etched on a rear windscreen

If a VIN is etched onto a rear windscreen incorrectly and the owner wants the glass replaced, the windscreen must be replaced at the sole expense of the entry certifier. The correct VIN must then be etched on the new windscreen.

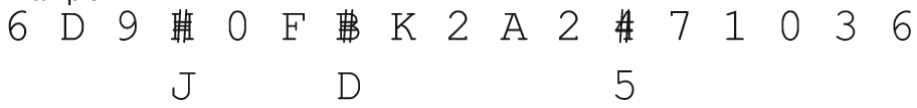
However, if the owner of the vehicle is willing to have the VIN corrected on the same windscreen, the incorrect VIN must be masked out and completely over-etched. The correct VIN must then be etched just above or below the original incorrect VIN.

3 Correcting a stamped VIN

A maximum of three stamping errors can be corrected by crossing out the individual letters or digits, and by stamping the correct letter or digit just above or below the crossed errors.

A hash character (#) must be used to cross out incorrect letters or digits. If a hash character is not available, an ‘X’ or a dollar sign ($) may be used.

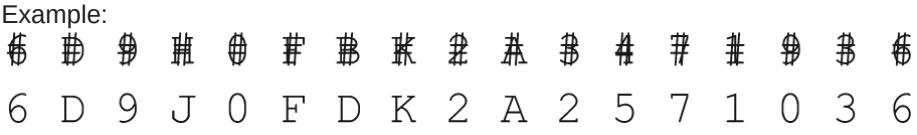
Example:



As an alternative, all letters and digits may be machined out and the entire VIN stamped again.

If there are more than three stamping errors, all letters and digits must be crossed out and the entire VIN must be stamped again, just above or below the original incorrect VIN.

Example:



4 Recording a VIN correction

When a stamped or etched VIN has been corrected, details of the correction must be recorded in the vehicle notes. This is to prevent suspicion arising when the VIN is inspected at a later date. If a VIN plate has been removed and a new one attached in such a way that there is no sign of the correction, this step is not required. The minimum details to

be recorded are the number of characters in the VIN that were corrected and the positions of these characters.

Example:

VIN corrected in 3 positions: 4, 7, 12

4-3 Damaged or missing VINs

Sometimes a vehicle is damaged in such a way that the vehicle identifier is no longer readable.

If a vehicle has been damaged so that the VIN is no longer readable, it must have its original VIN affixed by an entry certifier. A new VIN is not assigned. The VIN may be a LANDATA assigned ‘7AT’ VIN, or it may be one assigned by the manufacturer.

See **Pre-registration and VIN page 1-1(1.3)** for more information.

If a vehicle that does not have a VIN has been damaged so that the chassis or frame number is no longer readable, it must have a ‘7AT’ VIN assigned and affixed. Procedures for assigning a VIN to a currently registered vehicle are described in **section 3-2**.

1 Inspection required

When a vehicle owner applies to an entry certifier to have a VIN reaffixed or assigned, the vehicle must be inspected by a vehicle inspector authorised to carry out entry certification. The vehicle inspector must complete a ‘VIN approval request’ form:

(**Reference material 53**).

All identifiers (VIN, chassis, engine, body and frame numbers) must be recorded and their location and condition noted. What is right with the vehicle and its identifiers is just as important as what is wrong.

A VIN must not be affixed or re-affixed to a vehicle until approval from the Transport Agency has been sighted. Once approval is received, the details on the approval document, on the LANDATA system and on the actual vehicle presented must be matched.

Table 4-3-1 describes what action must be taken depending on how details match. A tick represents a match between details; a cross represents a difference between details.

Table 4-3-1. Matching details when affixing/re-affixing a VIN

Vehicle presented	LANDATA vehicle record	Approval from NZTA	Action
✓	✓	✓	Affix the VIN to the vehicle. A note, such as 'VIN plate re-affixed', must be added to the vehicle record.
✓	✓	✗	There may be an error on the approval. Refer the vehicle owner to NZTA. Do not continue.
✓	✗	✓	An incorrect VIN has been entered in LANDATA. Type the correct VIN in the VIN/chassis field of the 'VIN allocation' screen and transmit.
✗	✓	✓	Do not continue to process until approval is obtained from NZTA. Type >**C**< into the escape field and transmit to cancel the transaction.

If there is no VIN recorded for the vehicle in LANDATA, refer to **section 3-2** for information on assigning a VIN to a currently registered vehicle.

Page amended **1 October 2022** (see **amendment details**).