

# Commercial jet boat driver (river) licence application form

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Last updated: June 2024

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## About this form

Use this form if you are applying for:

- a new licence (new drivers)
- a replacement licence
- renewal of an existing licence.

## To complete this application, you need to provide all of the information we require.

If you are wanting to authorise a person or company to act as your agent in respect of this application, you will need to complete an *Authority to act as an agent form* as well.

### Note

You must complete this form correctly for your application to be valid. Refer to the checklist (section 5.2 Checklist) to make sure you have provided all of the information we need.

If your application is incomplete, we will return all your application documents to you.

# 1. Personal details

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## All applicants must complete this section.

Complete all of these fields.

Title (tick only one)

Mr

Mrs

Miss

Ms

Other (please specify)

Surname

Given name(s)

Nationality

Place of birth

Fill in both city and country

Date of birth

DD / MM / YYYY

Home phone

Eg +64 1 234-5678

Mobile phone

Eg +64 21 123-4567

Fax number

Eg +64 1 234-6789

Email address

Postal or delivery  
address

City and country

Postcode

Preferred means of  
contact

(tick only one)

Email

Post

Phone

Fax

## 2. Photo and signature requirements

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**All applicants must complete this section.**

### Signatures

You must sign inside both of these boxes:

Sign here



Sign here



**Make sure you sign both boxes and that your signature fits in each box.**

### Photographs

You can send us your photos either by email or courier:

#### 1. Email

Email a copy with your application (ask the photographer to provide an electronic copy, which you can then forward to MNZ).

#### 2. Courier

Courier two passport-sized photos of yourself with your application. Attach the photos (inside a sealed envelope) to the top of this page.

The photos must:

- be in colour
- be less than 12 months old
- only show your head and shoulders
- be 35mm wide x 45mm long
- be original, not scanned copies.

# 3. Purpose of your application

## All applicants must complete this section.

Please indicate what your application is for:

A new licence (new drivers)

Renewal of an existing licence

Replacement for lost, stolen or destroyed licence(s)

**If you have ticked this box, you need to complete section A. Replacement licences.**

## A. Replacement licences

Complete this section if you are applying for a replacement for lost, stolen or destroyed licence.

Licence number

Date of issue

Date of loss or destruction

Location of loss or destruction

Describe, in as much detail as possible, how and why your licence was lost or destroyed.

(Continue on a separate sheet of paper if necessary. Sign and date any separate pages you include with this form.)

### 3. Purpose of your application (continued)

## A. Replacement licence (continued)

### Statutory declarations for a replacement licence

#### Your declaration

By ticking this box, you (the above named person) agree that your licence has been lost or destroyed.

Please tick one

Lost

Destroyed

I

(Write name, place of residence and occupation)

solemnly and sincerely declare that the information contained in this statutory declaration for a replacement licence is true and correct to the best of my knowledge.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at:

(Place, day, month and year)

Applicant

(Applicant's signature)

#### Authorised person's declaration

Before:

(Authorised person's signature)

Name of authorised person

(Print the authorised person's name)

Title of authorised person

(Print or stamp the authorised person's title. People authorised to witness a statutory declaration include lawyers, notaries public, justices of the peace, court officials and some police officers.)

(As defined in the Oaths and Declarations Act 1957)

## 4. Personal declaration

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### All applicants must complete this section.

I declare that the details provided on this form are true and correct. I confirm that any other documents sent with this form are true and genuine, and were given and signed by the persons whose names appear on them.

#### Caution

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of an individual is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

Your name

Your signature

Sign here

Date

DD / MM / YYYY

### Privacy information

Personal information collected in this form will be used for the purpose of assessing your application. MNZ will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information MNZ holds about you, please contact the MNZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 0111.

# 5. When and how to apply

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## All applicants must complete this section.

Make sure you include all of the documents we have asked for. Refer to 5.2 Checklist to make sure you have everything you need for your application. (If you have made a mistake or left out something we have asked for, your application is likely to be delayed.)

### 5.1 Fees and payment options

There is a fee for your application. Refer to the Maritime NZ website for more information about fees.

#### [maritimenz.govt.nz/fees](http://maritimenz.govt.nz/fees)

You will be invoiced once we have officially received your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You can pay:

- online using a credit card or debit card, *or*
- by internet banking or bank deposit.

Refer to the Maritime NZ website for more information about how to pay your fees.

#### [maritimenz.govt.nz/howtopay](http://maritimenz.govt.nz/howtopay)

|                     |                          |  |
|---------------------|--------------------------|--|
| Invoice             | <input type="checkbox"/> | The invoice will be in your name <b>unless</b> you indicate below the name and address of a different entity or individual who has agreed to be invoiced (eg your employer). |
| Name on the invoice | <input type="text"/>     |  |
| Postal address      | <input type="text"/>     |  |
|                     | <input type="text"/>     |  |
| City and country    | <input type="text"/>     |  |
| Postcode            | <input type="text"/>     |  |

## 5. When and how to apply (continued)

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### 5.2 Checklist

Use this checklist to make sure that you have everything you need for your application.

Check that your documents are complete and have been signed, and dated as required.

#### Items you must provide now with your application:

- Commercial jet boat driver (river) licence application form (remember to sign in the boxes)
- Two passport-sized photos *or* an electronic copy
- Fit and proper person form* - including sighted and signed copies of the ID documents specified on the form
- Ministry of Justice criminal record check (if applicable\*)
- Copy of current medical certificate (DL9, Class 2 to 5 with a passenger endorsement)
- Payment of application fee

\* If you are renewing your certificate or you already hold a Maritime or Marine Protection document you must provide a copy of your MoJ criminal record check. This must be less than 90 days old at the time you apply.

#### Items you may provide after your application has been sent:

- Copy of your current first aid certificate that meets NZQA unit standard 6400.

#### Only complete the boxes below if you are applying for a new licence (new drivers):

- Your driver test results
- Confirmation by your delegated tester that you have completed an approved training programme

#### Remember:

- If you are wanting to authorise a person or company to act as your agent in respect of this application, you need to complete an *Authority to act as an agent form*
- Clearly indicate on the copy of your current first aid certificate that it relates to this application (if you are sending this separately)
- Send your application to us as early as you can



## 6. Where to send your application

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Send your completed form and the other documents required to MNZ by email, courier or post.

If your application is incomplete, we will return all your application documents to you.

Sending your application by email is preferred. Remember to sign the Fit and proper person form before scanning and attaching to the email along with your electronic photo and other documents or forms. Make sure the scanned copies of your documents are legible and of a good quality.

**Email your application to:**

seafarers@maritimenz.govt.nz

**Or**

**Courier your application to:**

Seafarer Certification  
Maritime New Zealand  
1 Grey Street  
Wellington 6011  
NEW ZEALAND

**Or**

**Post your application to:**

Seafarer Certification  
Maritime New Zealand  
PO Box 25620  
Wellington 6140  
NEW ZEALAND