


Overseas Registration Application Checklist

ALL APPLICANTS MUST PROVIDE:		FIT AND PROPER PERSON		
<input type="checkbox"/>	Complete an online application form through your EW Portal Account	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been refused or disqualified from holding an electrical registration or electrical licence in New Zealand or any other country?
<input type="checkbox"/>	Payment details – appropriate application fee	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had an electrical registration or electrical licence cancelled or suspended in New Zealand or any other country?
<input type="checkbox"/>	Certified coloured copy of your identity: <i>(This must be a valid and current Identity document)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had any registration or licence in another regulated industry suspended or cancelled in New Zealand or any other country, for example an engineering registration or certificate?
<input type="checkbox"/>	<input type="checkbox"/> NZ drivers' licence (front and back of the card where the expiry is) or <input type="checkbox"/> Passport identity/biographic page.	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had a fine and/or costs imposed on you under the Act or the Electricity (Safety) Regulations 2010 for which payment is still outstanding?
<input type="checkbox"/>	Evidence of qualification: <ul style="list-style-type: none"> Certified copies only, originals are not required. If the original is not in English, the qualification must be translated to English by a certified translator. <i>*EE is the exception to the rule and their overseas qualification must be assessed by either NZQA or Engineering NZ and be Level 6 or higher.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been issued with an infringement notice under the Act for which the infringement fee is still outstanding?
<input type="checkbox"/>	Certified referenced from your employers or supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a criminal offence punishable by more than six months imprisonment in the last ten years in New Zealand or any other jurisdiction?
<input type="checkbox"/>	<input type="checkbox"/> Detail the prescribed electrical work (external link) experience that you have completed.	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had any criminal charges punishable by more than six months imprisonment pending in New Zealand or any other jurisdiction?
<input type="checkbox"/>	<input type="checkbox"/> Include the start and end dates of the employment in each listed reference.	<input type="checkbox"/>	<input type="checkbox"/>	Is there anything else that you have done which may impact on you being deemed a fit and proper person?
<input type="checkbox"/>	<input type="checkbox"/> Contain sufficient experience in the area you seek registration.	<p><i>*If you answered 'Yes' to any of the above questions, someone from our Licensing Team will contact you to discuss your individual circumstances.</i></p>		
<input type="checkbox"/>	<input type="checkbox"/> Be on company letterhead.			
<input type="checkbox"/>	<input type="checkbox"/> Be signed and dated by your approved supervisor on your file.			
<input type="checkbox"/>	<input type="checkbox"/> Contain contact details of your referee.			
<input type="checkbox"/>	<p>* If you only have Certificates of Employment, you can submit these with a Statutory Declaration outlining the above information.</p> <div style="text-align: center;">  Statutory declaration - Overseas trained ap </div>			

Your EW ID Photo must meet the requirements below:

<input type="checkbox"/>	3cm x 4cm in size, full colour, empty background	<input type="checkbox"/>	Photo must be less than 6 months old
<input type="checkbox"/>	No shadows and/or dark lighting	<input type="checkbox"/>	No use of filters or altering the original photo
<input type="checkbox"/>	No sunglasses, glasses with tinted lenses OR headwear that obscures your face (unless you wear one for religious or medical reasons)	<input type="checkbox"/>	Include your face, head, and shoulders. Looking straight into the camera and no Photoshop
<input type="checkbox"/>	Plain, light-coloured background ONLY	<input type="checkbox"/>	Between 50KB to 5MB in size
<input type="checkbox"/>	Only 'JPG' or 'JPEG' files are accepted		

You must upload a passport quality ID photo for your EW ID Card.

Your ID photo must meet the requirements above. Remember this photo will be printed on your ID card, you can check if your photo meets the requirement [HERE](#).