

# TTMRA Applicants Checklist

**Please submit this checklist with your completed application.**

## **A: Submit an online registration application**

## **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.*

### **Annual Practising Certificate application form**

*Only if you have not already applied for this online with your registration application.*

### **Curriculum Vitae**

### **Fitness References x 3**

(First section of form filled out by applicant and sent to referee, then submitted to OTBNZ from the referees directly.)

### **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
- Current Australian Practising Certificate
- Certificate of Good Standing (AHPRA & any other authority  
In which you have been registered)
- Legal Evidence of Name Change

### **Police Reports**

*Request for **Criminal Conviction History – Third Party** from*

The NZ Ministry of Justice

Australian/Overseas Police Report

*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.*

### **Payment Form**

- Registration fee (\$280)
- Annual Practising Certificate (\$500) or
- Three month Practising Certificate (\$190)

**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.](#)