

# Important Notice

## Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [[Please refer to the list of acceptable proof of address](#)]

## Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [GovHK](#) or by submitting [the specified form](#) (“Change of Personal Particulars or Vehicle Particulars”).

## Mail items with insufficient postage

Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the 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 the latest details about postage rates by Hongkong Post](#)]

## Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 2891 1001.



運輸署

Transport Department

駕駛執照複本／駕駛教師執照複本申請表  
**APPLICATION FOR A DUPLICATE  
DRIVING LICENCE / DRIVING INSTRUCTOR'S LICENCE**

請閱讀背頁的各項須知，並以正楷填寫各項資料。請在適當方格加上✓號，並在標註\*號的地方將不適用的項目刪去。Please read the notes overleaf and complete all items in BLOCK LETTERS. Please enter ✓ in the appropriate box(es) and delete whichever is inapplicable for items marked with \*.

身分證文件號碼  
IDENTITY DOCUMENT NO.  ( )

你上次填報的駕駛執照號碼如與右上角填報的不同，則請在此處填寫上次所報的號碼。  
YOUR LAST DRIVING LICENCE NO. IS TO BE ENTERED HERE IF IT DIFFERS FROM THAT ABOVE.  ( )

(本欄不必填寫 FOR OFFICIAL USE ONLY)

O	
P	

Restrictions

.....  
Receiving Officer's Signature

**申請人現時的資料 PRESENT PARTICULARS OF APPLICANT**

(你在本署電腦記錄中的個人資料將根據下列所填報的而更改)

(Your particulars in our computer record will be amended as hereunder)

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

住址 Residential Address

「注意：本署是以駕駛執照持有人／登記車主的住址為他／她於本署的登記地址，並以該地址與他／她聯絡和郵寄函件。因此，申請人必須在本申請表填寫其最新的住址。」

(Note: The residential address of a driving licence holder/registered vehicle owner is his/her registered address in this Department, and will be used for the purposes of contact with him/her and mailing correspondence. Thus, the applicant must fill in his/her updated residential address in this application form.)

室 Flat/Room

樓 Floor

如以中文書寫地址，必須  
清楚寫明樓層，以免郵遞  
失誤

座 Block/Tower

大廈／屋苑名稱 Name of Building/Estate

門牌號數及街道(或鄉村)名稱 Number and Name of Street (or Village)

地區 District

†  香港 Hong Kong  九龍 Kowloon  新界 New Territories

通訊地址 Correspondence Address

「注意：如你以上所填報的住址並不能用作聯絡和郵遞用途，請在以下填寫你的通訊地址。」

(Note: If you cannot use the above residential address for the purposes of contact and mailing, please fill in below your correspondence address.)

室 Flat/Room

樓 Floor

如以中文書寫地址，必須  
清楚寫明樓層，以免郵遞  
失誤

座 Block/Tower

大廈／屋苑名稱 Name of Building/Estate

門牌號數及街道(或鄉村)名稱 Number and Name of Street (or Village)

地區 District

†  香港 Hong Kong  九龍 Kowloon  新界 New Territories

日間聯絡電話 Day Time Contact Tel. No. \_\_\_\_\_

## 聲 明 DECLARATION

現聲明本人的  
I hereby declare that my

駕駛執照  
driving licence

駕駛教師執照已  
driving instructor's licence is

- †  遺失；執照原本一旦尋回，本人保證退還給運輸署署長。  
lost; and I undertake to return to the Commissioner for Transport the original licence when found.
- 毀壞。  
destroyed.
- 破損；並附上已破損的執照。  
defaced; and I enclose the defaced licence.
- 其他。請註明  
others. Please Specify: \_\_\_\_\_

本人現申請領取執照複本。  
I now apply for the issue of a duplicate licence.

本人明白，如本人明知執照的原本並無遺失或毀壞而以該原本已遺失或毀壞為理由申請執照複本，根據道路交通（駕駛執照）規例第 46 條第 (1) 款的規定，可被判罰款 \$2,000。本人又聲明，本人現時所申請的執照種類，並沒有被當局暫時吊銷或註銷，又本人並未被取消持有或領取此執照的資格。現聲明本人已細閱本申請表格的內容及明白有關「注意事項」。本人以上聲明均屬真確事實。本人明白如故意在本申請表填報失實資料，根據《道路交通條例》（第 374 章）第 111 條第 (3) 款的規定，本人可被判罰款 \$5,000 及監禁 6 個月。

I understand that, if I apply for a duplicate licence on the ground that the original licence is lost or destroyed knowing that such original licence has not been lost or destroyed, I shall render myself liable on summary conviction under Regulation 46(1) of the Road Traffic (Driving Licences) Regulations to a fine of \$2,000. I also declare that the licence that I am applying for has not been suspended or cancelled and that I am not disqualified from holding or obtaining such licence. I hereby declare that I have read through the content of this application form and understand the notes for attention. My declarations above are true and correct. I understand that, if I knowingly make any statement or provide any information in this application form which is false in any material particular, I shall be liable under Section 111(3) of Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for 6 months.

本人委託 \_\_\_\_\_ (代理人姓名)，即身分證文件號碼 \_\_\_\_\_ 的持有人為代理人，代表本人提交及處理本申請，包括領取相關牌照、許可證及/或其他文件。

(註：如申請表提供的資料曾作修改，申請人須在旁加簽作實。)

I hereby appoint \_\_\_\_\_ (name of agent), holder of identity document number \_\_\_\_\_ as the agent to submit and handle this application on my behalf, including the collection of related licence, permit and/or other documents.  
(Note: If the information provided in this application form is amended, applicant shall sign next to the amended part for verification.)

申請人簽署  
Signature of Applicant .....

日期  
Date .....

† 請在適當的方格內加上「✓」號。Please tick the appropriate box.

## 注意事項 NOTES FOR ATTENTION

- 如任何駕駛執照持有人/登記車主曾向運輸署署長提供其姓名、地址或身分證文件有所改變，他/她須在改變出現後 72 小時內以書面通知運輸署署長，並需提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 2,000 元；如屬姓名的改變或身分證文件的改變，駕駛執照持有人/登記車主亦須將現有的駕駛執照正本（如持有）、駕駛教師執照正本（如持有）、車輛登記文件正本（如持有）、車輛牌照（如持有）及自訂登記號碼分配證明書（如持有）送交運輸署署長，以作修改；
  - 所有在本署以你的身分證文件號碼登記的車輛牌照或駕駛執照的記錄，會根據你在本申請表內填報的地址而同時更改；及
  - 若郵件郵資不足，香港郵政會收取欠資及相關費用。本署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人（有回郵地址）或予以銷毀（沒有回郵地址）。為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資及註明回郵地址。[請參閱郵費的詳情，並留意由 2016 年 1 月 1 日起生效的新郵費結構 - <http://www.hongkongpost.hk/>]
- If a **change occurs in the name, address or identity document** of a driving licence holder/registered vehicle owner previously provided by the driving licence holder/registered vehicle owner to the Commissioner for Transport, the driving licence holder/registered vehicle owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered vehicle owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certificate for Allocation of Personalized Registration Mark (if applicable) for amendment;
  - For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document held by this Department will also be changed; and
  - Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the 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 effective from 1 January 2016 - <http://www.hongkongpost.hk/>]

## 所需文件及費用 REQUIRED DOCUMENTS AND FEE

遞交申請表時，請一併附上以下文件：——  
When you submit your application, please produce the following documents:—

- †  你的香港身份證，如非香港居民，請出示護照；  
your H.K. Identity Card, or a passport for non-identity card holders
- 破損的執照；及  
the defaced licence; and

應繳費用——駕駛執照複本/駕駛教師執照複本的申請費用為 \$110。有關申請費用或會更改。如欲知最新費用，你可於本署各牌照事務處詢問處，或致電顧客服務熱線 2804 2600 / 1823 電話中心查詢、參閱牌照事務處的牌照費用表 (TD341) 或瀏覽運輸署網頁 ([www.td.gov.hk](http://www.td.gov.hk))。如以支票/銀行本票付款，請劃線並寫明「香港特別行政區政府」為收款人，並在支票/銀行本票背面寫上你的姓名，身分證文件號碼及日間聯絡電話號碼；請勿郵寄現款。  
the appropriate fee — the application fee for Duplicate Driving Licence/Duplicate Driving Instructor's Licence are \$110. The application fees may be subject to change. For enquiry about the updated application fee, you may make enquiries at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website ([www.td.gov.hk](http://www.td.gov.hk)) for information. If pay by cheque/cashier order, please make cheque/cashier order payable to either "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. Please write down your name, identity document number and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.

† 請在適當的方格內加上「✓」號。Please tick the appropriate box(es).

## 提前領牌 ADVANCED LICENSING

如已遺失／毀壞／破損的執照有效期不超過四個月，可申請換領執照（視乎情況填寫 TD 557）而毋須申領執照複本。

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 557 as appropriate) instead of a duplicate licence.

## 索取表格地點及方法 OBTAINING THE FORMS

- (1) 運輸署牌照事務處；或  
Transport Department Licensing Offices; or
- (2) 運輸署顧客服務熱線 2804 2600 提供的圖文傳真服務；或  
Fax-on-demand service in the Transport Department Customer Service Hotline 2804 2600; or
- (3) 運輸署互聯網頁 [www.td.gov.hk](http://www.td.gov.hk)；或  
Transport Department Internet web site for licensing [www.td.gov.hk](http://www.td.gov.hk); or
- (4) 民政事務處諮詢服務中心；或  
Home Affairs Department Public Enquiry Service Centres; or
- (5) 郵政局。  
Post Offices.

## 郵遞／投遞箱申請 APPLICATION BY POST/DROP BOX

如果你以郵遞／投遞箱遞交申請表，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY BY POST/DROP BOX

- (1) 請在支票／銀行本票背面寫上你的姓名、身分證文件號碼首 4 個字（包括英文字母及數字）及日間聯絡電話。  
Please write down your name, first four characters/digits of your identity document number and day time contact telephone no. on the back of the cheque/cashier order.
- (2) 請填上你的付款資料。  
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) 為方便本署郵寄本申請表所申請的執照給你，請在下方填上你的姓名及你於本申請表所填寫的住址／通訊地址。  
To facilitate us to mail the licence applied in this application form to you, please fill in your name and residential/correspondence address in this application form below.
- (4) 郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。請參閱注意事項 (3)。  
Underpaid mail items will be rejected. For proper delivery of your mail items to the department, please ensure your mail items bear sufficient postage with return address. Please refer to Notes for Attention (3).

## 交回申請表地點 PLACE OF SUBMISSION

填妥申請表後，可

- (甲) 郵寄至東九龍郵政信箱 68115 號，運輸署觀塘牌照事務處（本署收到申請後，會在 10 個工作天內將成功申請的執照以掛號信寄回給你。如你在遞交申請後 4 個星期內仍未收到有關執照，請致電 2804 2600 與運輸署聯絡，以便作出跟進。）；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的身分證文件正本，以作記錄）：——
  - (一) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
  - (二) 九龍長沙灣道 303 號長沙灣政府合署 2 樓運輸署九龍牌照事務處；或
  - (三) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓運輸署觀塘牌照事務處；或
  - (四) 新界沙田上禾輦路 1 號沙田政府合署 2 樓運輸署沙田牌照事務處。

在完成辦理你的申請後，你所提交的證明文件副本將會被銷毀。如需查詢運輸署各牌照事務處服務時間，可致電 2804 2600 或瀏覽運輸署網站 [www.td.gov.hk](http://www.td.gov.hk)

You can submit your application either

- (A) **By post to Transport Department Kwun Tong Licensing Office, P.O. Box 68115, Kowloon East Post Office, Kowloon** (upon receipt of application, the successfully applied licence will be posted to you by registered post within 10 working days. If you have not received the licence 4 weeks from the date of submission, please contact Transport Department at 2804 2600 for follow up action.); 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 2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

Copy of your submitted supporting document(s) will be destroyed after processing your application. For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website [www.td.gov.hk](http://www.td.gov.hk)

郵遞申請，請寄往以下地址（請沿虛線剪下）  
郵資不足的信件將不獲接收。為使郵件能妥善送達本署，請確保郵件貼上足夠郵資及註明回郵地址。請參閱注意事項 (3)。

姓名 Name: \_\_\_\_\_

住址／通訊地址  
Residential/Correspondence Address: \_\_\_\_\_

運輸署觀塘牌照事務處  
東九龍郵政信箱 68115 號

## 關於你個人資料的說明 NOTES ABOUT YOUR PERSONAL DATA

### 收集目的

- 運輸署會使用透過本申請表所獲得的個人資料作下列用途：
  - 辦理有關審批你在本申請表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，保存一份車輛記錄，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記錄；  
(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。
- 你必須提供本申請表所要求的個人資料。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

- 你透過本申請表所提供的個人資料會向下列人士／部門公開：
  - 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；
  - 任何人士，以作上述第 1 段 (b) 項所列的用途；及
  - 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責。

### 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申請表所提供的個人資料副本一份。

### 查詢

- 有關透過本申請表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  
運輸署牌照事務組  
行政主任／首次登記稅收啟

### 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 relevant organizations for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above; and
  - tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.

### 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:

Executive Officer/FRT  
Licensing Section, Transport Department  
3/F, United Centre,  
95 Queensway,  
Hong Kong.

Application by post to the following address (Please cut along the line)  
Underpaid mail items will be rejected. For proper delivery of your mail items to the  
department, please ensure your mail items bear sufficient postage with return address.  
Please refer to Notes for Attention (3).

Transport Department  
Kwun Tong Licensing Office  
P.O.Box 68115,  
Kowloon East Post Office, Kowloon