

# 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 (TD) 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 TD 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](#)]

*Applicant may choose to provide his completed application form and relevant documents to Licensing Office (LO) via email ([dl@td.gov.hk](mailto:dl@td.gov.hk)) for preliminary vetting. Under normal circumstances, TD will provide a reply through email within 10 working days informing the applicant of the result of preliminary vetting; and advise the applicant to formally submit the original application form together with supporting documents and prescribed fee to an LO **through the submission means mentioned in the application form**. TD will only conduct preliminary vetting on applications submitted by email, and such applications will only be formally processed and approved after receiving the original application and supporting documents from applicant.*

## 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.

請閱讀背頁的各項須知。並以正楷填寫各項資料。請在適當方格內加上✓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 \*.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

Certificate No. \_\_\_\_\_

.....  
Receiving Officer's Signature

Identity Code

O	
P	

Date of Issue \_\_\_\_\_

.....  
Fee received. Shroff

甲部 PART A 執照持有人的資料 PARTICULARS OF DRIVING LICENCE HOLDER

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 Characters

身分證明文件號碼

Identity Document No.: \_\_\_\_\_

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 座 Block/Tower

如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤

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)

香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District

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 座 Block/Tower

如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤

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)

香港 Hong Kong

九龍 Kowloon

新界 New Territories

地區 District

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

聲明 DECLARATION

如申請人是上述的執照持有人，請細閱以下聲明及在下方簽署。如申請人不是上述的執照持有人，請略過此部份及完成乙部。  
If the applicant is the above-mentioned licence holder, please read the declaration and sign below. If the applicant is not the licence holder, please skip this section and complete Part B.

- (1) 本人委託 \_\_\_\_\_ (代理人姓名)，即身分證明文件號碼 \_\_\_\_\_ 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.)

- (2) 本人已細閱本申請表格的內容及明白有關「注意事項」。

I have read through the content of this application form and understand the "Notes for Attention".

- (3) 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 Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for 6 months.

執照持有人簽署 Signature of licence holder \_\_\_\_\_ 日期 Date \_\_\_\_\_

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

## 乙部 PART B 獲授權的申請人現時的資料 PRESENT PARTICULARS OF AUTHORISED APPLICANT

如申請人為上述執照持有人，毋須填寫此部份。如申請人並非上述執照持有人，但獲上述執照持有人授權取閱其駕駛執照細節，須填寫以下部份。  
**If applicant is the above-mentioned licence holder, please skip this section. If applicant is not the above-mentioned licence holder but has been authorized to obtain his/her driving licence particulars, you are required to complete the following section.**

姓名／公司名稱

先生／夫人／小姐／女士／公司／機構\*

Mr. / Mrs. / Miss / Ms. / Company / Organization\*

身分證明文件號碼／公司註冊證號碼／商業登記證號碼／公司編號

\* Identity Document No. / Certificate of Incorporation No. / Business Registration Certificate No. / Company Registration No.\*

住址／公司地址 Residential / Company / Organization Address

室 Flat/Room 樓 Floor 座 Block/Tower

如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤

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)

香港 Hong Kong  九龍 Kowloon  新界 New Territories

地區 District

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

▶ 備註 Remark：本署不會就你以上所填寫的資料而更改本署記錄。We will not amend our record on the basis of the information provided above. ◀

### 聲明 DECLARATION

(1) 本人獲上述執照持有人授權並附上授權書，以及已細閱本申請表格的內容及明白有關「注意事項」。

I am authorised by the above-mentioned licence holder and a letter of authorization is attached herewith. I have read through the content of this application form and understand the "Notes for Attention".

(2) 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 Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and imprisonment for 6 months.

獲授權的申請人簽署 Signature of authorized applicant \_\_\_\_\_

日期 Date \_\_\_\_\_

### 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:—

- †  駕駛執照持有人的身分證明文件的正本或副本；  
the original or photocopy of identity document of the driving licence holder;
- 駕駛執照持有人的授權書正本，授予申請人索取駕駛執照細節證明書的權利(如申請人非駕駛執照持有人)；  
an original letter of consent from the driving licence holder giving authority for disclosure of his licence particulars if the applicant is not the licence holder;
- 獲授權申請人的身分證明文件的正本或副本；  
the original or photocopy of identity document of the authorised applicant;
- 應繳費用——駕駛執照細節證明書的申請費用為\$160 [有關申請費用或會更改。因此，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)]。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，身分證明文件號碼首4個字(包括英文字母及數字)及日間聯絡電話號碼；請勿郵寄現款。  
The appropriate fee—the application fee for Certificate of Driving Licence Particulars is \$160 [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 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) 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; cash should not be sent by post.

遞交申請表途徑 WAYS OF SUBMISSION OF APPLICATION

填妥申請表後，可

- (甲) 郵寄至東九龍郵政信箱 68115 號 (本署會於十個工作天內將有關細節證明寄回給你。如你在遞交申請後四星期內仍未收到有關細節證明，請致電 2804 2600 與運輸署聯絡，以便作出跟進) (請參閱注意事項 (3) 及 (4))；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。

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 P.O. Box 68115, Kowloon East Post Office, Kowloon** (the certificate will be posted to you within 10 working days. If you have not received the certificate 4 weeks from the date of submission, please contact Transport Department at 2804 2600 for follow up action) (Please refer to Notes for Attention (3) & (4)); 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.

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)

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) 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。
  - (3) 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/>]
  - (4) 在完成辦理你遞交的申請後，你所提交的證明文件副本將會被銷毀。
- (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) 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.
- (3) 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/>]
- (4) Copy of your submitted supporting document(s) will be destroyed after processing your application.

郵遞／投遞箱申請 APPLICATION BY POST / DROP BOX 請參閱注意事項 (3) 及 (4) Please refer to Notes for Attention (3) & (4)

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

- (1) 請在支票／銀行本票背面寫上你的姓名，身分證明文件號碼首 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.

請填寫你的姓名及回郵地址，本署會將透過本申請表申請的證明書寄回該地址，但不會就該回郵地址資料更改本署記錄。  
Please fill in your name and return address to which the certificate applied by this form will be posted. We will NOT amend our record on the basis of this return address information provided.

姓名 Name: \_\_\_\_\_

回郵地址 Return Address: \_\_\_\_\_

- (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.: \_\_\_\_\_

郵遞申請，請寄往以下地址 (請沿虛線剪下)

運輸署觀塘牌照事務處  
東九龍郵政信箱 68115 號

### 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)

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