

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 [MyGovHK](#) 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 details about postage and pay attention to the New Postage Structure effective from 1 January 2016](#)]

Apply for Full Driving Licence upon Completion of Probationary Driving Period

A probationary driving licence holder will only be allowed to apply for a full driving licence for the related class of vehicle within three years from the day after the completion date of the probationary driving period. If that day is a non-working day for the Licensing Offices of the Transport Department (e.g. Saturday, Sunday or a public holiday), the probationary driving licence holder concerned can only apply for a full driving licence at Licensing Offices on any subsequent working day.

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.

**暫准駕駛執照
新領、續領及加領申請表**
**APPLICATION FOR NEW ISSUE, RENEWAL &
ADDITION PROBATIONARY DRIVING LICENCE**

本欄不必填寫 FOR OFFICIAL USE ONLY

O	
P	

Receiving Officer's Signature

請閱讀各項須知，並以正楷填寫及在適當方格內加上 ✓ 號。

Please read the notes overleaf, complete the form in BLOCK LETTERS and enter ✓ in the appropriate box(es).

甲部 PART A

申請人資料 PARTICULARS OF APPLICANT

姓名 NAME

* 先生 Mr. 1 _____

夫人 Mrs. 2 英文姓名 (姓氏先行, 名字隨後) In English—Surname first, then Other Names

小姐 Miss 3 中文姓名 _____ 身分證明文件號碼 _____

女士 Ms. 4 In Chinese: _____ 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 _____

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

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

所需服務 Required Service

新領 First Issue[†] _____

續領 Renewal

加領 Addition of new entitlement(s)[†]

[†] 請看附表，並填上車輛類別／組別代號

Please see attached list and enter Vehicle Class code(s)

代號 Code	車輛類別 Vehicle Class
1	私家車 Private Car
2	輕型貨車 (總重量不逾 5.5 公噸) Light Goods Vehicle (Permitted gross vehicle weight not exceeding 5.5 tonnes)
3 / 22	電單車／機動三輪車 Motor Cycle/Motor Tricycle
A	裝有自動傳動系統之車輛 Class/Type of vehicle with automatic transmission

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 (2))：
Suffering from any physical handicap such as a missing or defective limb; (Please refer to Notes for Attention (2)):
§ 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。
No 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 (請參閱本申請表丁部) 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 D):
§ 沒有 有，該疾病或身體傷殘是 _____。
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 (24))：
Need to wear glasses or corrective lenses when driving (Please refer to Notes for Attention (24)):
§ 否 是
No Yes
- (iv) 駕駛時是否須戴助聽器 (請參閱注意事項 (3))：
Need to wear hearing aids when driving (Please refer to Notes for Attention (3)):
§ 否 是
No Yes
- (2) 運輸署署長曾在任何時間，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 有，本人曾患有：_____
No Yes, please specify the disease or physical disability: _____
- (3) 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.
- (4) 本人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 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 元及監禁 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 a 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.

申請人簽署 *Signature of Applicant*: _____ 日期 *Date*: _____

丁部 PART D

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

- (1) 身分證明文件的正本或副本 (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：有效護照或旅行證件)；
(2) 駕駛考試表格的正本 (只適用於新領執照)；
(3) 註冊醫生簽發的運輸署體格檢驗證書 TD256 (只適用於年滿七十歲或以上並申請暫准駕駛執照的人士)；
(4) 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；及
(5) 應繳費用——新領暫准駕駛執照的費用為 \$90，續領暫准駕駛執照的費用為 \$45 [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、身分證明文件號碼的首 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。
- (1) Original or photocopy of identity document (Hong Kong Permanent Identity Card for Hong Kong permanent residents; Hong Kong Identity Card for Hong Kong residents; valid passport or travel document for non Hong Kong residents);
(2) **Original** driving test form (applicable to first issue of licence);
(3) Medical examination report form TD256 duly completed by a registered medical practitioner (applicable to a person aged 70 or above who applies for Probationary Driving Licence);
(4) 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; and
(5) The appropriate fee—the application fee for new issue of probationary driving licence is \$90 and the renewal of probationary driving licence is \$45 [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.

一般事項

- (1) 在填寫本申請表前，請你閱讀本署《怎樣申請駕駛執照》小冊子。你可在運輸署各牌照事務處索取這小冊子，或瀏覽運輸署網站 www.td.gov.hk。
- (2) 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。
- (3) 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。
- (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) 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信件，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/>]

暫准駕駛執照須知

- (9) 根據《道路交通（駕駛執照）規例》（第374B章）的規定報考電單車、機動三輪車、私家車或輕型貨車駕駛考試而獲取及格後，只符合資格申請暫准駕駛執照，暫准駕駛執照持有人必須通過強制性暫准駕駛期，方可申請正式駕駛執照。
- (10) 暫准駕駛執照須在有關駕駛考試及格日期起計3年內申領。
- (11) 暫准駕駛執照有效期由簽發日起計，為期12個月。暫准駕駛執照每次可續期6個月，可於暫准駕駛執照屆滿前15日內或屆滿後3年內辦理續領手續。
- (12) 若被裁定觸犯一次『輕微』違例事項（『輕微』違例事項是根據《道路交通（駕駛執照）規例》（第374章，附屬法例B）附表12所述的違例事項），暫准駕駛期須延長6個月。若被裁定犯下兩次『輕微』或一次『嚴重』違例事項（『嚴重』違例事項是根據《道路交通（違例駕駛記分）條例》（第375章）第4條，該人須就該違例事項被記10分或多於10分），暫准駕駛執照將被取消。
- (13) 如暫准駕駛期須要延長，你應在暫准駕駛執照屆滿前向本署申請續領手續，才能以有效的暫准駕駛執照來繼續完成餘下所需的暫准駕駛期。
- (14) 在完成某種類汽車的暫准駕駛期後，必須在3年之內申領該種類汽車的正式駕駛執照。否則，必須重新報考駕駛考試，獲取及格並取得該種類汽車的新暫准駕駛執照。你在完成新的暫准駕駛期後，才能再次申領該種類汽車的正式駕駛執照。
- (15) 倘你在暫准駕駛期內觸犯『輕微』或『嚴重』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『輕微』或『嚴重』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。
- (16) 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。
- (17) 若你的暫准駕駛執照包含兩種類汽車，如私家車及輕型貨車，並在暫准駕駛期間駕駛私家車觸犯『輕微』或『嚴重』違例事項，私家車及輕型貨車兩個暫准駕駛汽車種類也會受影響；換言之，兩者的暫准駕駛期也須延長，或兩者的暫准／正式駕駛執照也會被取消。
- (18) 有關申請新領，續領或加領暫准駕駛執照及相關種類汽車的正式駕駛執照事宜，請參閱小冊子《暫准駕駛執照計劃》。

加領暫准駕駛執照

- (19) 如你在獲發暫准駕駛執照的日期起計12個月內，獲得另一種類汽車的考試及格，本署可以免費為你加簽新的汽車種類在現有的暫准駕駛執照上，而該暫准駕駛執照的有效期將維持不變。在暫准駕駛執照屆滿前，你應續領暫准駕駛執照，以繼續完成新加簽汽車為期12個月的暫准駕駛期。

強制修習駕駛改進課程

- (20) 如你曾被要求修習和完成強制修習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。

更改個人資料

- (21) 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小時內以書面或遞交已填妥的運輸署表格TD 559，將有關改變通知運輸署署長，並須提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款2,000元。如屬姓名的改變或身分證明文件的改變，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。
- (22) 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。
- (23) 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。
- (24) 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）。

General Information

- (1) You are advised to read the information booklet "How to Apply for a Driving Licence" before completion of this application form. You can obtain this booklet at all Licensing Offices or our website www.td.gov.hk.
- (2) 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.
- (3) 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.
- (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) 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 with effective from 1 January 2016: <http://www.hongkongpost.hk/>]

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

Probationary Driving Licence

- (9) According to Road Traffic (Driving Licences) Regulations (Cap. 374B), any person who applies to take a driving test for motor cycle, motor tricycle, private car or light goods vehicle is only eligible to apply for a probationary driving licence upon passing the driving test. A probationary driving licence holder can apply for a full driving licence for the respective class after completion of a mandatory probationary driving period.
- (10) A probationary driving licence must be applied within 3 years from the date of passing the relevant driving test.
- (11) A probationary driving licence is valid for 12 months from the date of issue. A probationary driving licence can be renewed for 6 months each time. The application may be submitted at any time within 15 days before its expiry or not more than 3 years after its expiry.
- (12) The probationary driving period shall be extended by 6 months if you are convicted of one “minor” offence (a “minor” offence refers to one of offences stated in the Twelve Schedule of the Road Traffic (Driving Licences) Regulations (Cap. 374B)). The probationary driving licence shall be **cancelled** if you are convicted of two “minor” offences or one “serious” offence (a “serious” offence refers to an offence in respect of which 10 or more points shall be incurred under section 4 of the Road Traffic (Driving-offence Points) Ordinance (Cap. 375)).
- (13) If the probationary driving period is extended by 6 months, you should renew your probationary driving licence before expiry in order to get a valid probationary driving licence to continue to undergo the remaining probationary driving period.
- (14) Application for full driving licence to drive a vehicle class must be submitted within 3 years from the date of completion of the probationary driving period for that vehicle class; otherwise, you must sit for and pass a driving test again to obtain a new probationary driving licence to drive that vehicle class. You will be eligible to apply for a full driving licence to drive that vehicle class after completing the requisite probationary driving period afresh.
- (15) If you have committed a “serious” or “minor” 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 “serious” or “minor” 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.
- (16) 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 satisfactorily completion of the extended probationary driving period.
- (17) If you hold two probationary classes, e.g. private car and light goods vehicle, and commit a “serious” or “minor” offence whilst driving a private car during the probationary driving period, upon conviction of the offence, the probationary classes of both private car and light goods vehicle will be affected, in terms of extension of probationary driving period or cancellation of probationary/full driving licence.
- (18) Regarding the application requirements in respect of applications for new issue or entitlement addition of probationary driving licence and full driving licence for relevant vehicle class(es), you are advised to read the leaflet “Probationary Driving Licence Scheme”.

Addition of Probationary Driving Licence

- (19) If you are holding a probationary driving licence to drive a vehicle class, and within 12 months from the date of issue of this probationary driving licence you pass a driving test of another probationary class, Transport Department will add this new class on your existing probationary driving licence free of charge with the validity date unchanged. You should renew the probationary driving licence before expiry in order to continue to undergo the 12-month probationary driving period for the newly added class.

Mandatory Attendance of Driving Improvement Course

- (20) 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.

Change of Personal Particulars

- (21) 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 or by submitting the completed Transport Department Form (TD559) 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.
- (22) 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.
- (23) 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.
- (24) 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).

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

- (1) 請在支票／銀行本票背面寫上你的姓名、身分證文件號碼的首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) 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(8)。
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 (8).

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 in 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 _____

續領執照 RENEWAL OF LICENCE

- (1) 暫准駕駛執照
- (a) 你可於執照屆滿日期前十五日內申請續領，新執照將於先前執照屆滿當日起生效。
- (b) 在執照屆滿後續領的新執照將於續領日起生效。
- (c) 凡執照已屆滿超過三年，不得續領。
- (1) Probationary Driving Licence
- (a) You may apply for renewal of licence within 15 days prior to the expiry date of the current licence. Licence renewed in advance will be valid from the date of expiry.
- (b) Licence renewed after its expiry is to be effective from the date of renewal.
- (c) Licence which has expired for a period of more than three years shall not be renewed.

交回申請表地點 PLACE OF SUBMISSION

填妥申請表後，可

- (甲) 郵寄至東九龍郵政信箱 68115 號，運輸署觀塘牌照事務處（本署收到申請後，會在 10 個工作天內將成功申請的執照以掛號信寄回給你。如你在遞交申請後四個星期內仍未收到申請的執照，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 (8)；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 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。

You can submit your application either

- (A) By post to Transport Department Kwun Tong Licensing Office, P.O. Box 68115, Kowloon East Post Office, Kowloon (upon receipt of application, the successfully applied licence will be posted to you by registered post within 10 working days. If you have not received the licence applied 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 (8); 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.

個人資料的說明 NOTES ABOUT 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；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。

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

如以郵遞申請，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

TD590