

Application for Postponement / Temporary Cancellation of Driving Test / Change in Test Region

Applicant may complete Part A and Part C of this template or submit an application letter by making reference to this template to lodge an application for postponement / temporary cancellation of driving test / change in test region. The completed template or the application letter must be furnished with the applicant's **original signature**, and submitted to the Driving Test Appointment Office (DTAO) (Address: 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon) with applicant's original appointment letter and **copy of identification document**. **Application must be submitted at least 7 clear days before test**, i.e. there must be an interval of at least 7 days between the date of receipt of the application by the DTAO and the test date.

Part A

1. Name of Applicant: _____
2. Hong Kong Identity Card No. / Passport No. /
No. of other identity document (where applicable): _____
3. Type of Driving Test*:
 Private Car Light Goods Vehicle
 Part A (Written Test) Combined Part B Part C
 Motor Cycle – Road Test Public Light Bus Taxi – Written Test
 Public Bus Medium Goods vehicle Heavy Goods vehicle
 Articulated vehicle
4. Present Driving Test Date, Time and Venue: Date: Time: Venue:

5. Daytime Telephone No.: _____
6. Application for*:
 Postponement of driving test for personal reasons
 Postponement required for absence in driving test due to medical reasons / special circumstances
(Application must be submitted **within 1 month** from the test date)
 Temporary Cancellation of driving test
(Cancel the present allocated test date **without** being assigned a new date. Applicant is required to initiate a request to DTAO for re-scheduling the test)
 Change in test region from Hong Kong to Kowloon & New Territories
 Change in test region from Kowloon & New Territories to Hong Kong

Part B

7. Document Requirements:

- a) If the application is sent by post, the postmark date is taken as the day on which the application is received. If the application is deposited in a drop box at the Hong Kong Licensing Office (HKLO) or Kowloon Licensing Office (KLO) of the Transport Department, the date the application is deposited is deemed to be the date on which the application is received.
- b) For postponement required due to applicant's absence in driving test on medical grounds, applicant must also submit the **original** sick leave certificate / medical certificate covering the test session. The certificate must be **signed** by a medical practitioner or Chinese medical practitioner registered in Hong Kong with a **hospital / clinic chop**. In case the original sick leave certificate / medical certificate cannot be provided, the applicant must also submit a written explanation to the DTAO for necessary consideration.
- c) If an applicant wishes to authorise an agent to process the application on his / her behalf, the authorised agent must submit in person a copy of the applicant's identification document and an **authorisation letter** (or the authorisation at **Part C** of this template) **duly signed by the applicant**, and produce his / her own identification document for verification.
- d) For documents requiring original signature, scanned / printed copies / e-signature are **NOT** accepted.

8. Application Processing Time and Delivery of Appointment Letter:

- a) Submitted in person or by authorised agent at Counter 31 of the DTAO for postponement or change in test region:
The new appointment letter will normally be issued **on the same day**.
- Submitted by post or by drop box at the HKLO or KLO for postponement or change in test region:
The new appointment letter will normally be sent by normal post to applicant's address as registered at the Transport Department **within 15 working days** of the date the application is received. Applicant should approach the Licensing Offices of this department for amendment of record in case there is change to his / her mailing address.

* Please give a tick in the appropriate item

^ Please delete where not applicable

- b) Postponement required for absence in driving test due to medical reasons / special circumstances:
The application result will normally be sent by normal post to applicant's address registered at the Transport Department **within 15 working days** of the date the application is received. Applicant should approach the Licensing Offices of this department for amendment of record in case there is change to his / her mailing address.
- c) Applicant should track the delivery status of the application result. If applicant has not received the result **within 1 month** after submission, he / she should contact our staff by phone at 2771 7723, or bring along the acknowledgement receipt (if any), identification document and related documents to Counter 31 of the DTAO at 2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road as soon as possible for timely follow-up action.
- d) The Transport Department would **NOT** accede to any request for re-scheduling driving test if an applicant has missed the new test date or has lodged a late application for reason of, including but not limited to, not having received the application result by post.

9. Points to Note:

- a) Applicant who has applied for postponement of test or change in test region will be allotted an **end-of-list appointment**. Applicant's request for **selection of test date will NOT be acceded to** under any circumstances. The Transport Department, however, may advance or defer any test appointment subject to operational needs.
- b) A driving test form is valid for a period of **18 months** from the issue date. If the test form will expire near to the time of the new driving test date as may be scheduled pursuant to this application, applicant has to ensure that he / she will purchase a new test form at least 30 calendar days before the new test date. Otherwise, applicant will **NOT** be allowed to take the scheduled test. (Not applicable for application for postponement on medical grounds / special circumstances. Please refer to the Transport Department's website for more details.)
- c) Once the application for postponement / temporary cancellation of driving test/ change of venue has been accepted, it will be **irrevocable** and the **original test appointment will be cancelled**. If applicant subsequently wishes to change back to the originally scheduled test region, he / she is required to submit a fresh application for change of venue, in which case he / she will only be allotted an end-of-list test appointment at the original scheduled test centre.
- d) Persons seeking to undertake repeater early test must take note that they are **NOT** allowed to apply for change in test region. They are also **NOT** allowed to apply for postponement **except on medical grounds / special circumstances**. Applicants applying for postponement due to medical reasons or special circumstances, including applicants who wish to undertake repeater's early test, will normally be allocated an end-of-list appointment if it is approved.
- e) Please read the relevant information at the back of the appointment letter and on the Transport Department's website before submission of application.
- f) Applicants of temporary cancellation of driving test should keep track of the waiting time and initiate a request to the DTAO for re-scheduling their test timely.

10. Note for Postal Application:

- a) Application with postmark date after the application deadline will be considered late application and will **NOT** be processed. Applicants who wish to submit their applications by post should be responsible for all postal risk (including postal loss etc.) Hence, please ensure application is posted well ahead of the application deadline. Applicants submitting application by post are advised to approach the DTAO by phone at 2771 7723 to enquire the mail delivery / application status before the application deadline, and to allow sufficient time to re-submit the application in time in case the postal application is not delivered to the DTAO. Applications submitted by post will all be replied by surface mail.
- b) Underpaid mail items are subject to surcharge by the Hongkong Post, and the Transport Department will **NOT** accept underpaid mail items, which will be returned to the sender or disposed of by the Hongkong Post. Applicants are advised to ensure their mail items bear **sufficient postage with return address** before posting.

Part C

11. Declaration:

I, _____ (name of candidate), holder of the identity document as provided in Point 2 above, fully understand and comply with the above requirements and hereby*:

- confirm to submit the above application in person.
- confirm to submit the above application by post / via drop box at the HKLO or KLO[^] with **a copy of Hong Kong identification document**.
- authorise _____ (name of agent), the holder of the identity document with number _____, to submit the above application on my behalf.

Signature of applicant: _____

Date: _____

* Please give a tick in the appropriate item

[^] Please delete where not applicable