

駕駛執照細節證明申請書

APPLICATION FOR A CERTIFICATE OF  
DRIVING LICENCE PARTICULARS

請閱讀背頁的「須知事項」。並以正楷填寫各項資料。

Please read the notes overleaf and complete all items in BLOCK LETTERS.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

Identity Code

O	
P	

Certificate No. \_\_\_\_\_

.....  
Receiving Officer's Signature

Date of Issue \_\_\_\_\_

.....  
Fee received. Shroff

執照持有人的資料 PARTICULARS OF DRIVING LICENCE HOLDER

姓名 Name:

\* 先生 Mr. 1 | \_\_\_\_\_  
夫人 Mrs. 2 | \_\_\_\_\_  
小姐 Miss 3 | \_\_\_\_\_  
女士 Ms. 4 | \_\_\_\_\_  
英文姓名 (姓氏先行, 名字隨後) In English—Surname first, then Other Names

\_\_\_\_\_  
中文姓名 In Chinese Characters

\_\_\_\_\_  
中文商用電碼 Chinese Commercial Code Nos.

香港身分證號碼

(如無香港身分證, 請填寫護照號碼)

H.K.I.D. Card No.

(Passport No. for non-H.K.I.D. Card holder)

\_\_\_\_\_  
( )

申請人現時的資料 PRESENT PARTICULARS OF APPLICANT

姓名 Name:

\* 先生 Mr. 1 | \_\_\_\_\_  
夫人 Mrs. 2 | \_\_\_\_\_  
小姐 Miss 3 | \_\_\_\_\_  
女士 Ms. 4 | \_\_\_\_\_  
有限公司 Ltd. Co. 5 | \_\_\_\_\_  
英文姓名 (姓氏先行, 名字隨後) In English—Surname first, then Other Names

\* 香港身分證/有限公司  
註冊證號碼

\_\_\_\_\_  
( )

\*H.K. Identity Card/or  
Limited Company Certificate  
of Incorporation No.

日間聯絡電話

Day Time Contact Tel. No.: \_\_\_\_\_

聲明 DECLARATION

現聲明

I hereby declare that:

☐ 本人獲上述執照持有人授權並附上授權書。  
I am authorised by the above mentioned licence holder and a letter of consent is attached herewith.

☐ 本人為上述執照持有人。  
I am the above mentioned licence holder.

申請人簽署  
Signature of Applicant \_\_\_\_\_

日期  
Date \_\_\_\_\_

## 須知事項 NOTES TO HELP YOU

### 所需文件 REQUIRED DOCUMENTS

遞交申請書時，請一併附上以下文件，及於空格內加上“√”號以作註明：——

When you submit your application, please produce the following documents and put a “√” against the appropriate box(es):—

- ☐ 駕駛執照持有人的香港身分證或駕駛執照正本；  
the original Hong Kong Identity Card or Driving Licence of the driving licence holder;
- ☐ 駕駛執照持有人的授權書，授予申請人索取駕駛執照細節證明書的權利 (如申請人非駕駛執照持有人)；  
a letter of consent from the driving licence holder giving authority for disclosure of his licence particulars if the applicant is not the licence holder;
- ☐ 應繳的費用 (如用支票繳費，支票必須劃線，並寫明「香港特別行政區政府」為收款人，請勿郵寄現款。)。  
the appropriate fee (Cheques should be made payable to “the Government of the Hong Kong Special Administrative Region” and crossed. Cash should not be sent by post.)

### 交回表格地點 PLACE OF SUBMISSION

填妥申請表格後，可

(甲) 以掛號信寄九龍觀塘郵政信箱六九五一一號 (本署會於十個工作天內將有關細節證明寄回給你)；或

(乙) 親自或由代理人交回下列地點 (如果申請由代理人遞交，代理人必須出示其本人身分證明文件正本，以作紀錄)：——

- (一) 香港金鐘道九十五號統一中心三樓運輸署香港牌照事務處；或  
(二) 九龍長沙灣道三〇三號長沙灣政府合署二樓運輸署九龍牌照事務處；或  
(三) 九龍觀塘鯉魚門道十二號東九龍政府合署五樓運輸署觀塘牌照事務處；或  
(四) ~~新界沙田車站連城廣場五樓運輸署沙田牌照事務處~~

請注意以上四間牌照事務處的服務時間如下：

星期一至星期五

由上午九時至下午四時 (午膳時間照常服務)

星期六

由上午九時至上午十一時三十分

星期日及公眾假期停止服務。

沙田牌照事務處由2002年4月2日起遷往

新界沙田上禾輦路一號沙田政府合署2樓。

With effect from 2.4.2002, Sha Tin Licensing Office

is relocated to 2/F., Sha Tin Government Offices,

No.1 Sheung Wo Che Road, Sha Tin, New Territories.

You can submit your application either

(A) By registered post to P.O. Box 69511, Kwun Tong Post Office, Kowloon (the certificate will be posted to you within 10 working days); or

(B) In person or by agent to (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose):—

- (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong; or  
(2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon; or  
(3) Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or  
(4) ~~Transport Department Sha Tin Licensing Office at 5/F., Citylink Plaza, Sha Tin Station, New Territories.~~

Please note that the above four Licensing Offices' service hours are as follows:

Monday to Friday

From 9:00a.m. to 4:00p.m. (open during lunch hours)

Saturday

From 9:00a.m. to 11:30a.m.

The offices will be closed on Sunday and Public Holiday.

**收集目的**

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：
  - (a) 辦理有關審批你在本表格中所提出的申請的事務；
  - (b) 辦理有關交通及運輸的事務；及
  - (c) 方便運輸署與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

**獲轉交資料的部門／人士**

3. 你透過本表格所提供的個人資料會向其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途。

**索閱個人資料**

4. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

**查詢**

5. 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港  
金鐘道 95 號  
統一中心 3 樓  
牌照部  
行政主任／FRT 收啟

**Purposes of Collection**

1. The personal data provided by means of this form will be used by Transport Department for the following purposes:
  - (a) activities relating to the processing of your application in this form;
  - (b) activities relating to traffic and transport matters; and
  - (c) facilitating communication between Transport Department and yourself.
2. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

**Classes of Transferees**

3. The personal data you provided by means of this form may be disclosed to other Government departments, bureaux and related organizations for the purposes mentioned in paragraph 1 above.

**Access to Personal Data**

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

**Enquiries**

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Executive Officer/FRT  
Licensing Division,  
3/F, United Centre,  
95 Queensway,  
Hong Kong.