

Part A (Computerized Written Test), Private Car, Light Goods Vehicle, Motor Cycle,
Application for Postponement of Driving Test or Change of Test Region
(Please read all the instructions and fill in the required information on page 1 and 2)

1. Name of applicant: _____
2. Hong Kong Identity Card No./Passport No.: _____
3. Type of driving test: _____
4. Date, time and place of driving test: _____
5. Telephone no. (Daytime): _____
6. Application for:*
 - a) ☐ Postponement of driving test^{Note 1} Reason: _____
 - b) ☐ Change of test region from Hong Kong to Kowloon & New Territories^{Note 1}
 - c) ☐ Change of test region from Kowloon & New Territories to Hong Kong^{Note 1}
 - d) ☐ Postponement due to absence of driving test on medical ground^{Note 2}

Note 1: must be submitted **at least 7 clear days before test**. The day of scheduled test and that day on which the application to be submitted is excluded (**i.e. 7 days between these two dates**). If the application is sent by post, **the date of postmark is taken as the day on which the notice of postponement/ change of test region is deemed to be received**. If the application is submitted via drop box, **the date of submission is taken as the day on which the application is dropped**.

Note 2: must be submitted **within 1 month from the test date**.

7. **Documents required:**

- a) Applicant must submit application letter or this template duly completed with his/her **original signature** and the original appointment letter, and produce his/ her identification document.
- b) For postponement due to absence of driving test on medical ground, in addition to the above, applicant must submit **original** medical sick leave certificate/ medical certificate covering the test date and test session and bearing the **hospital/clinic chop** and the **original signature** of a medical practitioner or Chinese medical practitioner registered in Hong Kong.
- c) If applicant authorizes agent to process the application on his/her behalf, the authorized agent must produce his/her own identification document, submit **authorization letter (or the authorization at part 11 of this template duly filled) with applicant's original signature** and copy of applicant's identification document.
- d) For documents requiring **original signature, scanned / printed copies are NOT accepted**.

8. **Application processing time:**

- a) Application for postponement or change or test region: if it is submitted in person or by authorized agent at Counter 31 of Driving Test Appointment Office (DTAO), the new appointment letter will normally be issued on the same day. If submitted by post or via Hong Kong Licensing Office (HKLO), the new appointment letter will be sent by **normal post** to applicant's registered address at The Transport Department **within around 15 working days** as from the date of receipt of the application. Applicant shall keep in view of the delivery of new appointment letter.
- b) Application for postponement due to absence of driving test on medical ground: the new appointment letter will be sent by **normal post** to applicant's registered address at The Transport Department **within around 15 working days** as from the date of receipt of the application. Applicant shall keep in view of the delivery of new appointment letter.
- c) If applicant does **NOT** receive our feedback or new appointment letter **within 1 month** after submission, he/she must contact our staff **proactively** at 2771 7723 the soonest possible for timely follow-up actions, or bring along the acknowledgement receipt (if any), learner/full driving license and related documents to Counter 31 of DTAO at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road for enquiry.

(P.T.O, fill in and sign part 11)

*Please give a tick in the appropriate item.

- d) The Transport Department would **NOT** accept request for re-scheduling of driving test **due to missing the new test date or late application** for the reason of, including but not limited to, not having received the appointment letter by post.

9. **Points to note:**

- a) Applicant who applies for postponement of test or change of test region will be allotted an **end-of-list appointment. Selection of test date is NOT allowed** under any circumstances. However, the Transport Department may advance or defer the test appointment for operational needs.
- b) Each test form is valid for a period of **18 months** from the issue date. If the test form expires at the time of the new driving test appointment so arranged subsequent to this application, applicant has to purchase a new test form 10 working days before the new test date. Otherwise, applicant will **NOT** be allowed to take the scheduled test.
- c) Once the application has been accepted, the **original test appointment would be cancelled. The test date CANNOT be reversed to original** under any circumstances.
- d) If applicant wishes to apply for changing back to the original test region for test again later, he/ she would be allotted an end-of-list test appointment at the original test centre only.
- e) Change of test region is **NOT applicable for repeater early test**. Postponement is also **NOT applicable for repeater early test except on medical ground**.
- f) Please read the relevant information under the “Note” at the back of the appointment letter and on the Transport Department’s website before submission of application.

10. **Note for postal application:**

- a) Please **make postal submission earlier** to avoid posting date being close to the application deadline. Application with **date of postmark after the application deadline due to whatsoever problems/ disputes is still considered late application** and would **NOT** be processed by the Transport Department.
- b) To avoid dispute over the date of postmark, applicant is advised to consider purchasing a “Certificate of Posting” displaying the posting date and information of the addressee from the HongKong Post for record purpose, if deemed necessary.
- c) If applicant submits application at a time close to the application deadline, he/she must approach the DTAO **proactively** by phone at 2771 7723 to enquire the postal/ application status on or before the application deadline, so that he/she may still be able to re-submit the application in time where necessary, and to ensure that he/she would be informed of the new test appointment details and receive the new appointment letter the soonest possible well before the test.
- d) Underpaid mail items are subject to surcharge by Hongkong Post. The Transport Department will **NOT accept underpaid mail items**, which will be returned to the sender or disposed of by the Hongkong Post. For proper delivery of your mail items to The Transport Department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items **bear sufficient postage with return address** before posting. Please note details about postage and pay attention to the New Postage Structure from Hongkong Post.

11. I, _____ (name of applicant), holder of the identity document with number listed above, fully understand and comply with the above regulations and hereby:*

- ☐ confirm to submit the above application in person.
- ☐ confirm to submit the above application by post.
- ☐ authorize _____ (name of agent), the holder of the identity document with number _____, to confirm to submit the above application on my behalf.

Signature of applicant: _____

Date: _____

*Please give a tick in the appropriate item.