

# 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 on conviction to a fine at level 1. You may notify the 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”).

*If the driving licence holder has any driving entitlement(s) obtained through “direct issue” mechanism pursuant to regulation 11(3) of Road Traffic (Driving Licences) Regulations (Cap. 374B), the reference no. of the driving licence concerned would begin with a prefix “DI”. If necessary, licence holder may submit written application to the Transport Department for issuing a letter certificating his driving entitlement(s) obtained through “direct issue” mechanism or completion of driving test(s).*

*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.*

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

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



APPLICATION FOR DIRECT ISSUE  
OF HONG KONG FULL DRIVING LICENCE

請閱讀附頁的資料，並以正楷填寫各項資料。

Please read the notes overleaf and complete all items in BLOCK LETTERS.

本欄不必填寫 FOR OFFICIAL USE	Restrictions <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Class(es) of vehicle approved _____	Eligibility:				
<table border="1"><tr><td>O</td><td></td></tr><tr><td>P</td><td></td></tr></table>	O		P		1 <sup>st</sup> Receiving Officer's Signature _____ Date: _____	2 <sup>nd</sup> Receiving Officer's Signature _____ Date: _____	Approving Officer's Signature _____ Date: _____
O							
P							
			<input type="checkbox"/> A. Residence proof _____ <input type="checkbox"/> B. 5 years <input type="checkbox"/> C. Travel document _____				

甲部 PART A 申請人現時的個人資料 PRESENT 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 In Chinese \_\_\_\_\_  
女士 Ms. 4. 中文商用電碼: \_\_\_\_\_  
Chinese Commercial Code \_\_\_\_\_

出生日期 DATE OF BIRTH \_\_\_\_\_ 身分證文件號碼 Identity Document No. \_\_\_\_\_ ( )  
日 D 月 M 年 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/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. \_\_\_\_\_

乙部 PART B 申請細節 DETAILS OF APPLICATION

海外／中華人民共和國 簽發國家或地方代號     
駕駛執照號碼 \_\_\_\_\_ (請參閱第三頁戊部) 簽發日期 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ 屆滿日期 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_  
Overseas/PRC Driving Licence No. Code of Issuing Country or Place Date of Issue 日D月M年Y Date of Expiry 日D月M年Y  
(Please refer to PART E on page 3)

代號 † 裝有自動傳動系統 代號 † 裝有自動傳動系統  
† CODE With Automatic Transmission † CODE With Automatic Transmission

1 私家車 Private Car  A  3 電單車 Motor Cycle  A  
 2 總重量不逾五公噸半的輕型貨車 Light Goods Vehicle  A  22 機動三輪車 Motor Tricycle  A  
with permitted gross vehicle weight not over 5.5 tonnes

丙部 PART C 香港正式駕駛執照的有效期 VALIDITY PERIOD OF THE FULL HONG KONG DRIVING LICENCE

請閱讀第四頁的須知事項，以確定你所申請的正式駕駛執照的有效期。

Please read the notes on page 4 and note the appropriate validity period of the full driving licence.

(此欄選擇只供七十歲或以上的申請人填寫 THE OPTIONS BELOW ARE ONLY APPLICABLE TO APPLICANTS AGED 70 OR ABOVE)

請選擇你想申請的正式駕駛執照的有效期，並在下列適當的方格內加上「✓」號。在遞交表格時，你必須附上由註冊醫生填妥的運輸署體格檢驗報告表 (TD256)，證明你的體格適宜駕駛所申請的車輛類別。

Please choose the validity period of the Driving Licence you want to apply for by ticking the appropriate box below. When you submit your application, you have to submit together with a Transport Department Medical Examination Report (TD256) completed by a registered medical practitioner certifying that you are medically fit to drive and control the class(es) of motor vehicle(s) to which your application relates.

†  一年期駕駛執照 1-year Driving Licence †  三年期駕駛執照 3-year Driving Licence

本人向香港特別行政區政府運輸署遞交本申請，謹此作出以下聲明：

In submitting this application to the Transport Department of the Government of the Hong Kong Special Administrative Region (HKSAR), I declare the following:

- (1) 本人年滿十八歲或以上，而本人的身體狀況為<sup>†</sup>：  
I am aged 18 years or above and my physical condition is<sup>†</sup>:
- (i) 有否身體殘缺（如四肢不全或手足活動不靈，請參閱已部申請人的身體狀況 (1)）：  
 沒有  有，本人持有運輸署署長發出有關本人通過駕駛能力評估的批准信。  
Suffering from any physical handicap such as a missing or defective limb (Please refer to Physical Condition of Applicant (1) in PART F):  
 No  Yes, I have an approval letter issued by the Commissioner for Transport upon passing the driving ability assessment.
- (ii) 現時有否《道路交通（駕駛執照）規例》附表 1（請參閱已部）內的疾病或身體傷殘：  
 沒有  有，該疾病或身體傷殘是\_\_\_\_\_。  
Suffering from any disease or physical disability as specified in the First Schedule to the Road Traffic (Driving Licences) Regulations (Please refer to PART F):  
 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) 駕駛時有否須戴眼鏡或矯正視力的鏡片（請參閱已部申請人的身體狀況 (3)）： 否  是  
Need to wear glasses or corrective lenses when driving (Please refer to Physical Condition of Applicant (3) in PART F):  No  Yes
- (iv) 駕駛時有否須戴助聽器（請參閱已部申請人的身體狀況 (4)）： 否  是  
Need to wear hearing aids when driving (Please refer to Physical Condition of Applicant (4) in PART F):  No  Yes
- (2) 運輸署署長曾否在任何時間，基於以上 (1)(ii) 所提出的疾病或身體傷殘，或任何其他疾病或身體傷殘而拒絕向本人發出駕駛執照或拒絕將其續期<sup>†</sup>：  
 否  有，本人曾患有：\_\_\_\_\_。  
Whether the Commissioner has at any time, because of the disease or physical disability as specified in (1)(ii) above or any other disease or physical disability, refused to issue me a driving licence or renew my driving licence<sup>†</sup>:  
 No  Yes, please specify the disease or physical disability: \_\_\_\_\_
- (3) 本人持有乙部所述的海外／中華人民共和國駕駛執照並已圓滿完成由簽發證明書或執照給本人的主管當局或其代理所主辦有關汽車的駕駛能力試驗，而本人的海外／中華人民共和國駕駛執照未被暫時吊銷或註銷；本人現時所申請的執照種類乃並非被當局暫時吊銷或註銷，又本人並未被取消持有或領取此執照的資格。  
I am in possession of the overseas/PRC driving licence or certificate as stated in Part B and have successfully completed a test of competence to drive the class(es) of motor vehicle(s) concerned conducted by or on behalf of the competent authority which issued my certificate or licence, and that my overseas/PRC driving licence has not been suspended or cancelled. The licence that I am applying for has not been suspended or cancelled and that I am not disqualified from holding or obtaining such licence.
- (4) 本人已細閱本申請表格的內容及明白有關「須知事項」，謹此作出以下聲明：  
I have read through the content of this application form and understand the “NOTES FOR ATTENTION” and declare the following:
- (i) 本人同意為處理及跟進本申請個案而進行任何所需的查詢。  
I consent to the making of any enquiries necessary for the processing and following up of this application.
- (ii) 本人同意為處理及跟進本申請個案而向任何機構或政府機關（包括在香港特別行政區境內或境外的）提供本人的資料。  
I consent to releasing my information to any organisations and authorities, including those inside or outside the HKSAR, for the processing and following up of this application.
- (iii) 本人授權所有公營及私營機構（包括在香港特別行政區境內或境外的）向香港特別行政區政府運輸署提供為處理及跟進本申請個案所需的任何記錄或資料。  
I authorise all public and private organisations, including those inside or outside the HKSAR, to release any record or information which the Transport Department of the Government of the HKSAR may require for the processing and following up of this application.
- (iv) 本人同意可將本申請表內各項資料提供予各政府部門及其他在香港特別行政區境內或境外的公、私營機構以作核對用途。  
I consent to the use/disclosure of any information herein by/to any government bureaux, departments and any other public or private organisations inside or outside the HKSAR for verification purposes.
- (5) 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.)
- (6) 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.

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)

如欲獲免試簽發香港正式駕駛執照，你必須以文件證明你符合下列條件：—

For the direct issue of a Hong Kong full driving licence, you must satisfy the Commissioner with **documentary evidence** that:—

- (a) 由申請日起計之前的三年內，曾持有下列國家或地方所簽發的正式駕駛執照(而非國際駕駛許可證)，即該駕駛執照必須仍然有效或有效期屆滿不超過三年；—  
you have a **Full Driving Licence which is valid or has been expired for not more than 3 years** (but **not an International Driving Permit**) issued by one of the following countries or places:—

代號 Code		代號 Code		代號 Code	
01	Australia 澳洲	11	India 印度	26	Spain 西班牙
02	Austria 奧地利	12	Ireland, Republic of 愛爾蘭共和國	27	Sweden 瑞典
03	Bangladesh, 孟加拉共和國	13	Israel 以色列	28	Switzerland 瑞士
	People's Republic of	14	Italy 意大利	29	Republic of South Africa— 南非共和國
04	Belgium 比利時	15	Japan 日本		together with S.W. Africa 包括西南非
05	Canada 加拿大	16	Korea, Republic of 大韓民國	30	United Kingdom, together with— 英國包括
	China, People's Republic of 中華人民共和國	17	Luxembourg 盧森堡		Alderney (with Channel 阿爾得尼
		18	Malaysia 馬來西亞		Islands) (及海峽群島)
06A	The Mainland 內地	19	Netherlands 荷蘭		Bermuda 百慕達
06B	Taiwan 台灣	20	New Zealand 紐西蘭		Guernsey 革恩齊
06C	Macau 澳門	21	Nigeria, 尼日利亞聯邦共和國		Isle of Man 人島
07	Denmark 丹麥		Federal Republic of —		Jersey 澤爾西
08	Finland 芬蘭	22	Norway 挪威	31	United States of America 美國
09	France 法國	23	Pakistan 巴基斯坦	32	Iceland, Republic of 冰島共和國
10	Germany, 德意志聯邦共和國	24	Portugal 葡萄牙		
	Federal Republic of	25	Singapore 新加坡		

以及 and

- (b) 你申請的車輛類別必須為該執照簽發國家或地方准許你駕駛的類別；以及  
the driving entitlement(s) for which you are applying must be equivalent to the class(es) which are authorized to drive by the issuing country or place; and
- (c) 該執照是你在簽發國家或地方成功完成有關的駕駛考試後取得的；以及  
your driving licence was obtained by passing the relevant driving test(s) in the issuing country or place; and
- (d) 你符合以下三項申請資格的其中一項：  
you satisfy one of the three requirements below:
- (i) 該執照原本是你發出該執照的國家或地方居留不少於 6 個月的期間發出的 (證明文件包括有關護照以顯示出入境記錄或官方簽發的出入境證明，以及你在當地學校的成績，或受聘公司發給的聘用期間證明文件等)；或  
the licence was originally issued to you on any date during a period of residence of not less than 6 months in the country or place of issue (supporting documents include the relevant passport showing records of entry and departure or an official statement of travel records, and your school transcript or employer's testimonial with employment period specified, etc.); or
- (ii) 緊接本申請表呈交日期之前，該執照已簽發給你不少於五年；或  
the licence has been issued to you for not less than 5 years immediately prior to the application; or
- (iii) 你持有發出該執照的國家或地方所發的護照或同等旅行證件。  
you hold a passport or an equivalent travel document issued in the country or place in which your licence was issued.
- (e) 自暫准駕駛執照計劃於 2009 年 2 月 9 日擴展至私家車及輕型貨車後，任何人士在有關駕駛考試合格後，他須先申領暫准駕駛執照及完滿通過 12 個月的暫准駕駛期，才可申領私家車及／或輕型貨車的正式駕駛執照。根據現時香港有關法例，只容許持有香港法例第 374B 章 (道路交通《駕駛執照》規例) 附表四所列的國家／地區 (參看以上 (a) 項) 所發出的正式駕駛執照人士，透過「免試簽發」機制申領駕駛相關車輛的香港正式駕駛執照 (電單車、私家車及輕型貨車)；而只持有上述國家／地區所發出的非正式駕駛執照則不能透過「免試簽發」申領香港的正式駕駛執照。  
Since the extension of the Probationary Driving Licence Scheme to private car and light goods vehicle on 9.2.2009, a person who has passed the relevant driving tests, is required to apply for a probationary driving licence, and upon satisfactory completion of the 12-month probationary driving period, is eligible for issue of a full driving licence for private car and/or light goods vehicle. According to the relevant ordinance, "direct issue" mechanism can only allow an eligible applicant with a full driving licence issued by any one of the countries/places listed under Schedule 4 of the Road Traffic (Driving Licences) Regulations, Cap. 374B (vide (a) above), to apply for a Hong Kong full driving licence of the respective vehicle class (motor cycle, private car and light goods vehicle). The "direct issue" mechanism is not applicable to those not holding a full driving licence or equivalent.

## 所需文件及費用 REQUIRED DOCUMENTS AND FEE

遞交申請表時，請一併附上以下文件的正本和副本：—

When you submit your application, please produce the originals and copies of the following documents:—

- 你的香港身份證 (如持有) / 護照 / 其他旅遊證件 (如你符合本申請表第 3 頁戊部 (d)(i) 或 (iii) 項的申請資格，必須一併出示其有關的護照或旅遊證件)；  
your Hong Kong Identity Card (if any) / Passport / other travel documents (if you meet the requirement in Part E (d)(i) or (iii) on page 3 of this application form, you should also provide your Passport or travel document);
- 你的護照或其他旅遊證件；  
your Passport or other travel documents;
- 你的海外 / 中華人民共和國駕駛執照；  
your overseas / PRC driving licence;
- 能夠證明你符合第 3 頁戊部所述的申請資格的文件和運輸署署長認為有關的其他文件；  
supporting documents to prove that you are eligible for this application as mentioned in PART E on page 3 and any other relevant documents as required by the Commissioner;
- 若提交的文件並非以中文或英文書寫，必須附上經由正式確定的譯本；  
Where a document is not in Chinese or English, it must be accompanied by an officially certified translation;
- 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，證明你的體格適宜駕駛所申請的車輛類別 (只適用於年滿七十歲或以上的人士)；  
**Original** Medical Examination Certificate TD256 duly completed by a registered medical practitioner within 4 months from date of application to prove that you are medically fit to drive and control the class(es) of motor vehicle(s) to which your application relates (applicable to a person aged 70 or above);
- 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](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  
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](http://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html)). For enquiries, please call 2804 2600; and
- 應繳費用 — (如以支票 / 銀行本票付款，請劃線支付「香港特別行政區政府」，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)；  
the appropriate fee — (if pay by cheque/cashier order, please make it 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):

正式香港駕駛執照 Full Hong Kong Driving Licence

費用 Fee (\$)

- |   |     |
|---|-----|
| (a) 申請人年齡為 60 歲或以下 For applicants aged at 60 years or below                                       | 900 |
| (b) 申請人年齡超過 60 歲 For applicants aged over 60 years  |     |
| - 就有效期的每一年而言牌費 (不足一年的零數亦作一年計) Licence fee for every year (or any part thereof) of validity period | 52  |
| - 交通意外傷亡援助基金每年徵款 Traffic Accident Victims Assistance Fund annual levy                             | 38  |

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](http://www.td.gov.hk))。

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](http://www.td.gov.hk)) for information.

申請人即使已經提供所需的文件和資料，但運輸署仍可能在有需要時要求再遞交更多與申請有關的證明文件和資料。

Notwithstanding that the documents and information required have been furnished, the applicants may still be required to submit further supporting documents and information in connection with the application(s) when necessary.

### 香港正式駕駛執照的有效期 VALIDITY PERIOD OF THE FULL HONG KONG DRIVING LICENCE

如果申請人在申請當日的年齡是：—

If the age of the applicant as at the date of application is:—

- (1) 六十歲或以下，則獲簽發有效期為十年的正式駕駛執照 (由發出日期起計)。  
**60 or below**, the validity period of the full driving licence as from the date of issue is 10 years.
- (2) 超過六十歲但未滿七十歲，則獲簽發的正式駕駛執照的有效日期會由發出日期起至該申請人年滿七十歲前一日為止；或有效期為三年 (選取兩者中的較長者)。  
**Over 60 but less than 70**, the full driving licence issued will valid up to the day before he/she attains the age of 70 or valid for 3 years, which ever is the longer.
- (3) 七十歲或以上，會視乎該申請人在第一頁內部的選擇，而獲簽發有效期為一年或三年的正式駕駛執照 (由簽出日期起計)。  
**70 or above**, the validity period of the full driving licence as from the date of issue is 1 year or 3 years up to the preference of the applicant indicated in PART C on page 1.

### 續領駕駛執照 RENEWAL OF DRIVING LICENCE

- (1) 你可於正式駕駛執照屆滿日期前四個月內申請續領。該新執照將在先前執照屆滿當日起生效。  
You may apply for renewal of a full driving licence within four months prior to the expiry date of the licence. Licence renewed in advance will be valid from the date of expiry of the former licence.
- (2) 在執照屆滿後十五日內續領的新執照將於先前執照屆滿當日起生效。  
Licence renewed within 15 days after the date of its expiry is to become effective from the date of expiry.
- (3) 在執照屆滿後已逾十五日但未逾三年的期間內續領的新執照將於續期日期起生效。  
Licence renewed during the period within 15 days but not exceeding 3 years after the date of its expiry is to be effective from the date of renewal.
- (4) 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.

## 交回申請表地點 PLACE OF SUBMISSION

填妥申請表後，請你親自或授權他人交回香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處 (如果申請由授權人遞交，授權人必須出示其本人的身分證明文件正本，以作記錄)。在一般情況下，發牌時間需要 5 個工作天。

如需查詢運輸署香港牌照事務處服務時間，可致電 2804 2600 或瀏覽運輸署網站：www.td.gov.hk

Please **submit** your application **in person or by an authorized person** to Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong. (If the application is submitted by an authorized person, the authorized person is required to produce his/her own original identity document for record purpose.) 5 working days are normally required for processing the application.

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

## 重要須知 IMPORTANT NOTES

任何人就申請事宜或與政府部門進行任何事務來往時，如試圖向任何政府人員提供《防止賄賂條例》(香港法例第 201 章)所訂明的利益，即構成《防止賄賂條例》下的罪行。除有關申請無效外，運輸署會把個案向廉政公署報告。

Any attempt to offer an advantage as defined in the Prevention of Bribery Ordinance (“POBO”), Cap. 201 to any government officer in connection with the applications or while having dealings of any kind with government departments constitutes an offence under the POBO and renders the applications invalid. The case will also be reported to the Independent Commission Against Corruption.

## 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 THE ROAD TRAFFIC (DRIVING LICENCES) REGULATIONS — EXCEPTED DISEASES AND PHYSICAL DISABILITIES

- (一) 癲癇症。
  - (二) 高血壓或其他因由，以致有可能突然暈眩或昏倒以致失去能力。
  - (三) 精神紊亂，以致執照申請人或持有人 (視屬何情況而定) 有可能根據《精神健康條例》(第 136 章) 被羈留或以住院病人身分在該條例所指的精神病院接受治療。
  - (四) 任何導致肌肉不受控制的狀況。
  - (五) 未受控制的糖尿病。
  - (六) 不能在白天充足光線下讀出與他相距 23 米的登記號碼 (有需要者在配戴眼鏡或其他矯正視力鏡片作為協助，仍不能讀出)。
  - (七) 任何其他疾病或傷殘，而該疾病或傷殘很可能令申請人或持有人沒有能力在不危及公眾安全的情況下，有效地駕駛或控制該執照所指的汽車或經適當改裝的汽車；但失聰本身並不當作上述的傷殘。
- (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.

## 申請人的身體狀況 PHYSICAL CONDITION OF APPLICANT

- (1) 殘疾人士如欲申請駕駛執照，請聯絡本署駕駛事務組 (電話：2713 7262) 安排駕駛能力評估，若你能通過上述的評估或檢查，運輸署署長將向你發出批准信，申領合適的駕駛執照。
  - (2) 如你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。
  - (3) 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)。
  - (4) 如你於駕駛時須配戴助聽器，請你於遞交申請前先行聯絡運輸署駕駛事務組 (電話：2713 7262)，以安排評估你的聽覺能力。
- (1) People with disabilities who wish to apply for a driving licence may contact Driving Services Section of Transport Department (Tel.: 2713 7262) for the arrangement of an appointment for driving ability assessment. Subject to the result of the assessment, you will be given an approval letter for applying for appropriate licence from the Commissioner for Transport.
  - (2) 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.
  - (3) 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).
  - (4) **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.**

## 更改個人資料 CHANGE OF PERSONAL PARTICULARS

- (1) 如任何駕駛執照持有人／登記車主曾向運輸署署長提供其姓名、地址或身分證明文件有所改變，他／她須在改變出現後 72 小時內以書面通知運輸署署長，並需提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 \$2,000。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人／登記車主亦須將現有的駕駛執照正本（如持有）、駕駛教師執照正本（如持有）、車輛登記文件正本（如持有）、車輛牌照（如持有）及自訂登記號碼分配證明書（如持有）送交運輸署署長，以作修改；
  - (2) 運輸署署長在處理牌照申請時，可要求申請人出示其現時地址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的地址證明，並在牌照事務處人員要求下，出示其地址證明；
  - (3) 所有在運輸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。
- (1) If a **change occurs in the name, address or identity document** of a driving licence holder/registered vehicle owner previously provided by the driving licence holder/registered vehicle owner to the Commissioner for Transport, the driving licence holder/registered vehicle owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered vehicle owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certificate of Allocation of Personalized Registration Mark (if applicable) for amendment;
  - (2) The Commissioner for Transport may, in processing licensing application, require the applicant to **produce proof of his/her present address** and may suspend the processing of the application until the production of such proof. Therefore, applicants please bring along your proof of present address for presentation as and when requested by officers of Licensing Office;
  - (3) 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 Transport Department will also be changed.

## 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下列用途：
  - (a) 辦理有關審批你在本申請表中所提出的申請的事務；
  - (b) 依照道路交通（車輛登記及領牌）規例第 4(2) 條的規定，保存一份車輛記錄，讓市民索閱；  
(只適用於與車輛有關的申請)
  - (c) 依照道路交通（駕駛執照）規例第 39 條的規定，保存一份詳列駕駛執照上各細項的記錄；  
(只適用於與駕駛執照有關的申請)
  - (d) 辦理有關交通及運輸的事務；及
  - (e) 方便運輸署與你聯絡。

2. 你必須提供本申請表所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

### 獲轉交資料的部門／人士

3. 你透過本申請表所提供的個人資料會向下列人士／部門公開：
  - (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
  - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；及
  - (c) 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責。

### 索閱個人資料

4. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。

### 查詢

5. 有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，應寄往香港金鐘道 95 號統一中心 3 樓牌照事務組行政主任／首次登記稅收啟。

### Purposes of Collection

1. The personal data provided by means of this form will be used by Transport Department for the following purposes :
  - (a) activities relating to the processing of your application in this form;
  - (b) maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;  
(applicable to vehicle-related applications only)
  - (c) maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;  
(applicable to driving licence-related applications only)
  - (d) activities relating to traffic and transport matters; and
  - (e) facilitating communication between Transport Department and yourself.
2. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

### Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to :
  - (a) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
  - (b) any person for the purpose mentioned in paragraph 1(b) above; and
  - (c) tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.

### Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Division, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)