

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

請閱讀附頁的「注意事項」，並以正楷填寫各項資料。
Please read the notes overleaf and complete all items in BLOCK LETTERS.
如果你以郵遞申請，請亦填寫於第二頁的丁部。
If you submit your application by post, please also complete Part D on page 2.

Permit No.: _____

Checker: _____ Issuing Officer: _____
(本欄不必填寫 For Official Use Only)

甲部 PART A 申請人現時的個人資料 PRESENT PARTICULARS OF APPLICANT

姓名 Name * 先生/夫人/小姐/女士 *Mr. / Mrs. / Miss / Ms.
(英文 English) _____ (中文 Chinese) _____

身分證明文件號碼 Identity Document No. _____ () 出生日期 Date of Birth _____ 出生地點 Place of Birth _____
DD MM Y Y Y Y

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 _____
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 _____
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. _____

乙部 PART B 申請細節 DETAILS OF APPLICATION

本人欲申請駕駛下列類別車輛的國際駕駛許可證：—
I wish to apply for an International Driving Permit for the following class(es) of vehicles:—
† A. 電單車 Motor Cycle C. 中型/重型貨車 Medium/Heavy Goods Vehicle E. 掛接車輛 Articulated Vehicle
 B. 私家車 Private Car D. 私家/公共巴士 Private/Public Bus

丙部 PART C 聲明 DECLARATION

(1) 本人現聲明，本人現在持有的香港正式駕駛執照仍然有效或逾期不超過三年，且本人現擬申請駕駛的一類車輛，乃未為當局取消持有或領取此執照資格者。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。此外，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」。
I hereby declare that I am in possession of a full Hong Kong driving licence which is still valid, or has not expired for more than 3 years and that I am not at present disqualified from holding or driving the class(es) of vehicle for which I wish to apply now. 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. I hereby declare that I have read through the content of this application form and understand the "NOTES FOR ATTENTION".

(2) 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.)

申請人簽署 _____ 日期 _____
Signature of Applicant Date

* 請將不適用的刪去 Delete whichever is inapplicable † 請在適當的方格內加上「√」號 Please tick the appropriate box

所需文件及費用 REQUIRED DOCUMENTS AND FEE

以下文件需連同已填妥的申請表格一併遞交：—

The following documents have to be produced together with the completed application forms:—

† 你的香港身分證正本或副本；

Original or photocopy of your H.K. Identity Card;

五十毫米長四十毫米闊的正面全新相同近照兩張，照片的背景應無任何裝飾，頭部不可戴帽或類似的其他物品；

Two identical, new and recent photographs, with plain background, size 40mm × 50mm taken full face without headwear;

應繳費用 — 國際駕駛許可證的申請費用為 \$80 [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)]。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。請勿郵寄現款；及

The appropriate fee — the application fee for International Driving Permit is \$80 [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; and

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收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件)。所有可接納的地址證明載列於本署網站 (http://www.td.gov.hk/public_services/licences_and_permits/proof_of_address/index.html)。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, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong). The full list of acceptable proof of address is available at this Department's website (http://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html). For enquiries, please call 2804 2600.

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

交回申請表地點 PLACE OF SUBMISSION

填妥申請表後，可：

(甲) 郵寄至東九龍觀塘郵政信箱 68115 號，運輸署觀塘牌照事務處 (本署收到申請後，會於 10 個工作天內將成功申請的國際駕駛許可證以掛號信寄回給你。如果你在遞交申請後四個星期內仍未收到有關許可證，請致電 2804 2600 與運輸署聯絡，以便作出跟進。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 (6)；)；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，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 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

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 International Driving Permit will be posted to you by registered post within 10 working days. If you have not received the permit 4 weeks from the date of submission, please contact Transport Department at 2804 2600 for follow up action. 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 (6).); 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, No. 1 Sheung Wo Che Road, Sha Tin, New Territories.

For enquiry on service hours of licensing offices, please call 2804 2600 or visit Transport Department website: www.td.gov.hk

注意事項 NOTES FOR ATTENTION

1. 國際駕駛許可證在簽發日期起計一年內有效。
International Driving Permit is valid for one year from the date of issue.
2. 國際駕駛許可證是根據 1949 年國際公約而簽發，許可證持有人應可於簽訂公約的國家或地區內駕駛車輛 (請參閱表一)。但由於各公約國家/地區對認可國際駕駛許可證的政策或規定可能有所不同或改動，本署建議申請人在申請前，或在該地駕駛前，先向有關國家/地區在港領事館或辦事處查詢詳情。
International Driving Permit (IDP) is issued in accordance with the 1949 Convention. The permit should be valid for driving in the territory of all the Contracting States (please see List 1). But there may be differences or changes in the policy or conditions of using an IDP to drive in the contracting countries/places concerned, applicants are suggested to make enquiries to the Consulates or resident offices of the countries/places concerned for details before making application for an IDP or before driving in the countries/place concerned.
3. 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。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。
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 \$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.
4. 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。
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.
5. 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，出示其地址證明。
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. Applicants please bring along your proof of present address for presentation as and when requested by officers of licensing offices.
6. 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。
Copy of your submitted supporting document(s) will be destroyed after processing your application.
7. 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/>]
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 by the Hongkong Post (without return address). 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/>]

丁部 PART D

郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請表，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY BY POST

- (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 daytime contact telephone number on the back of the cheque/cashier order.
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，請在右方填上你的姓名及你於本申請表甲部所填寫的住址/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 address / correspondence address provided in Part A of this application form on the right hand side.
- (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 (7)。
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 (7).



表一：一九四九年九月十九日在日內瓦簽訂公約的國家／地區一覽表
List 1: List of Countries / Places Contracting to the International Conventions
Concluded at Geneva on 19 September 1949

阿爾巴尼亞	Albania	馬達加斯加	Madagascar
阿爾及利亞	Algeria	馬拉維	Malawi
阿根廷	Argentina	馬來西亞	Malaysia
澳大利亞	Australia	馬里	Mali
奧地利	Austria	馬耳他	Malta
孟加拉國	Bangladesh	摩納哥	Monaco
巴巴多斯	Barbados	黑山共和國	Montenegro
比利時	Belgium	摩洛哥	Morocco
貝寧	Benin	納米比亞	Namibia
博茨瓦納	Botswana	荷蘭	Netherlands
保加利亞	Bulgaria	新西蘭	New Zealand
布基納法索	Burkina Faso	尼日爾	Niger
柬埔寨	Cambodia	尼日利亞	Nigeria
加拿大	Canada	挪威	Norway
中非共和國	Central African Republic	巴布亞新幾內亞	Papua New Guinea
智利	Chile	巴拉圭	Paraguay
剛果	Congo	秘魯	Peru
科特迪瓦	Cote d'Ivoire	菲律賓	Philippines
古巴	Cuba	波蘭	Poland
塞浦路斯	Cyprus	葡萄牙	Portugal
捷克	Czech Republic	大韓民國	Republic of Korea
剛果民主共和國	Democratic Republic of the Congo	羅馬尼亞	Romania
丹麥	Denmark	俄羅斯	Russian Federation
多米尼加共和國	Dominican Republic	盧旺達	Rwanda
厄瓜多爾	Ecuador	聖馬力諾	San Marino
埃及	Egypt	塞內加爾	Senegal
斐濟	Fiji	塞爾維亞	Serbia
芬蘭	Finland	塞拉利昂	Sierra Leone
法國	France	新加坡	Singapore
格魯吉亞	Georgia	斯洛伐克	Slovakia
加納	Ghana	南非	South Africa
希臘	Greece	西班牙	Spain
危地馬拉	Guatemala	斯里蘭卡	Sri Lanka
海地	Haiti	瑞典	Sweden
羅馬教廷	Holy See	瑞士	Switzerland
匈牙利	Hungary	阿拉伯敘利亞共和國	Syrian Arab Republic
冰島	Iceland	泰國	Thailand
印度	India	多哥	Togo
愛爾蘭	Ireland	特立尼達和多巴哥	Trinidad and Tobago
以色列	Israel	突尼斯	Tunisia
意大利	Italy	土耳其	Turkey
牙買加	Jamaica	烏干達	Uganda
日本	Japan	阿拉伯聯合酋長國	United Arab Emirates
約旦	Jordan	英國	United Kingdom of Great Britain and Northern Ireland
吉爾吉斯斯坦	Kyrgyzstan	美國	United States of America
老撾人民民主共和國	Lao People's Democratic Republic	委內瑞拉	Venezuela (Bolivarian Republic of)
黎巴嫩	Lebanon	越南	Viet Nam
萊索托	Lesotho	津巴布韋	Zimbabwe
盧森堡	Luxembourg		

註一：表一是根據 2016 年 11 月 24 日刊登於聯合國有關網頁內的資料而作出更新。最新的列表請參閱下列之聯合國網頁：

Note 1: List 1 was updated according to the information published in the relevant website of the United Nations on 24 November 2016. For the most up-to-date list, please refer to the website of the United Nations at: https://treaties.un.org/Pages/ViewDetailsV.aspx?src=TREATY&mtmsg_no=XI-B-1&chapter=11&Temp=mtmsg5&lang=_en

註二：根據中華人民共和國分別於 1997 年 6 月 6 日及 1999 年 12 月 9 日向聯合國秘書長作出的知會，在對香港及澳門恢復行使主權後，上述公約將適用於香港特別行政區及澳門特別行政區。

Note 2: According to the notification made by the People's Republic of China to the Secretary-General of the United Nations on 6 June 1997 and 9 December 1999 respectively, upon the resumption of the exercise of sovereignty over Hong Kong and Macao, the above-mentioned Convention would apply to the Hong Kong Special Administrative Region and the Macao Special Administrative Region.

郵遞申請，請寄往以下地址（請沿虛線剪下）

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

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。

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 the Licensing Section, Transport Department, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)

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