

New Zealand Graduates

Applying for Registration and a Practising Certificate

Please submit this checklist with your completed application.

A: Submit an online registration application

You will be emailed confirmation that this has been received, along with a log on user name and password to your online site.

B: Submit the following items to the OTBNZ in hard copy

Enclosed N/A

Please tick off each item to ensure you have included all information.

Registration fee of \$322.00

Provide a cheque or credit card details.

Practising certificate application form

Only if you have not already applied for a practicing certificate online with your registration application. (Not required if only applying for registration)

Original or correctly certified copies of:

Please refer to the notes for the OTBNZ's requirements for certifying documents.

- Birth Certificate
- Passport **OR** NZ Drivers Licence

Have you ever changed your name?

- Yes: Legal Evidence of Name Change enclosed
(e.g. marriage certificate)
- No, I have never changed my name

Police Reports

Request for [Criminal Conviction History – Third Party](#) from

The NZ Ministry of Justice

Have you ever lived overseas?

- Yes: Overseas Police Report(s) enclosed
- No, I have never lived overseas

A current police report is required from every country you have lived in since you were 17, searching you by all of your current and previous names.

English Language information

- IELTS Results
- **OR**
- IELTS exemption application form (*please note your three supervisors must submit their endorsement forms to the OTBNZ directly*)
- **OR**
- Not applicable; English is my first language

Have you ever been registered with any other registering authority in New Zealand or overseas?

- Yes: Statement of Good Standing enclosed
- No, I have never been registered with any other registering authority

Additional Information (if applicable) on:

- Health issues
- Disciplinary issues
- Convictions

Submitting your application to the Board

You should attach **all** relevant documents to this checklist before submitting them to the Board. It is good practice to keep a copy of all the documents you send for your own records. The Board cannot take responsibility for items lost in the mail. [Our contact details.](#)