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 for details).

New graduates of Massey University should use the Massey New Graduate Registration application form available on www.vetcouncil.org.nz and on request from the Veterinary Council offices, if applying before 31 March of the current year.

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 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 initialed.

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 10 563, Wellington 6143, New Zealand

Or
courier to Level 10, Bayleys Building, 36 Brandon Street, Wellington 6011

Please remove this cover page before submitting your application.
Registration application
(Veterinarians Act 2005)

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

<table>
<thead>
<tr>
<th>Forenames or given names:</th>
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<tbody>
<tr>
<td>Family or last name:</td>
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<td>Other names:</td>
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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.

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<tr>
<th>Marriage</th>
<th>Deed poll</th>
<th>Common use</th>
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<tr>
<td>Other</td>
<td>(explain)</td>
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2. Identification (in addition to the required photograph above, please attach a certified/notarised copy of the identification/photograph page/s of your passport)

<table>
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<tr>
<th>Birthplace:</th>
<th>Birth date (dd/mm/yyyy):</th>
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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)

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<th>Contact address:</th>
<th>Post code:</th>
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<th>Phone (bus):</th>
<th>Phone (home):</th>
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<th>Email:</th>
<th>Cell phone:</th>
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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 and information sharing
We will publish your name, practice/employer name, qualifications, practising status, registration date and APC commencement date on our public register. The register will also show any details of any conditions on your practice or suspension, if applicable.

By completing this application, you are indicating that you consent to the above information being published. If you have any concerns about this, please contact us. For more information about how we handle personal information, see our Policy on the collection and handling of personal information.

Occasionally the Council receives requests for copies of the register from other parties, including commercial businesses wishing to contact veterinarians. Do you consent to the Council providing your personal details (contact address, phone, email, details of practice) when asked?

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)

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>Abbreviation</th>
<th>Year</th>
<th>University or college</th>
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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)

<table>
<thead>
<tr>
<th>Name of exam/assessment</th>
<th>Abbreviation</th>
<th>Year</th>
<th>Examining organisation</th>
<th>Result (pass/fail)</th>
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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, or have been registered with in the last 10 years)

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<th>Country/state</th>
<th>Date registered</th>
<th>Registration status</th>
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11. **Practice experience** (Please provide details for the last 5 years or attach an up to date CV)

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<th>Dates (from – to)</th>
<th>Area of practice (e.g. mixed, companion animals)</th>
<th>Employer or Practice Name</th>
<th>Full or Part Time</th>
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</table>
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 Policy on English Competence for details of approved tests and for situations where a test older than 2 years may be accepted). Please arrange for your English test results to be sent directly from the examination body to the Council, or in the case of IELTS or OET provide your test details including test report number (for IELTS), date and venue of your English test.

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.  (continued on next page)
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.

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

Please charge: Visa ☐ MasterCard ☐

Name on card: Cardholder’s Signature:

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 and agree to uphold it.

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

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

Name: ........................................................................

Address: ........................................................................

........................................................................

........................................................................

Phone No: ........................................................................

Email: ........................................................................
Registration application fee @1 April 2019
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 NVE 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$579.00
(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$490.25
(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$345.50
(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$200.75
(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’ve 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, or have been registered with in the last 10 years
- your IELTS, OET, TOEFL or PTE English test results (if relevant), to be sent directly to the Veterinary Council from the examination body, or in the case of IELTS or OET provide your test details including test report number (for IELTS), date and venue of your English test

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, or have been registered with in the last 10 years, the originals of which have arranged to be sent directly to the Council
- one off registration application fee of NZ$477.00 (to process your application)
- annual practising certificate fee of NZ$579.00 or prorated fee as set out above (if you wish to practise in New Zealand prior to 1 April). Not applicable for NVE applicants
- non practising fee of $18.00 (if you do not wish to practise in New Zealand until after 1 April). Not applicable for NVE applicants
And if relevant:

- documentary evidence of name change
- certified/notarised copies of any additional qualifications
- certified evidence of any licensing or registration examinations sat
- a copy of your IELTS, OET, TOEFL or PTE English test results (if applicable) – see above
- 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