

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):—

- ☐ 身分證明文件 (請出示香港身分證或護照；本署亦接受身分證明文件的影印副本作核對用，並將於處理你的申請後將副本銷毀)；
identity document (please produce your H.K. Identity Card or passport; a photocopy of the identity document is acceptable for verification purpose and will be destroyed after the processing of your application);
- ☐ 你現有的駕駛執照正本或影印副本；及
your current driving licence (a photocopy of the aforesaid document will be accepted);
- ☐ 應繳的費用 (如用支票繳費，請劃線並寫明「香港特別行政區政府」為收款人。請勿郵寄現款。) 有關現行的收費資料，請參考牌照費用單張或致電 2804 2600 查詢。
the appropriate fee (Cheque is accepted and should be made payable to “the Government of the Hong Kong Special Administrative Region” and crossed. Cash should not be sent by post). For information about current licence fees, please refer to the leaflet Licence Fees or dial the 2804 2600.
- ☐ 你若年滿七十歲或以上，必須附上由醫生簽發的運輸署體格檢驗報告表 TD 256，證明你的體格適宜駕駛所申請的車輛類別。
if you are 70 years of age or more, you are required to produce a Transport Department medical examination report from TD 256 duly completed by a registered medical practitioner to prove that you are medically fit to drive and control the class(es) of motor vehicle(s) to which your application relates.

道路交通 (駕駛執照) 規例第一附表 —— 疾病及傷殘情況

DISEASES AND PHYSICAL DISABILITIES-THE FIRST SCHEDULE OF THE ROAD TRAFFIC (DRIVING LICENCES) REGULATIONS

- (一) 癲癇症。
- (二) 高血壓或其他因由，以致有可能突然暈眩或昏倒以致失去能力。
- (三) 精神紊亂，以致執照申請人或持有人 (視屬何情況而定) 有可能根據《精神健康條例》(第 136 章) 被羈留或以住院病人身分在該條例所指的精神病院接受治療。
- (四) 任何導致肌肉不受控制的狀況。
- (五) 未受控制的糖尿病。
- (六) 不能在白天充足光線下讀出與他相距 23 米的登記號碼 (有需要者在配戴眼鏡或其他矯正視力鏡片作為協助，仍不能讀出)。
- (七) 任何其他疾病或傷殘，而該疾病或傷殘很可能令申請人或持有人沒有能力在不危及公眾安全的情況下，有效地駕駛或控制該執照所指的汽車或經適當改裝的汽車；但失聰本身並不作為上述的傷殘。

1. Epilepsy.
2. Liability to sudden attacks of disabling giddiness or fainting due to hypertension or any other cause.
3. Mental disorder for which the applicant for the licence, or, as the case may be, the holder of the licence is liable to be detained under the Mental Health Ordinance (Cap. 136) or is receiving treatment as an in-patient in a mental hospital within the meaning of that Ordinance.
4. Any condition causing muscular incoordination.
5. Uncontrolled diabetes mellitus.
6. Inability to read at a distance of 23 metres in good daylight (with the aid of spectacles or other corrective lenses, if worn) a registration mark.
7. Any other disease or disability which is likely to render him incapable of effectively driving and controlling a motor vehicle or suitably adapted motor vehicle to which such licence refers without endangering public safety, provided that deafness shall not of itself be deemed to be any such disability.

換領駕駛執照 RENEWAL OF DRIVING LICENCE

- (1) 你可於現有駕駛執照屆滿日期前四個月內申請換領駕駛執照。在執照屆滿當日起生效。
You may apply for renewal of a driving licence within four months prior to the expiry date of the current licence. Licences renewed in advance will be valid from the date of expiry.
- (2) 在執照屆滿後十五日內換領的新執照將於先前執照屆滿當日起生效。
Licences renewed within 15 days after the date of its expiry are to become effective from the date of expiry.
- (3) 在執照屆滿期十五日後換領的新執照將於換領日起生效。
Licences renewed after 15 days of its expiry are to be effective from the date of renewal.
- (4) 凡執照已屆滿超過三年者，不得換領。在此情況下，你須重新領取學習駕駛執照並參加駕駛考試。
Licences which have expired for a period of more than three years shall not be renewed. In such circumstances, you will be required to obtain a learner's licence and to undergo driving test afresh.

丁部 PART D

郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請書，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS

(你在本署電腦記錄中的個人資料將不會根據下列所填寫的而更改)

(Your particulars in our computer record will NOT be amended as hereunder)

- (1) 請在支票背面寫上你的姓名和聯絡電話。
Please write down your Name and Contact Telephone No. on the back of the cheque.

- (2) 請填上你付款資料。
Please fill in your Remittance Details.

銀行名稱：Name of Bank: _____

付款總額：Amount Paid: _____

支票／銀行本票號碼
Cheque/Cashier Order No. _____

- (3) 請在右頁提供的方格內填上你的姓名及回郵地址。(透過本申請書申請的執照將會寄到這個地址。)

Please write your Name and Return Address in the space provided on the right page. (The licence applied by this form will be posted to the address specified.)



特別注意 WARNING

為你個人利益計，如有涉及你或你名下登記的任何車輛的任何罰款仍未繳交，須先行清繳。倘有法庭命令繳交的罰款尚未清付，則運輸署署長無權向你簽發牌照。

You are advised in your own interest to ensure that there are no outstanding penalties imposed on you or any vehicle registered under your name. If any court order issued for payment of a penalty remains unsettled, the Commissioner for Transport is not empowered to issue a licence to you.

正式駕駛執照的有效期限 VALIDITY PERIOD OF THE FULL DRIVING LICENCE

如果申請人在申請當日的年齡是：——

- (一) 六十歲或以下，則獲簽發有效期為十年的正式駕駛執照(由發出日期起計)。
- (二) 超過六十歲但未滿七十歲，則獲簽發的正式駕駛執照會由發出日期起至該申請人年滿七十歲前一日為止；或有效期為三年(選取兩者中的較長者)。
- (三) 七十歲或以上，會視乎該申請人在第一頁乙部的選擇，而獲簽發有效期為一年或三年的正式駕駛執照(由簽出日期起計)。

If the age of the applicant as at the date of application is at the date of application is:—

- (1) 60 or below, the validity period of the full driving licence as from the date of issue is 10 years.
- (2) over 60 but less than 70, the full driving licence issued will valid up to the day before he/she attains the age of 70 or valid for 3 years, which ever is the longer.
- (3) 70 or above, the validity period of the full driving licence as from the date of issue is 1 year or 3 years up to the preference of the applicant indicated in PART B in page 1.

索取表格地點及方法 OBTAINING THE FORMS

- (一) 運輸署各牌照事務處；或
- (二) 運輸署牌照服務查詢熱線提供的圖文傳真服務 2804 2600；或
- (三) 運輸署牌照服務互聯網頁 <http://www.info.gov.hk/td>；或
- (四) 各區民政事務處諮詢服務中心；或
- (五) 各區郵政局。
- (1) Transport Department Licensing Offices; or
- (2) Fax-on-demand service in the Transport Department Licensing Enquiry Hotline 2804 2600; or
- (3) Transport Department Internet web site licensing <http://www.info.gov.hk/td>; or
- (4) Home Affairs Department Public Enquiry Service Centres; or
- (3) Post Offices.

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——號，運輸署觀塘牌照事務處(本署會於十個工作天內將有關牌照寄回給你)；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) 九龍登打士街五十六號栢裕商業中心九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。

請注意以上四個牌照事務處的服務時間如下：——

- 星期一至星期五 — 由上午九時正至下午四時(午膳時間照常辦公)
- 星期六 — 由上午九時正至上午十一時三十分
- 星期日及公眾假期停止辦公。

You can submit your application either

- (A) By registered post to Transport Department Kwun Tong Licensing Office, P.O. Box 69511, Kwun Tong Post Office, Kowloon (the licence 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 9/F., Park-In Commercial Centre, 56 Dundas Street, 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.

駕駛執照複本 DUPLICATE DRIVING LICENCE

你的駕駛執照，如有任何損毀、遺失或毀壞，必須向牌照事務處申報，同時填妥申請表格 TD 106 及繳付規定的費用以領取執照複本。如該遺失、毀壞、或破損的執照有效期不超過四個月，可填妥 TD 64 申請換領執照而毋須申領執照複本。

If your licence is damaged, defaced, destroyed or lost, you should report to the Licensing Office by filling in form TD 106 together with payment of an appropriate fee, to obtain a duplicate licence. If the validity period of your lost/destroyed/defaced licence is not more than 4 months, you may apply for renewal of licence by completing TD 64 instead of a duplicate.

姓名 Name : _____

回郵地址 Return Address : _____

注意 Attention

法律規定，個人資料如姓名、地址、身分證文件等；或車輛登記細節，如有任何更改，必須以書面(或填妥更改有關資料的表格(TD 60/TD 150))通知運輸署署長。個人資料的更改，須於七十二小時內通知，否則可被罰款二千元。車輛登記文件，以及車輛牌照(如屬需要)亦須交出，以作修改。如更改地址，你所有以同一身分證號碼／有限公司註冊號碼登記的車輛牌照／駕駛執照紀錄亦會同時更改。

You are required by law to notify the Commissioner for Transport in writing (or by completing a specified form (TD 60/TD 150)) of any change in respect of personal particulars such as name, address, or identity document, etc.; or vehicle registration particulars. The change of personal particulars must be reported within 72 hours, otherwise you are liable to a fine of \$2,000. You should also submit your vehicle registration document and where appropriate the vehicle licence for amendment.

For any change of address, all vehicle/driving licence records under the same I. D. Card No./Limited Co. Certificate of Incorporation No. will also be changed.

個人資料的說明 Notes about Personal Data

收集目的

- 運輸署會使用透過本表格所獲得的個人資料作下列用途：
 - 辦理有關審批你在本表格中所提出的申請的事務；
 - 依照道路交通(車輛登記及領牌)規例第4(2)條的規定，保存一份車輛紀錄，讓市民索閱；
(只適用於與車輛有關的申請)
 - 依照道路交通(駕駛執照)規例第39條的規定，保存一份詳列駕駛執照上各細項的紀錄；
(只適用於與駕駛執照有關的申請)
 - 辦理有關交通及運輸的事務；及
 - 方便運輸署與你聯絡。

- 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

- 你透過本表格所提供的個人資料會向下列人士／部門公開：
 - 其他政府部門及決策局以作上述第1段所列的用途；
 - 任何人士，以作上述第1段(b)項所列的用途；及
 - 隧道公司，以對發生在隧道範圍內的交通罪行進行調查或提出檢控。

索閱個人資料

- 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

- 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

- The personal data provided by means of this form will be used by Transport Department for the following purposes:
 - activities relating to the processing of your application in this form;
 - maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;
(applicable to vehicle—related applications only)
 - maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;
(applicable to driving licence—related applications only)
 - activities relating to traffic and transport matters; and
 - facilitating communication between Transport Department and yourself.
- 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

- 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;
 - any person for the purpose mentioned in paragraph 1(b) above; and
 - tunnel companies for investigation or prosecution of traffic offences committed in the tunnel areas.

Access to Personal Data

- 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

- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Division, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)