



## Application for registration as a Veterinarian in New Zealand

(Veterinarians Act 2005)

### Who should use this form?

This application form should be used by applicants holding recognised qualifications or a pass in a prescribed assessment or examination programme (refer to [www.vetcouncil.org.nz](http://www.vetcouncil.org.nz) for details).

New graduates of Massey University should use the Massey New Graduate Registration application form available on [www.vetcouncil.org.nz](http://www.vetcouncil.org.nz) and on request from the Veterinary Council offices.

### Requirements for registration and the issue of a practising certificate

Before approving registration and the issue of a practising certificate the Council must be satisfied that applicants:

- have a recognised qualification or a pass in a prescribed examination or assessment
- meet minimum fitness and recency of practice requirements (refer to [www.vetcouncil.org.nz/pubs](http://www.vetcouncil.org.nz/pubs) for Policy on Recency of Practice and Gazette Notice on Minimum Standards for Practising)
- can communicate in and understand English to the required standard
- (and in the case of those seeking registration on the basis of a pass in a prescribed examination or assessment) also have a veterinary science degree or diploma of not less than 4 years of study

### Important notes

This application form is a legal document. Please print all answers clearly and **do not** use correction fluid or tape. Any error must be crossed out and initialled.

Provided the application has been completed in full and accompanied by the required documents and fees we will advise you of the outcome within one to two weeks.

All applicants must complete the application carefully and honestly. If you provide false or misleading information your registration may be cancelled.

The information you give in this application is covered by a statutory declaration which must be declared in front of a person authorised to administer an oath for the purpose of statutory proceedings. Outside of New Zealand you must use a Notary Public or Commissioner of Oaths. In New Zealand Notaries Public and Justices of the Peace are listed in the Yellow Pages of the telephone directory and a list of other people eligible to certify documents is provided on page 8 of this document. The certification must state your full name, the date, and include the stamp of the certifying officer and their signature. Certification should be directly on the copied document and not on any attached sheet.

We prefer not to receive original documents as they require special care. All copies of your documents must be certified or notarised as true copies of the originals by the official who witnesses your statutory declaration. This person must also sight and certify a copy of the identification pages of your passport and certify, on the reverse of the required photograph, that it is a true likeness of you.

Please use the checklist at the back of this application to ensure you have enclosed the correct fees, all relevant documents and that you have **completed all sections**. By ensuring all documents are copied, certified correctly and enclosed with the application the registration process can be undertaken quickly. Incomplete applications may be returned to you for completion.

Please forward your completed application to:

The Registrar  
Veterinary Council of New Zealand  
P O Box 11-842  
Wellington 6142, New Zealand

Please remove this cover page before  
submitting your application.

# Registration application

(Veterinarians Act 2005)

Attach a passport sized photo here, which has been certified on the reverse.

## Complete all parts.

The information you give in this application is covered by the statutory declaration. Please complete the application carefully and honestly. If you provide false or misleading information your registration may be cancelled.

**1. Name**

Forenames or given names: .....

Family or last name: .....

Other names: .....

If names differ from those on your primary veterinary qualification, please tick box to show the reason and provide documentary evidence of a name change.

Marriage                       Deed poll                       Common use

Other  (explain) .....

**2. Identification** (in addition to the required photograph above, please attach a certified/notarised copy of the identification/photograph page/s of your passport)

Birthplace: ..... Birth date (dd/mm/yyyy): .....

Gender:    Male                       Female

**3. Contact details** (in the interim this need not be your current address but should be a contact address where we can send you mail. Note that veterinarians have a statutory obligation under Section 23(3)(a) of the Veterinarians Act 2005 to advise the Council of address changes within one month of the change)

Contact address: .....

.....

.....

.....

..... Post code: .....

Phone (bus): ..... Phone (home): .....

Email: ..... Cell phone: .....

**4. Name and address of the veterinary clinic where you will be working** (if known)

Under the Veterinarians Act 2005 Section 23(3)(a) veterinarians are required to provide the name of their practice.

Name: .....

Address: .....

.....

When do you intend to start practising in New Zealand? .....

**5. Public register information** (your contact address, practice name, phone, fax and email details can only be included in the published online Register of Veterinarians if you agree)

Please tick either yes or no to all of these questions.

I agree to the following details being published in the online Register of Veterinarians:

Contact address: Yes  No  Phone (home): Yes  No

Practice name: Yes  No  Cell phone: Yes  No

Phone (bus): Yes  No  Email: Yes  No

**6. Previous registration application**

Have you previously applied for registration with the Veterinary Council of New Zealand or to sit any part of the New Zealand National Veterinary Examination?

Yes  No

If yes, please give details of the date of your application and your registration number if applicable.

.....

**7. Qualifications - primary degree**

Your first veterinary qualification  
(eg Bachelor of Veterinary Science)

Abbreviated name of this  
qualification (eg BVSc)

.....

.....

Where you gained this qualification  
(eg Massey University)

Year of graduation

.....

.....

Duration of course

Country of graduation

.....

.....

**8. Additional qualifications** (if you wish to submit additional qualifications for approval for inclusion in the register please attach a certified copy of each qualification)

Name of qualification	Abbreviation	Year	University or college
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**9. Licensing examinations** (please provide details of any licensing or registration examinations or assessments you have sat and attach certified/notarised copies of the results and any certificates eg ECFVG)

Name of exam/assessment	Abbreviation	Year	Examining organisation	Result (pass/fail)
.....	.....	.....	.....	.....

**10. Current and previous registrations excluding New Zealand** (please provide details of current and previous registrations in other countries and arrange for a letter of good standing to be sent directly to the Council from every registration body you are currently registered with)

Country/state	Date registered	Registration status
.....	.....	.....
.....	.....	.....
.....	.....	.....

**11. Practice experience** (Please provide details for the last 5 years or attach an up to date CV)

Dates (from - to)	Area of practice (e.g. mixed, companion animals)	Employer or Practice Name	Full or Part Time
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**12. Immigration status in New Zealand**

Visitor (work visa)  Resident  Application for residence  No status

How long do you intend practising in New Zealand? .....

### 13. Competence in English

a) Is English your first language? No  Yes  If yes, go to question 14

b) If no, have you graduated with a primary veterinary degree from a recognised programme or passed a prescribed assessment programme (ECFVG or NEB) in a country where English is the first and prime language **and** where English was the sole language of your instruction and assessment **and** worked or studied in a country where English is the first and prime language for at least four of the previous five years?

No  Yes

If no, please provide evidence of having passed an approved English test to the required level within the last two years (refer to [www.vetcouncil.org.nz](http://www.vetcouncil.org.nz) for details of approved tests and for situations where a test older than 2 years may be accepted). Please arrange for your English test result to be sent directly from the examination body to the Council or (for IELTS) advise the date and venue of the test if electronic downloading facilities for test results are available.

If yes, please provide evidence of having worked or studied in a country where English is the first and prime language for at least four of the previous five years.

### 14. Fitness for registration

Please tick yes or no to all of the questions below.

#### a) Mental and physical condition

Have you ever been or are you now affected by a mental or physical condition with the potential to affect your fitness to practise? These include neurological, psychiatric or addictive (drugs or alcohol) conditions including physical deterioration due to injury, disease or degeneration.

Yes  No  If no, go to question b)

If yes, please provide full details of condition/s, duration of any treatment, hospital discharge report and name and contact details of treating health practitioner.

If yes, can the Council's Registrar contact your treating practitioner for further information?

Yes  If yes, please attach contact details No  If no, this may delay your registration application

#### b) Convictions

Have you ever been convicted by any court in any overseas country or New Zealand of any offence punishable by imprisonment for a term of 3 months or longer?

Yes  No

If yes, please provide a certified copy of your conviction history.

#### c) Conduct/character

Are you now (or have you ever been) the subject of an investigation by an employer or registration or professional body or educational institution or other authority (e.g. racing authority) in respect of any matter that was or may be the subject of professional disciplinary proceedings?

Yes  No

If yes, please provide full details on a separate sheet. Include (if applicable) conditions on your registration/employment.

*(continued on next page)*

**d) Professional competence**

i) Are you now (or have you ever been) the subject of a competence enquiry by an employer or registration body?

Yes  No

ii) Have you now (or have you ever had) conditions on your registration or practising certificate or employment?

Yes  No

iii) Have you ever had your employment or registration or practising certificate terminated or suspended?

Yes  No

**If you have answered yes to any of the 3 questions above please provide full details on a separate sheet.**

iv) Have you worked as a veterinarian during the last three years?

Yes  No  If no, please provide full details on your previous practice experience and what you have done to maintain or update your competence to practise

v) Are you seeking to resume work in an area you have not practised for three or more years?

No  Yes  If yes, please provide full details on your previous practice experience and what you have done to maintain or update your competence to practise in this area

vi) Are you seeking to work in an area you have never practised in?

No  Yes  If yes, please provide full details on what you have done, and propose doing, to upskill

**15. Payment advice**

Attached is my cheque for NZ\$ \_\_\_\_\_ or;

Please charge: Visa  MasterCard

Name on card:

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

*(Ensure you complete s16 statutory declaration on the next page)*

**16. Statutory declaration**

**a) Applicant to complete this section**

I understand that under the Veterinarians Act 2005 my registration may be cancelled if I make a false or misleading representation or declaration or I was not entitled to be registered.

I agree to the Council obtaining further information from me or any person or organisation concerning this application and consent to the collection of such information by the Council or its agents.

I solemnly and sincerely declare that I am the person who is applying for registration as a veterinarian in New Zealand, that I am the person named in the attached documents, that the information I have given is true and correct and that I have read the Code of Professional Conduct available at [www.vetcouncil.org.nz](http://www.vetcouncil.org.nz) and agree to uphold it.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declaration Amendment Act 2001 and in the presence of the person below who is authorised to administer oaths for the purpose of judicial proceedings.

Signed: ..... (applicant’s signature)

Declared at ..... on this ..... day ..... in the year of

**b) Notary Public, Commissioner of Oaths or anyone authorised in New Zealand to administer oaths under the Oaths and Declarations Amendment Act 2001 to complete this section**

I certify that I have witnessed the applicant’s above statutory declaration.

I certify that I have compared the photograph attached to this form and the photograph in

Passport No: ..... Issued by: .....

with the applicant before me and that in my opinion both are a true and faithful likeness and I am satisfied that the applicant before me is the person to whom the identification relates. As such I have certified the photograph attached to this form as a true and faithful likeness of the person before me.

I have sighted the applicant’s documentation and have certified the copies as true copies of the original documents.

Signed: ..... Date: .....  
(Notary Public, Commissioner of Oaths or any person authorised in New Zealand to administer oaths)

Please place stamp/seal below

Date: .....

Official title: .....  
(eg Notary Public, JP)

Name: .....

Address: .....

.....

.....

Phone No: .....

Email: .....

## Registration application fee

@ 1 April 2017

All those applying for registration or to sit the New Zealand Veterinary Examinations must pay the one off registration application fee. This covers the costs of assessing your application.

Fee for Application for Registration: NZ\$477.00

**Other requirements and fees** (for holders of recognised qualifications or a pass in a prescribed examination or assessment only. Not applicable for NZNVE applicants)

If you wish to practise in New Zealand before the start of the next practising year on 1 April you must also hold a current annual practising certificate (APC). It is illegal to practise in New Zealand without being registered and holding a current APC. This registration application also acts as your application for an APC.

Fee for Annual Practising Certificate for those registering between April and June: NZ\$559.00  
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between July and September: NZ\$475.25  
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between October and December: NZ\$335.50  
(This covers the period to 31 March and is refundable if registration is not approved)

Fee for Annual Practising Certificate for those registering between January and March: NZ\$195.75  
(This covers the period to 31 March and is refundable if registration is not approved)

If you do not wish to practise in New Zealand until after the start of the next practising year on 1 April, we require you to pay a non practising fee to cover the costs of maintaining your name on the Register of Veterinarians

Non Practising Fee (covers the period to 31 March): NZ\$18.00  
(refundable if registration is not approved)

## Applicant's checklist

Please use the checklist below to ensure you have enclosed, or arranged for the provision of, all the required documents and fees. **Incomplete applications may be returned you for completion.**

### Please arrange for:

- a letter of good standing to be sent directly to the Veterinary Council from all the registration bodies you are currently registered with
- your IELTS or OET English test results sheet, to be sent directly to the Veterinary Council or (in the case of sitting the test at an IELTS centre using the latest version of ESOL software which allows the Council to download electronic results) advise the Council of the date and venue of the English test sat (if applicable).

### Please include with this application:

- a passport size photograph notarised or certified, on the reverse, by a person authorised to do so
- certified/notarised copy of the identification/photograph page/s of your passport
- certified/notarised copies of your primary degree/diploma parchments
- copies of letters of good standing, from every registration body you are currently registered with, the originals of which you have arranged to be sent directly to the Council
- a copy of your IELTS/OET English test results sheet, the original of which you have arranged to be sent directly to the Council (if applicable)
- one off registration application fee of NZ\$477.00 (to process your application)
- annual practising certificate fee of NZ\$559.00 or prorated fee as set out above (if you wish to practise in New Zealand prior to 1 April). Not applicable for NZNVE applicants
- non practising fee of \$18.00 (if you do not wish to practise in New Zealand until after 1 April). Not applicable for NZNVE applicants



**And if relevant:**

- two additional copies of the passport size photograph (NZNVE candidates only)
- documentary evidence of name change
- certified/notarised copies of any additional qualifications
- certified evidence of any licensing or registration examinations sat
- details on any mental or physical condition or impairment
- conviction notice/s
- details of any professional disciplinary proceedings, competency enquiries, conditions on employment or registration and termination or suspension of registration or employment
- details on upskilling undertaken if you have not practised during the last 3 years or are seeking to commence practising in an area you have never practised in or not practised for 3 years or more
- (if you hold a recognised qualification, or have passed a prescribed assessment programme, but English is not your first language) evidence of having worked or studied in a country where English is the first and prime language for at least four of the previous five years

**Persons authorised to witness oaths and declarations under the Oaths and Declarations Amendment Act 2001 (for registration applications made within New Zealand)**

- A barrister or solicitor of the High Court
- A Registrar or Deputy Registrar of the High or District Court
- The Registrar or a Deputy Registrar of the Supreme Court
- The Registrar or a Deputy Registrar of the Court of Appeal
- Some other person authorised by law to administer an oath
- An officer in the service of the Crown, or of a local authority (Regional Council, City Council or District Council) who has been authorised by the Minister of Justice by notice in the Gazette
- A Justice of the Peace
- A notary public
- A Member of Parliament
- An employee of the Land Transport Safety Authority
- An employee of the Public Trust
- A fellow of the former NZ Institute of Legal Executives who is employed by a practising barrister or solicitor of the High Court