

Important Notice

Verification of E-contact Means

In accordance with the law, applicants must provide either a Hong Kong mobile phone number through which they can be contacted by an SMS message or an email address through which they can be contacted by an electronic mail as the e-contact means when submitting driving or vehicle licensing applications. The e-contact means must be verified by one time password through the online licensing services or designated online platform of the Transport Department within three months before submitting an application. For details, please refer to [the website of the Transport Department](#) or scan this QR code.



Website of the
Transport Department

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 or E-contact Means

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 or e-contact means. Any person without reasonable excuse contravenes such requirement commits an offence and is liable on conviction to a fine at level 1. You may notify the Transport Department of change in address with your proof of new address (if applicable) through [GovHK](#), by submitting [the specified form](#) ("Change of Personal Particulars or Vehicle Particulars") or in writing.

Mail Items with Insufficient Postage

For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting [[Please note the latest details about postage rates by Hongkong Post](#)]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

Submission of Identity Document

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

Arrangement of Counter Service at Licensing Offices

If you wish to submit your application in person/by agent over the counter at licensing offices, you may make an appointment for counter service in advance either online or by phone (for details, please refer to [GovHK's website](#)) to reduce waiting time. Applicants without valid appointment are required to obtain a same-day queue ticket on-site before using the counter services (for details on the queue ticketing system and daily ticket quotas, please refer to our [website](#)).

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.

Support organ donation. Register online now!
For enquiry, please contact Centralised Organ Donation Register Office of Department of Health on 2961 8441.



Website of
Department of Health



運輸署

Transport Department

正式駕駛執照及駕駛教師執照
新領、續領及加領申請表
APPLICATION FOR NEW ISSUE,
RENEWAL & ADDITION FULL DRIVING
LICENCE & DRIVING INSTRUCTOR'S LICENCE

(不適用於申請暫准駕駛執照、學習駕駛執照及免試簽發香港正式駕駛執照)

(Not Applicable to Application for Probationary Driving Licence, Learner's Driving Licence or Direct Issue of Hong Kong Full Driving Licence)

請閱讀各項須知，並以正楷填寫申請表。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 the form 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

O	
P	

Receiving Officer's Signature

甲部 PART A

申請人資料 PARTICULARS OF APPLICANT

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

身分證明文件號碼
Identity Document No.: _____

中文姓名 In Chinese

電子聯絡方式 E-CONTACT MEANS (必須於遞交申請前三個月內經運輸署網頁核實，否則本署可暫停處理該申請。)(Must be verified through the website of Transport Department within 3 months before submitting an application. Otherwise, this Department may suspend the processing of the application.)
香港流動電話號碼或電郵地址 (以透過手機短訊或電郵接收通知) Hong Kong Mobile Phone Number or Email Address (for receiving notification by SMS or Email)

請填寫 Please fill in

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
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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
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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

地區 District

☐ 九龍 Kowloon

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

☐ 新界 New Territories

乙部 PART B

申請內容 DETAILS OF APPLICATION

(1) 申請執照的類型 Licence Applied for

§ ☐ 正式駕駛執照 Full Driving Licence

(申請當日年滿七十歲或以上並申請正式駕駛執照人士適用)

(Applicable to a person aged 70 or above on the date of application who applies for Full Driving Licence)

執照年期 Licence Period

☐ 一年期 1-year ☐ 三年期 3-year

☐ 駕駛教師執照 Driving Instructor's Licence

合資格私人駕駛教師執照申請人如欲申領私人駕駛教師證，請提供一張近照作此用途。

For eligible private driving instructor's licence applicant who wish to apply for a Private Driving Instructor Identity Plate, please provide one recent photo for this purpose.

(2) 所需服務 Required Service

§ ☐ 新領 First Issue† _____

☐ 續領 Renewal

☐ 加領 Addition of new entitlement(s)†

† 請看丁部，並填上車輛類別／組別代號。如車輛裝有自動傳動系統，請在車輛類別旁邊加上“A”字。
Please see Part D and enter vehicle class code(s) / group code(s). If the vehicle is equipped with automatic transmission, please enter "A" beside the vehicle class code(s).

本人現就以下事項作出聲明：
I declare hereby:

- (1)

本人的身體狀況：
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 (3))：
Suffering from any physical handicap such as a missing or defective limb (Please refer to Notes for Attention (3)):
§ ☐ 沒有／No ☐ 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。
Yes, I have an approval letter granted 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 (請參閱本申請表戊部) 內的疾病或身體傷殘：
Suffering from any disease or physical disability as specified in the First Schedule to the Road Traffic (Driving Licences) Regulations (please refer to Part E):
§ ☐ 沒有／No ☐ 有，該疾病或身體傷殘是 _____。
Yes, I am suffering from _____.

(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 (19))：
Need to wear glasses or corrective lenses when driving (Please refer to Notes for Attention (19)):
§ ☐ 否／No ☐ 是／Yes

(iv)

駕駛時是否須戴助聽器 (請參閱注意事項(20))：
Need to wear hearing aids when driving (Please refer to Notes for Attention (20)):
§ ☐ 否／No ☐ 是／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：
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:
§ ☐ 否／No ☐ 有，本人曾患有：_____
Yes, please specify the disease or physical disability: _____
- (3)

本人的居留身份 (適用於商用車輛駕駛執照申請人)：
My residence status (applicable to applicants of Commercial Vehicle Driving Licence):
本人是 § ☐ 香港永久性居民身份證持有人；或
I am the holder of a Hong Kong **Permanent** Identity Card; or
 § ☐ 香港永久性居民身份證以外的香港身份證持有人，並且不受任何逗留條件所規限，但《入境條例》(第 115 章) 第 2(1) 條所界定的逗留
 the holder of a Hong Kong Identity Card (**other than** a Hong Kong Permanent Identity Card) and I am not subject to any condition of
 stay other than a limit of stay as defined in section 2(1) of the Immigration Ordinance (Cap 115); or
 § ☐ 並非上述兩類居留身份的人士，但本人有需要在香港執行商業駕駛職務。
 not a person of the above residence status, but I am required to perform commercial driving for employment purpose in Hong Kong.
- (4)

本人謹此聲明現時所申請的執照種類未曾被暫時吊銷或取消，而本人亦沒有被取消持有或領取駕駛執照的資格。
I hereby declare that the class of licence that I am applying for has not been suspended or cancelled and I am not disqualified from holding or obtaining a driving licence.
- (5)

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”.
- (6)

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.)
- (7)

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，本人可被處
第 2 級罰款及監禁 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 at level 2 and to imprisonment for 6 months.

申請人簽署 *Signature of Applicant:* _____ 日期 *Date:* _____
(不接受電子／打印簽署 Digital/printed signature is not accepted)

丁部 PART D

車輛類別／組別代號 VEHICLE CLASS/GROUP CODES

駕駛執照 — 車輛類別代號 Driving Licence — Vehicle Class Codes			駕駛教師執照 — 組別代號 Driving Instructor's Licence — Group Codes		
代 號 Code	車 輛 類 別	Vehicle Class	代 號 Code	組 別 Group	
1	私家車	Private Car	GP 1	私家車及輕型貨車 Private car and light goods vehicle	
2	輕型貨車	Light Goods Vehicle	GP 2	公共小巴、私家小巴、公共巴士及私家巴士 Public light bus, private light bus, public bus and private bus	
3	電單車	Motor Cycle	GP 3	中型貨車、重型貨車及掛接式車輛 Medium goods vehicle, heavy goods vehicle and articulated vehicle	
4	私家小巴	Private Light Bus	GP 4	電單車及機動三輪車 Motor cycle and motor tricycle	
5	公共小巴	Public Light Bus	GP 5	政府車輛 Government vehicle	
6	的士	Taxi			
9	私家巴士	Private Bus			
10	公共巴士	Public Bus			
15	傷殘者車輛	Invalid Carriage			
16	政府車輛	Government Vehicle			
17	專利公共巴士	Public Bus — Franchised			
18	中型貨車	Medium Goods Vehicle			
19	重型貨車	Heavy Goods Vehicle			
20	掛接式車輛	Articulated Vehicle			
21	特別用途車輛	Special Purpose Vehicle			
22	機動三輪車	Motor Tricycle			
A:	裝有自動傳動系統之車輛 Vehicle with automatic transmission		商用車輛類別 Commercial vehicle class(es)		
			私家小巴、公共小巴、的士、私家巴士、公共巴士、專利公共巴士、中型貨車、 重型貨車、掛接式車輛及特別用途車輛。 Private Light Bus, Public Light Bus, Taxi, Private Bus, Public Bus, Public Bus- Franchised, Medium Goods Vehicle, Heavy Goods Vehicle, Articulated Vehicle and Special Purpose Vehicle.		

戊部 PART E

道 路 交 通 (駕 駛 執 照) 規 例 附 表 1 — 例 外 的 疾 病 及 身 體 傷 殘

FIRST SCHEDULE OF ROAD TRAFFIC (DRIVING LICENCES) REGULATIONS –

EXCEPTED DISEASES AND PHYSICAL DISABILITIES

- (1) 癲癇症。

(2) 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。

(3) 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。

(4) 任何導致肌肉不受控制的狀況。

(5) 未受控制的糖尿病。

(6) 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)。

(7) 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；但失聰本身並不當作為上述的傷殘。
- (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.

所需文件及費用

REQUIRED DOCUMENTS AND FEES

☐ 身分證明文件的正本或副本—

- (商用車輛類別正式駕駛執照以外的申請) 香港永久性居民：香港永久性居民身份證；香港居民：香港身份證；非香港居民：護照或有效旅行證件；
- (商用車輛類別正式駕駛執照申請) 香港永久性居民身份證；如你並非香港永久性居民身份證持有人，須提供香港永久性居民身份證以外的香港身份證及能證明申請人不受任何逗留條件所規限(但《入境條例》(第115章)第2(1)條所界定的逗留期限除外)的證明文件(如旅行證件上的入境蓋章／標籤、由香港入境處發出的簽證文件／其他進入許可文件等)；

☐ 駕駛考試表格的**正本**(只適用於加領專利公共巴士正式駕駛執照及新領或加領駕駛教師執照)；

☐ 由註冊醫生於申請前四個月內簽發的運輸署體格檢驗證明書 **TD256 正本**(只適用於在申請當日年滿七十歲或以上並申請正式駕駛執照的人士)；

☐ 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/tc/public_services/licences_and_permits/proof_of_address/index.html)。如有查詢，可致電 2804 2600；

☐ 駕駛政府車輛許可證 (GF8) 及由相關政府部門發出的證明信函(只適用於新領政府車輛駕駛執照)；駕駛政府車輛許可證 (GF8) (只適用於續領政府車輛駕駛執照)；

☐ 有效的相關職前課程的課程證書正本(證書內所指明的完成課程日期須為申請相關正式駕駛執照日期之前的一年內)(只適用於加領的士、公共小巴及公共巴士正式駕駛執照)；

☐ 40毫米(闊) x 50毫米(高)的正面全新近照一張，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(只適用於申領私人駕駛教師證)；及

☐ 應繳費用——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；請勿郵寄或投遞現款及身份證明文件正本。

正式駕駛執照	費用 (\$)	有效期
(a) 申請人年齡為 60 歲或以下	900*	10 年
(b) 申請人年齡為 60 歲以上但未滿 70 歲		
——就有效期的每一年而言牌費(不足一年的零數亦作一年計)；及	52	至申請人年滿 70 歲前一日或 3 年，兩者以較長者為準。
——交通意外傷亡者援助基金每年徵款(就該執照有效期按日徵收，不足一角亦以一角計算)	38	
(c) 申請人年齡為 70 歲或以上		
——就有效期的每一年而言牌費；及	52	1 年或 3 年，視乎申請人的選擇。
——交通意外傷亡者援助基金每年徵款	38	
駕駛教師執照	760	1 年

*包括牌費\$520及交通意外傷亡者援助基金徵款\$380

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)。

郵遞／投遞箱申請

APPLICATION BY POST / DROP-IN 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)及日間聯絡電話號碼。
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.

(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[請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。請勿郵寄／投遞現款及身份證明文件正本。
For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address. Cash and original identity document should not be sent by post or via drop-in box.

為方便本署郵寄本申請表所申請的執照給你，請在以下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 under this application form to you, please fill in below your name and residential address/correspondence address provided in Part A of this application form.

姓名 Name

住址／通訊地址 Residential Address/Correspondence Address

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所需文件及費用 (續) REQUIRED DOCUMENTS AND FEES (Continued)

- ☐ Original or photocopy of identity document—
- (Except for application for full driving licence for commercial vehicle class(es)) Hong Kong Permanent Identity Card for Hong Kong permanent residents; Hong Kong Identity Card for Hong Kong residents; passport or valid travel document for non Hong Kong residents;
 - (Application for full driving licence for commercial vehicle class(es)) Hong Kong Permanent Identity Card; if you are not the holder of a Hong Kong Permanent Identity Card, please provide your Hong Kong Identity Card **and** supporting documents proving that you are not subject to any condition of stay other than a limit of stay as defined in section 2(1) of the Immigration Ordinance (Cap. 115) (e.g. endorsement / landing slips on travel documents, visa/entry permit issued by the Immigration Department, etc.)
- ☐ **Original** driving test form (only applicable to addition of driving entitlement to full driving licence for Public Bus — Franchised and first issue of or addition of Driving Instructor's Licence);
- ☐ **Original** Medical Examination Certificate TD256 duly completed by a registered medical practitioner within 4 months from date of application (applicable to a person aged 70 or above on the date of application who applies for Full Driving Licence);
- ☐ 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;
- ☐ Government driving permit (GF8) and documentary proof issued by relevant Government department (applicable to first issue of driving licence for Government Vehicle only); Government driving permit (GF8) (applicable to renewal of driving licence for Government Vehicle only);
- ☐ Original of valid course certificate of the relevant Pre-service Course (the date of completion of the course as specified in the course certificate shall fall within one year preceding the date of application for the relevant full driving licence) (only applicable to addition of driving entitlement to full driving licence for Taxi, Public Light Bus and Public Bus);
- ☐ One recent photograph, with plain background, size 40mm(W) x 50mm(H) taken with full face without headwear (only applicable to application for a private driving instructor's identity plate); and
- ☐ The appropriate fee—if paid 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; cash and original identity document should not be sent by post or via drop-in box.
- | Full Driving Licence | Fee(\$) | Validity |
|--|---------|---|
| (a) For applicants aged 60 or below | 900* | 10 years |
| (b) For applicants aged above 60 but below 70 | | |
| —Licence fee for every year (or any part thereof) of validity period; and | 52 | Up to the day before the applicant reaches the age of 70 or 3 years, whichever is longer. |
| —Traffic Accident Victims Assistance Fund annual levy (counted on daily basis of licence validity period and to be rounded up to nearest 10 cents) | 38 | |
| (c) For applicants aged 70 or above | | |
| —Licence fee for every year of validity period; and | 52 | 1 year or 3 years (depending on the applicant's choice) |
| —Traffic Accident Victims Assistance Fund annual levy | 38 | |
| Driving Instructor's Licence | 760 | 1 year |
- *Including licence fee \$520 and Traffic Accident Victims Assistance Fund levy \$380
- 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.

注意事項 NOTES FOR ATTENTION

一般事項

- (1) 電子聯絡方式—申請人遞交各項駕駛執照或車輛牌照服務申請時，必須提供一個可藉短訊方式聯絡申請人的香港流動電話號碼或藉電子郵件方式聯絡申請人的電郵地址，作為電子聯絡方式。有關電子聯絡方式必須於遞交申請前的三個月內經運輸署網頁核實，否則本署可暫停處理該申請，詳情請參閱運輸署網頁 (www.td.gov.hk)。如你同時提供香港流動電話號碼及電郵地址，則優先以香港流動電話號碼作為電子聯絡方式。關於電子聯絡方式的收集目的和獲轉交資料的部門／人士，請參考「關於你個人資料的說明」。具體而言，運輸署、香港警務處、其他政府部門、決策局及隧道費服務商在有需要時可根據你所提供的電子聯絡方式，以手機短訊或電郵向你發出電子通知。舉例說，如你干犯《定額罰款(交通違例事項)條例》(第237章)下的交通違例事項或《定額罰款(刑事訴訟)條例》(第240章)下的交通罪行，香港警務處可透過電子聯絡方式向你發出電子定額罰款通知書及電子繳付定額罰款通知書；當你的車輛通過已實施不停車繳費系統的收費隧道時，若未能以自動繳款方式即時繳付有關隧道費，隧道費服務商可透過電子聯絡方式向你發出電子繳費通知。請注意，經非櫃位方式遞交的申請需時約十個工作天處理，相關系統將於完成處理申請後的一個曆日內按表格提供的資料作出記錄更新。
- (2) 你可瀏覽運輸署網站：https://www.td.gov.hk/tc/public_services/licences_and_permits/driving_licences/how_to_apply_for_a_driving_licence/index.html，以查詢更多駕駛執照的相關資訊。
- (3) 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，參加駕駛考試及申領合適的駕駛執照。
- (4) 如你在日後患上任何疾病或身體傷殘可令你在駕駛時對公眾構成危險，你須立即以書面向運輸署署長報告。
- (5) 如果申請由代理人遞交，代理人必須同時出示其本人的身分證明文件正本，以作記錄。
- (6) 若有法庭命令指示運輸署署長拒絕向你簽發駕駛執照，運輸署署長無權向你簽發有關牌照。
- (7) 有關申領駕駛執照，如申請人曾以支票支付未繳付的交通罰款，運輸署會在以支票付款日七個工作天後，才辦理有關申請。
- (8) 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[請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。
- (9) 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。
- (10) 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。

只適用於正式駕駛執照申請人 (第11-14項)

- (11) 你可以在完成有關車輛類別的暫准駕駛期後三年內申領該車輛類別的正式駕駛執照；否則，你須重新申請學習駕駛執照，在有關車輛類別駕駛測驗中取得合格，並在再完成暫准駕駛期後，才能申請該車輛類別的正式駕駛執照。
- (12) 倘你在暫准駕駛期內觸犯指定的交通違例事項但並未被法庭定罪，你仍可申領正式駕駛執照。不過，如果你日後被法庭裁定該項違例罪名成立，則已獲發的正式駕駛執照將會被取消，而已繳付的牌照費將不會獲得退還。因此，在申請正式駕駛執照時，請留意你曾否在暫准駕駛期間觸犯指定的交通違例事項，及是否已符合領取正式駕駛執照的資格，以免日後因有關違例事項被定罪而引致你的正式駕駛執照被取消。
- (13) 如你的正式駕駛執照，因在暫准駕駛期內曾觸犯了一次「輕微」道路交通違例事項而被取消，你需要在正式駕駛執照被取消日起計 3 年內申請重新發出暫准駕駛執照。在圓滿完成所需要延長的暫准駕駛期後，你便可以再次申領正式駕駛執照。
- (14) 如欲申請新領、續領或加領商用車輛之正式駕駛執照，你必須是有效的香港永久性居民身份證持有人；或是香港永久性居民身份證以外的香港身份證持有人，並且不受任何逗留條件所規限(但《入境條例》(第 115 章) 第 2(1) 條所界定的逗留期限除外)。

強制修習駕駛改進課程

- (15) 如你曾被要求修習和完成強制駕駛改進課程而你並未遵從該要求完成有關課程，運輸署署長不得向你發出或重新發出駕駛執照，或將駕駛執照續期。

的士、公共小巴及公共巴士司機職前課程

- (16) 所有申領的士、公共小巴及公共巴士正式駕駛執照的人士，須通過由本署舉辦的相關駕駛考試，及在遞交申請前完成經本署核准的相關職前課程並獲取有關的職前訓練學校所發出的有效課程證書，才可申領相關的正式駕駛執照。課程證書內所指定的完成課程日期須為申請相關正式駕駛執照日期之前的一年內。有關職前課程的詳情，請瀏覽運輸署網站：www.td.gov.hk。

更改個人資料

- (17) 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、電子聯絡方式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，可處第 1 級罰款。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人／登記車主亦須將現時持有的駕駛執照、駕駛教師執照、車輛登記文件、車輛牌照及自訂登記號碼分配證明書的正本送交運輸署署長，以作修改。
- (18) 如你在此申請表內填報的地址及／或電子聯絡方式與本署以你的身分證明文件號碼／公司註冊證號碼／公司編號登記的車輛牌照或駕駛執照的記錄有所不同，本署會根據此申請表內填報的資料同時更改有關記錄，包括按《道路交通(車輛登記及領牌)規例》(第374E章)和《道路交通(駕駛執照)規例》(第374B章)備存的「電子聯絡方式」，及載於《道路交通(駕駛執照)規例》(第374B章)第39條下訂明的「駕駛執照及許可證的紀錄」以及《道路交通(車輛登記及領牌)規例》(第374E章)第4條下訂明的「車輛登記冊」內的地址。
- (19) 如欲向運輸署署長申請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)。
- (20) 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。

General Information

- (1) E-Contact Means—Applicants must provide either a Hong Kong mobile phone number through which they can be contacted by an SMS message or an email address through which they can be contacted by an electronic mail as the e-contact means when submitting driving or vehicle licensing applications. The e-contact means must be verified through the website of the Transport Department within three months before submitting an application, otherwise the processing of the application may be suspended. For details, please refer to the website of the Transport Department (www.td.gov.hk). If both Hong Kong mobile phone number and email address are provided, the Hong Kong mobile phone number would be given priority as the means for issuing electronic notification. Please refer to the “Notes About Your Personal Data” for the purposes of collecting e-contact means and the class of transferees. In particular, the Transport Department, Hong Kong Police Force, other Government departments, bureaux and Toll Service Provider may issue electronic notification to you through the e-contact means provided by you, either by SMS or email, as and when necessary. For instance, an Electronic Fixed Penalty Notice and Electronic Demand Notice may be issued by the Hong Kong Police Force to you through the e-contact means if you commit a traffic contravention under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237) or traffic offence under the Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240); a toll payment notification may be issued by the Toll Service Provider to you through the e-contact means when the toll cannot be successfully paid by automated payment means where your vehicle passes through a tunnel implemented with Free-Flow Tolling System. Please note that non-counter application takes about 10 working days for processing. The relevant systems would update your record according to the information provided in this form within one calendar day upon complete processing of the application.
- (2) You could visit the Transport Department’s website: https://www.td.gov.hk/en/public_services/licences_and_permits/driving_licences/how_to_apply_for_a_driving_licence/index.html for more information on driving licence.
- (3) 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 driving test and appropriate licence from the Commissioner for Transport.
- (4) If you subsequently suffer from any disease or physical disability which may cause the driving by you to be a source of danger to the public, you should report in writing to the Commissioner for Transport immediately.
- (5) If the application is submitted by an agent, the agent is also required to produce his/her own original identity document for record purpose.
- (6) The Commissioner for Transport is not empowered to issue any driving licence to you if there are any outstanding court orders directing the Commissioner for Transport to refuse to issue the licence to you.
- (7) If applicant has used cheque to settle payment of outstanding traffic fines, application for issue/renewal of driving licence would only be processed after 7 working days from the date of cheque payment.
- (8) For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post., which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender’s address.
- (9) 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 (issued not more than 3 months from now) for presentation as and when requested by officers of licensing offices.
- (10) Copy of your submitted supporting document(s) will be destroyed after processing your application.

Only Applicable to Full Driving Licence Applicant (Item 11-14)

- (11) You can apply for full driving licence for the respective vehicle class(es) within 3 years from the date of completion of the relevant probationary driving period for the relevant vehicle class; otherwise, you will have to re-apply for a learner’s driving licence, pass the driving test of the relevant vehicle class(es) and complete the probationary driving period again before you can apply for a full driving licence for the respective vehicle class(es).
- (12) If you have committed a specified offence during the probationary driving period but have not been convicted during the probationary driving period, you will still be eligible for applying a full driving licence. However, the full driving licence that you have obtained shall be **cancelled** and the licence fee paid shall not be refunded if you are convicted of the offence at a later date. Therefore, in submitting your application for full driving licence, your attention is drawn to whether you have committed a specified offence during your probationary driving period and whether you have fulfilled the requirements for obtaining a full driving licence, in order to avoid any subsequent cancellation of your full driving licence upon conviction of the offence.
- (13) If your full driving licence has been cancelled upon conviction of a “minor” offence committed during the probationary driving period, you must apply for reissue of probationary driving licence within 3 years from the cancellation date of your full driving licence. You will be eligible for applying for a full driving licence after satisfactory completion of the extended probationary driving period.
- (14) If you apply for a full driving licence with commercial vehicle class(es), you must be the holder of a Hong Kong Permanent Identity Card; or the holder of a Hong Kong Identity Card (other than a Hong Kong Permanent Identity Card) and are not subject to any condition of stay (other than a limit of stay as defined in section 2(1) of the Immigration Ordinance (Cap.115)).

Mandatory Attendance of Driving Improvement Course

- (15) If you have been required to attend and complete mandatory attendance of driving improvement course(s) and you have not complied with the requirement, the Commissioner for Transport shall not issue, reissue or renew a driving licence to you.

Pre-service Courses for Taxi, Public Light Bus and Public Bus

- (16) All applicants for full driving licence for Taxi, Public Light Bus and Public Bus shall pass the relevant driving test administered by this department, complete the relevant Pre-service Course as approved by this department and obtain the valid course certificate issued by the pre-service training school concerned before submitting their applications. The date of completion of the course specified in the course certificate shall fall within one year preceding the date of application for the relevant full driving licence. For details of the Pre-service Courses, please visit Transport Department’s website: www.td.gov.hk.

Change of Personal Particulars

- (17) If a change occurs in the **name, address, e-contact means or identity document** of a driving licence holder/registered vehicle owner previously provided to the Commissioner for Transport, he or she 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 at level 1. For cases of change of name or change of identity document, he or she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing driving licence, driving instructor’s licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable.
- (18) If the address and/or e-contact means provided in this application form is/are different from the vehicle/driving licence records of the applicant under the same identity document no./ Certificate of Incorporation no./Company Registration no. held by this Department, we will update all relevant information in our records accordingly, including the e-contact means provided to the Commissioner for Transport in accordance with the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E) and the Road Traffic (Driving Licences) Regulations (Cap. 374B) as well as the address contained in the “Record of driving licences and permits” stipulated under regulation 39 of Road Traffic (Driving Licences) Regulations (Cap. 374B) and “Register of vehicles” stipulated under regulation 4 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E).
- (19) 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).
- (20) **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.**

交回申請表地點 PLACE OF SUBMISSION

你可將填妥的申請表及所需文件以下列方式提交：

- (甲) 郵寄或使用投遞箱：—
郵寄至東九龍郵政信箱 68115 號運輸署觀塘牌照事務處（請參閱注意事項(8)），或使用設於運輸署各牌照事務處的投遞箱遞交申請（經投遞箱遞交的申請無須貼上郵票）。本署在收到已填妥的申請後，會在10個工作天內將成功獲發的執照以掛號郵件方式寄給你。如你在遞交申請後四個星期內未收到有關執照，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 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。

Please return the completed application form and necessary documents by any of the following methods —

- (A) By post or via drop-in boxes
Please send the application form and the required documents by post to: Transport Department Kwun Tong Licensing Office, P.O. Box 68115, Kowloon East Post Office (please refer to Notes for Attention (8)). You may also submit your application via drop-in boxes in any of the Transport Department Licensing Offices (no postage is needed for application via drop-in boxes). Upon receipt of a duly completed 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

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

續領執照 RENEWAL OF LICENCE

正式駕駛執照／駕駛教師執照可於以下期間內任何時間續期 —

A full driving licence/driving instructor's licence may be renewed at any time —

- (a) 執照屆滿日期前4個月的期間內，續期由屆滿日期起生效；
during the period of 4 months before the date of its expiry, such renewal to be effective from the date of expiry;
- (b) 執照屆滿日期後15天內，續期由屆滿日期起生效；
within 15 days after the date of its expiry, such renewal to be effective from the date of expiry;
- (c) 執照屆滿日期後已逾15天但未逾3年的期間內，續期由續期日期起生效。
during the period exceeding 15 days but not exceeding 3 years after the date of its expiry, such renewal to be effective from the date of renewal.

凡執照已屆滿超過三年，不得續領。

Licence which has expired for a period of more than three years shall not be renewed.

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以下用途：
- (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；
- (e) 執行有關交通法例和規例的事宜，包括但不限於依照第237章《定額罰款（交通違例事項）條例》第15及15AA條、第240章《定額罰款（刑事訴訟）條例》第3及3AA條及第374章《道路交通條例》第63及63A條的規定，發出電子定額罰款通知書及電子繳付定額罰款通知書；及
- (f) 方便就上述(a)至(e)項與你聯絡。
- (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) 香港特別行政區政府的決策局和其他政府部門及有關機構，包括香港警務處，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；
- (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；及
- (d) 隧道費服務商(繳費貼代理)，以便該機構辦理有關「車輛貼」的事宜、向你發出電子繳費通知以及執行與交通及運輸有關的法定職責（只適用於登記車主及車輛行駛許可證／試車牌照持有人）。

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，你有權要求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，包括要求索閱及修正資料，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。

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;
- (e) handling enforcement matters including but not limited to issuance of Electronic Fixed Penalty Notice, Electronic Demand Notice and Notice Requiring Identification of Driver under sections 15 & 15AA of Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237), sections 3 & 3AA of Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240) and sections 63 & 63A of Road Traffic Ordinance (Cap. 374); and
- (f) facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
- (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) Policy bureaux and departments of the Government of the Hong Kong Special Administrative Region and relevant organisations, including Hong Kong Police Force, for the purposes mentioned in paragraph 1 above;
- (b) any person for the purpose mentioned in paragraph 1(b) above;
- (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; and
- (d) Toll Service Provider (Tag Agent) for processing of Vehicle Tag related matters, issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters (only applicable to registered vehicle owners and movement permit/ trade licence holders).

Access to Personal Data

- (4) You have a right of access and correction with respect to your 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 making data access and corrections requests, 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