

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”).



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.

護照 PASSPORT

抵港居留日期

Date of arrival in H.K.

to take up residence: _____

護照號碼

Passport No.: _____

簽發國家/地點

Country/Place of Issue: _____

海外駕駛執照細節 PARTICULARS OF OVERSEAS DRIVING LICENCE

駕駛執照號碼

Driving Licence No.: _____

簽發國家或地方

Issuing Country or place: _____

簽發日期

Date of Issue: _____

執照屆滿日期

Date of Expiry: _____

駕駛執照上准駕車輛 Classes of Vehicles

代號 Code

裝有自動傳動系統 With Automatic Transmission

† 1 私家車 Private Car A 2 總重不逾五公噸半之輕型貨車 Light Goods Vehicle A

with Permitted Gross Vehicle Weight not over 5.5 tonnes

聲明 DECLARATION

本人現聲明本人年滿十八歲或以上而且：——

I hereby declare that I am aged 18 years or above, and that:—

(1) 本人身體狀況：

My physical condition:

(i) 有否身體殘缺(如四肢不全或手足活動不靈)(請參閱注意事項(4))：† 沒有 有，本人持有運輸署署長發出有關本人通過駕駛能力評估的批准信。

Suffering from any physical handicap such as a missing or defective limb (Please refer to Notes for Attention (4)):

† No Yes, I have an approval letter issued by the Commissioner for Transport upon passing the driving ability assessment.(ii) 現時有否《道路交通(駕駛執照)規例》附表1內的疾病或身體傷殘：† 沒有 有，該疾病或身體傷殘是_____。

Suffering from any disease or physical disability as specified in the First Schedule to the Road Traffic (Driving Licences) Regulation:

† No Yes, I am suffering from _____, which is a disease or physical disability specified in the First Schedule to the Road Traffic (Driving Licences) Regulations.(iii) 駕駛時是否須戴眼鏡或矯正視力的鏡片(請參閱注意事項(5))：† 否 是Need to wear glasses or corrective lenses when driving (Please refer to Notes for Attention (5)): † No Yes(iv) 駕駛時是否須戴助聽器(請參閱注意事項(6))：† 否 是Need to wear hearing aids when driving (Please refer to Notes for Attention (6)): † No Yes

(2) 運輸署署長曾否在任何時間，基於以上(1)(ii)所提出的疾病或身體傷殘，或任何其他疾病或身體傷殘而拒絕向本人發出駕駛執照或拒絕將其續期：

† 否 有，本人曾患有：_____

Whether the Commissioner has at any time, because of the disease or physical disability as specified in (1)(ii) above or any other disease or physical disability, refused to issue me a driving licence or renew my driving licence:

† No Yes, please specify the disease or physical disability: _____

(3) 本人聲明，本人的海外駕駛執照未被暫時吊銷或註銷；本人現時所申請的執照種類乃並非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。I declare that my overseas driving licence has not been suspended or cancelled. 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.

(4) 本人聲明，本人已細閱本申請表格的內容及明白有關「注意事項」。

I declare that I have read through the content of this application form and understand the "NOTES FOR ATTENTION".

(5) 本人以上聲明均屬真實事實。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。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 the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for 6 months.

(6) 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

日期

Signature of Applicant _____

Date _____

駕駛考試排期細節 PARTICULARS OF DRIVING TEST APPOINTMENT

考試表格號碼

Test Form No.: _____

簽發日期

Date of Issue: _____

考試日期

Date of Test: _____

所需文件及費用 REQUIRED DOCUMENTS AND FEES

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:—

† 你的香港身份證正本及副本；

your original and photocopy of H.K. Identity Card;

 你的護照或其他旅遊證件正本及副本；

your original and photocopy of Passport or other travel documents;

 你的海外駕駛執照正本及副本，如該執照並非以英文或中文為語言就須附有正式確定的譯本；

your original and photocopy of overseas driving licence, an officially certified translation is required if the licence is in a language other than English or Chinese;

 現時地址的證明(住址及通訊地址)正本或副本，而該地址證明需發出距今不超過三個月(包括水電煤或電訊公司帳單、政府部門、公共機構、銀行或本地大學/專上教育機構發出的信件等)。如有查詢，可致電2804 2600；

Original or photocopy of proof of present address (residential address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, correspondence from government departments, public organisations, banks or local universities/tertiary education institutions etc.) For enquiries, please call 2804 2600;

 應繳費用——申請臨時駕駛執照的費用為\$288，而續領臨時駕駛執照則免費〔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1823電話中心查詢〕。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、身分證文件號碼首4個字(包括英文字母及數字)及日間聯絡電話號碼；及

the appropriate fee — the application fee for a Temporary Driving Licence is \$288 and the extension is free of charge [The application fee 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 1823 Call Centre 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, first four characters/digits of your identity document number and daytime contact telephone number on the back of the cheque/cashier order; and

 你若年滿七十歲或以上，必須附上由註冊醫生簽發的運輸署體格檢驗證明書T.D. 256，證明你的體格適宜駕駛所申請的車輛類別。

if you are aged 70 years or above, you are required to produce a Transport Department Medical Examination Certificate T.D. 256 duly completed by a registered medical practitioner certifying that you are medically fit to drive and control the class(es) of motor vehicle(s) to which your application relates.

† 請於適當方格內加上「✓」號。Please tick the appropriate box(es) only.

* 請將不適用的刪去。Delete whichever is inapplicable.

申請資格 ELIGIBILITY
請檢查你是否合資格申請 Please check whether you are eligible for this application

如欲獲發香港臨時駕駛執照，你必須以文件證明符合下列條件：——

For the issue of a Temporary Driving Licence, you must satisfy the Commissioner **with documentary evidence** that:——

- (1) 你持有由香港以外但不屬道路交通（駕駛執照）規例附表四所列國家或地方主管當局所簽發之有效駕駛執照（並非國際駕駛許可證）；
you are a holder of a valid full overseas driving licence (but not an International Driving Permit) issued by a country or place not listed in the Fourth Schedule to the Road Traffic (Driving Licence) Regulations;
- (2) 你在抵港居留後的三個月內已向運輸署申請參加駕駛考試；及
you have applied for a driving test at the Transport Department within 3 months of the date after your arrival in Hong Kong to take up residence; and
- (3) (a) 該執照原本是你發出該執照的國家或地方居留不少於6個月的期間發出的（證明文件包括有關護照以顯示出入境記錄或官方簽發的出入境證明，以及你在當地學校的成績、或受聘公司發給的聘用期間證明文件等）；或
the licence was originally issued to you on any date during a period of residence of not less than 6 months in the country or place of issue (supporting documents include the relevant passport showing records of entry and departure or an official statement of travel records, and your school transcript or employer's testimonial with employment period specified, etc.); or
(b) 緊接本申請表呈交日期之前，該執照已簽發給你不少於五年；或
the licence has been issued to you for not less than 5 years immediately prior to the application; or
(c) 你持有發出該執照的國家或地方所發的護照或同等旅行證件。
you hold a passport or an equivalent travel document issued in the country or place in which your licence was issued.

倘若你想把臨時駕駛執照續期，須注意下列幾點：——

For the extension of the validity period of Temporary Driving Licence, please note that:——

- (1) 倘若你的駕駛考試日期不在臨時駕駛執照有效期內，你可以申請續期，但必須於該臨時駕駛執照期滿前遞交申請表；
If the validity of your Temporary Driving Licence cannot cover the date of the driving test appointment, any application for an extension of the licence must be submitted before it expires;
- (2) 你必須已在香港獲得有效排期參加有關類別車輛之駕駛考試然後方可續期；
No extension of the period of validity of your Temporary Driving Licence will be entertained unless you have a valid driving test appointment for the class(es) of vehicle(s) concerned in Hong Kong.
- (3) 臨時駕駛執照的有效可延長一次，但延續期不得超過6個月，其後絕不再續。
The validity of your Temporary Driving Licence may be extended for one further period not exceeding 6 months. No further extension will be given.
- (4) 臨時駕駛執照續期，毋須繳費。
NO FEE will be charged for the extension of Temporary Driving Licence.
- (5) 請注意，臨時駕駛執照並不適用於本來已於香港居留的人士。
Please note that Temporary Driving Licence is not applicable to persons who are ordinarily residents in Hong Kong.

遞交申請表途徑 WAYS OF SUBMISSION OF APPLICATION

你填妥申請表後，請親自或交由代理人交回香港金鐘道95號統一中心3樓運輸署香港牌照事務處（如果申請由代理人遞交，代理人必須出示其本人的身分證明文件，以作記錄）。

如需查詢運輸署香港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

Please submit your application in person or by agent to Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong (If the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose).

For enquiry on service hours of Transport Department Hong Kong Licensing Office, please call 2804 2600 or visit our website www.td.gov.hk

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TD106及繳付規定的費用以領取執照複本。

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.

注意事項 NOTES FOR ATTENTION

- (1) 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、地址或身分證明文件有所改變，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。如屬姓名的改變或身分證明文件的改變，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；
- (2) 運輸署署長在處理牌照申請時，可要求申請人出示其現時地址的證明，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同現時地址的證明，並在牌照事務處人員要求下，出示該地址證明；及
- (3) 所有在本署以你的身分證明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。
- (4) 殘疾人士如欲申請駕駛執照，請聯絡本署駕駛事務組（電話：2713 7262）安排駕駛能力評估，若你能通過上述的評估或檢查，運輸署署長將向你發出批准信，申領合適的駕駛執照。
- (5) 如欲運輸署署長刪除在駕駛執照和駕駛教師駕駛執照內「須戴眼鏡或矯正視力的鏡片」的駕駛限制，申請人須遞交由註冊醫生或專業視光師發出的證明書（正本及副本），並附上駕駛執照或駕駛教師駕駛執照正本（如持有）。
- (6) 如你於駕駛時須配戴助聽器，請你於遞交申請前先行聯絡運輸署駕駛事務組（電話：2713 7262），以安排評估你的聽覺能力。
- (1) 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 of Allocation of Personalized Registration Mark (if applicable) for amendment;
- (2) The Commissioner for Transport may, in processing licensing application, require the applicant **to produce proof of his/her present address**, and may **suspend the processing of the application** until the production of such proof. Therefore, applicants please bring along your proof of present address for presentation as and when requested by officers of licensing offices.
- (3) For any change of address notified in this application from, all vehicle/driving licence records of the applicant under the same identity document held by this Department will also be changed.
- (4) People with disabilities who wish to apply for a driving licence may contact Driving Services Section of Transport Department (Tel.: 2713 7262) for the arrangement of an appointment for driving ability assessment. Subject to the result of the assessment, you will be given an approval letter for applying for appropriate licence from the Commissioner for Transport.
- (5) If you wish to apply to the Commissioner for Transport for deletion of the driving restriction "To wear glasses or corrective lenses", please provide original and copy of medical certification or certificate, issued by Registered Medical Practitioner/Registered Optometrist and your original driving licence or your original driving instructor's licence (if applicable).
- (6) **If you need to wear hearing aids when driving, please first approach Driving Services Section of Transport Department (Tel.: 2713 7262) for arranging hearing ability assessment before submission of your application.**

道路交通 (駕駛執照) 規例附表 1——例外的疾病及身體傷殘
THE FIRST SCHEDULE OF THE ROAD TRAFFIC (DRIVING LICENCES) REGULATIONS—EXCEPTED DISEASES & PHYSICAL DISABILITIES

- (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.

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

收集目的

1. 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：
 - (a) 辦理有關審批你在本申請表中所提出的申請的事務；
 - (b) 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)
 - (c) 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)
 - (d) 辦理有關交通及運輸的事務；及
 - (e) 方便運輸署與你聯絡。
2. 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

3. 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：
 - (a) 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；
 - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；及
 - (c) 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

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申請表所提供的個人資料副本一份。

查詢

5. 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
牌照事務組
行政主任／首次登記稅收啟

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) 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)
 - (c) 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)
 - (d) activities relating to traffic and transport matters; and
 - (e) 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:
 - (a) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
 - (b) any person for the purpose mentioned in paragraph 1(b) above; and
 - (c) 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

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 Section,
3/F, United Centre,
95 Queensway,
Hong Kong.