

Get your QR code poster

Help your people keep track of where they've been by displaying an NZ COVID Tracer QR code poster.

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Workplaces and businesses legally must display a QR code poster.

You can also print off QR codes for private events such as social gatherings at your home. This isn't mandatory, but we encourage you to do so.

Get your QR code

There are 3 ways to get your QR code posters, and you can use whichever way is easiest for you.

Complete the online form

Complete the online form to get your QR code posters. You'll need to fill in a separate form for each of your locations.

The form will ask you for your NZ Business Number (NZBN) or Business Industry Classification Code: you do not need these if you're creating a QR code for personal reasons.

You'll need:

- a valid New Zealand driver licence
- address details for each of your locations
- your email address
- an email address and contact phone number for each of your locations.

Complete online form (<https://qrform.tracing.covid19.govt.nz/>)

If you have a large number of locations or do not have a New Zealand driver licence, use the Ministry of Health bulk-upload template.

Use the Ministry of Health bulk-upload template

If you prefer, you can complete the Ministry of Health template. Use this template if you do not have a New Zealand driver licence or you have a large number of locations. This is because you need a separate poster for each location.

You'll need:

- the name of your business or organisation and its New Zealand Business Number (NZBN), if you have it
- address information for each of your locations
- email address for each location — for the person who will print the poster.

Download and complete the template, and then email it to help@covidtracer.min.health.nz

Download Ministry of Health template (<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-resources-and-tools/nz-covid-tracer-app/nz-covid-tracer-qr-codes#usingtemplate>)

Use Business Connect

If you have previously used Business Connect to create your QR code posters or are in the process of doing this, you can still use it to reprint or add new locations for an existing business.

Log in to Business Connect through RealMe (<https://www2.logon.realme.govt.nz/cls/logon.logon?cid=1>)

Who needs to display a QR code

All businesses and workplaces must display an NZ COVID Tracer QR code for each location. This legal requirement applies at Alert Level 1 and higher.

A separate poster is needed for each unique location. Each location legally must display their poster in a prominent place at or near the main entrance.

Public transport and small passenger services

All public transport services and small passenger services, like taxis, are legally required to display QR codes to help passengers keep track of where they've been.

This includes buses, trains, aircraft, ferries and ride-share vehicles.

QR codes are not mandatory for public transport services that have ticketing processes that collect contact information for every passenger. Depending on the operator, this could airlines and inter-city buses.

Workplaces without fixed premises

Workplaces without fixed premises still need to display QR codes. You legally must display a code at any place where work is being carried out. This includes any place where a worker goes, or is likely to be, while at work.

While QR codes are linked to a unique location, this does not have to be a fixed location. For example, you can get a QR code for a work vehicle.

Community organisations and voluntary organisations

The NZ COVID Tracer app is our fastest way of responding to the virus — the faster we respond, the faster we stop it. The app also keeps people informed of the risk.

While displaying a QR code is not mandatory in these situations, we still encourage community organisations to display a QR code.

This includes:

- voluntary or not-for-profit sporting, recreational, social, or cultural activities
- faith-based gatherings
- community club activities.

Clubs that operate under section 21 of the Sale and Supply of Alcohol Act 2012 must still display a QR code.

Private events and social gatherings

You can also print off QR codes for private events such as social gatherings at your home. This isn't mandatory, but we encourage you to do so.

How to display your QR code

You need to display your QR code poster at all Alert Levels.

Display the poster in a prominent place at or near the main entrance. You can also place some posters inside, especially where people walk past without creating an obstacle.

You can print as many copies of your QR code poster as you like, but each location needs its own QR code.

We recommend you:

- print in A4, colour if possible
- place the poster about 130cm off the ground
- make it easy for people to reach
- consider those that may be less able to reach over or around objects.

Do not:

- crop the poster or code
- place the poster on sliding or revolving doors
- place in narrow, or hard-to-see areas
- place in an area with high glare
- place high up or in hard-to-reach areas.

Get help with NZ COVID Tracer

If you need help generating your QR code posters or have questions about NZ COVID Tracer:

- call the Ministry of Health on [0800 800 606](tel:0800800606)
- email help@covidtracer.min.health.nz

[How to download NZ COVID Tracer app](#)

How contact tracing helps

To stop the spread of COVID-19, we need to trace the contacts of anyone who has been exposed to COVID-19. Recording people's movements helps us to do this quickly and efficiently.

The faster we can trace contacts, the faster we can prevent further spread of the disease.

[How contact tracing works](#)