



**運輸署**

*Transport Department*

# **Repeater Early Test Appointment Booking Service**

## **Online User Guide**

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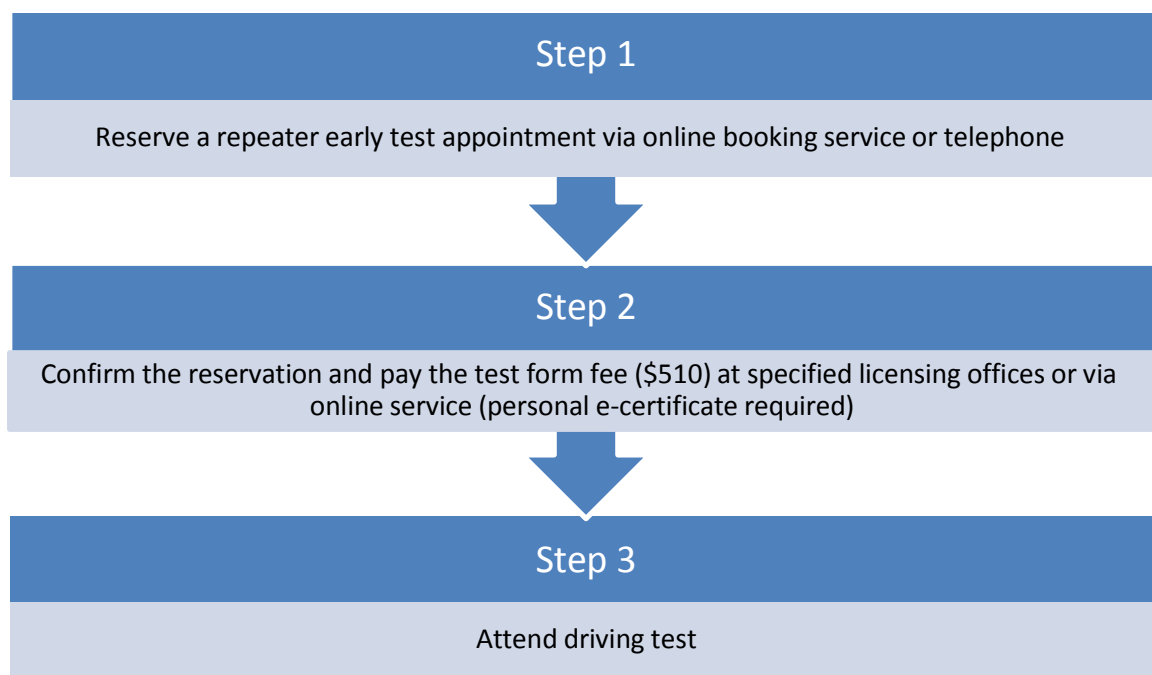
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## 1. Introduction

With effect from 6 November 2013, eligible candidates can apply for a repeater early test appointment on a “first-come-first-served basis” through the internet ([www.gov.hk/drivingtest](http://www.gov.hk/drivingtest)) or by telephone (2866 8148). This user guide will cover the steps for making an application online.

The contents of this user guide will be updated from time to time. You may download the latest version from the website of the Transport Department at [www.td.gov.hk](http://www.td.gov.hk).

### 1.1 Procedures to apply for a repeater early test appointment



## 1.2 Period Available for Application

The repeater early test slots will be updated every day at 7:30 a.m. Vacant test slots in the period from the 7th to 30th working day counting from the next working day after the application date will be available for application.

### Example

On 6 November 2013 (after 7:30 a.m.), a candidate can select vacant test slots from 15 November 2013 to 18 December 2013 in any test region.

| November 2013 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
|               |     |     |     |     | 1   | 2   |
| 3             | 4   | 5   | 6   | 7   | 8   | 9   |
| 10            | 11  | 12  | 13  | 14  | 15  | 16  |
| 17            | 18  | 19  | 20  | 21  | 22  | 23  |
| 24            | 25  | 26  | 27  | 28  | 29  | 30  |

| December 2013 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
| 1             | 2   | 3   | 4   | 5   | 6   | 7   |
| 8             | 9   | 10  | 11  | 12  | 13  | 14  |
| 15            | 16  | 17  | 18  | 19  | 20  | 21  |
| 22            | 23  | 24  | 25  | 26  | 27  | 28  |
| 29            | 30  | 31  |     |     |     |     |



Application Date



Payment Due Date



Application Period

If candidate makes a reservation on or before 6 November 2013 23:59, the payment due date will be 8 November 2013 (i.e. within the following 2 working days after the date of successful reservation). If candidate is not paid and confirm by the payment due date (i.e. 8 November 2013), his/her reservation will be cancelled and he/she will **NOT** be allowed to apply for repeater early test appointments for any vehicle classes within the following 30 calendar days until 8 December 2013.

## 1.3 Eligibility

Candidates meeting the following criteria can apply for a repeater early test appointment at least after 7 working days form the date of his/her last driving test –

- (a) Repeaters of Private Car or Light Goods Vehicle or Motor Cycle Road Test
  - Aged 18 or above AND have failed in the last Private Car or Light Goods Vehicle or Motor Cycle road test
- (b) Repeaters of Commercial Vehicle Road Test
  - Aged 21 or above AND possess a valid Private Car or Light Goods Vehicle full driving licence over 3 years AND failed in the last road test for commercial vehicles (including medium goods vehicle, heavy goods vehicle, public bus, public light bus and articulated vehicle); AND

- have not been convicted of an offence under Section 36 (Causing death by dangerous driving), Section 36A (Causing grievous bodily harm by dangerous driving), Section 39 (Driving a motor vehicle under the influence of drink), Section 39A (Driving, attempting to drive or being in charge of a motor vehicle with alcohol concentration above prescribed limit), Section 39B (Screening breath tests), Section 39C (Provision of specimens for alcohol analysis), Section 39J (Driving motor vehicle without proper control under influence of specified illicit drug), Section 39K (Driving motor vehicle with any concentration of specified illicit drug), Section 39L (Driving motor vehicle without proper control under influence of drug other than specified illicit drug), Section 39O(1) (Failure to undergo preliminary drug test), Section 39S (Failure to provide specimen of blood or urine) of the Road Traffic Ordinance (Cap.374) during the 5 years immediately preceding the application.
- 2. A road test repeater who has already purchased a test form and allocated with an appointment is not eligible to apply for a repeater early test appointment.
- 3. Individuals with full driving licences expired over 3 years cannot use this service

#### **1.4 Enquiry**

For enquiries, please contact the Driving Test Appointment Office at 2771 7723.  
(Service hours: 9:00 am - 5:00 pm, Monday to Friday, except public holidays)

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## 2. Steps to Apply for a Repeater Early Test Appointment Reservation

### 2.1 Authenticate

Step 1: Visit [www.gov.hk/drivingtest](http://www.gov.hk/drivingtest) and select “Book repeater early test appointment online”.

Step 2: Select **Repeater Early Test Appointment Booking** and then press the **Next** button.

Please select a service:

☐ Driving Test Appointment Booking

☒ Repeater Early Test Appointment Booking

Clear Next

Step 3: Select **Authentication without Digital Certificate** or **Authentication using Digital Certificate** and then select **Application for Repeater Early Test Appointment**, then press the **Start** button.

**Repeater Early Test Appointment Booking**

Please select authentication method:

☒ Authentication without Digital Certificate

☐ Authentication using Digital Certificate

Please select a service:

☒ Application for Repeater Early Test Appointment  
To view the last updated testslot vacancies, please click [here](#)

☐ Enquiry or Cancellation of Reservation for Repeater Early Test Appointment

Clear Start

Note: click “[here](#)” to preview the available test dates

**Repeater Early Test Appointment Booking**

Repeater early testslot vacancies as at 30/10/2013 (Wed) 13:01 [Refresh](#)

[Hong Kong Region](#)

[Kowloon & New Territories Region](#)

**Hong Kong Region**

✓ Test slot(s) Available

| Test Date        | Test Session  | Private Car |        |        | Light Goods Vehicle |        |        | Motorcycle | Public Light Bus | Public Bus | Medium Goods Vehicle | Heavy Goods Vehicle | Articulated Vehicle |
|------------------|---------------|-------------|--------|--------|---------------------|--------|--------|------------|------------------|------------|----------------------|---------------------|---------------------|
|                  |               | Combined    | Part B | Part C | Combined            | Part B | Part C |            |                  |            |                      |                     |                     |
| 07/11/2013 (Thu) | 08:30 - 10:30 | -           | ✓      | ✓      | ✓                   | -      | -      | -          | ✓                | -          | -                    | -                   | -                   |
|                  | 10:31 - 12:30 | ✓           | ✓      | ✓      | ✓                   | -      | -      | -          | -                | -          | -                    | -                   | -                   |
|                  | 14:00 - 18:30 | ✓           | ✓      | ✓      | ✓                   | -      | -      | -          | ✓                | -          | -                    | -                   | -                   |
|                  | 08:30 - 10:30 | -           | -      | ✓      | ✓                   | -      | ✓      | -          | -                | -          | -                    | -                   | -                   |

**Kowloon & New Territories Region**

✓ Test slot(s) Available

| Test Date        | Test Session  | Private Car |        |        | Light Goods Vehicle |        |        | Motorcycle | Public Light Bus | Public Bus | Medium Goods Vehicle | Heavy Goods Vehicle | Articulated Vehicle |
|------------------|---------------|-------------|--------|--------|---------------------|--------|--------|------------|------------------|------------|----------------------|---------------------|---------------------|
|                  |               | Combined    | Part B | Part C | Combined            | Part B | Part C |            |                  |            |                      |                     |                     |
| 07/11/2013 (Thu) | 08:30 - 10:30 | ✓           | -      | -      | ✓                   | -      | ✓      | -          | -                | -          | ✓                    | ✓                   | -                   |
|                  | 10:31 - 12:30 | -           | -      | -      | -                   | -      | -      | -          | -                | -          | ✓                    | ✓                   | -                   |
|                  | 14:00 - 18:30 | ✓           | -      | -      | ✓                   | -      | ✓      | ✓          | -                | -          | ✓                    | ✓                   | -                   |
|                  | 08:30 - 10:30 | ✓           | -      | -      | ✓                   | -      | ✓      | -          | -                | -          | -                    | ✓                   | -                   |

[Back to Top](#)




Step 4: Read the important instructions, terms and conditions, tick the box next to **“I have read, understood and agreed with the above terms and conditions”** and check the box **“I’m not a robot”**.

☒ I have read, understood and agreed with the above terms and conditions

**Authentication by Visual**

Please check the box " I'm not a robot ". Select each image that contains the object described in the authentication question in the interface that pops up and press the button "Verify". If you cannot view the images clearly and wish to get a new authentication question, please click this button underneath the images to change to / reload other sets of images.

☐ I'm not a robot  reCAPTCHA  
Privacy - Terms

**Continue**

Please select images that contain the object and press the **Verify** button.

6. Upon  
mak  
7. An e  
8. All c  
9. For  
If yo  
for c  
requ  
9a.n

☒ I have

**Authentication by Visual**

Select all images with **bridges**

Please select images that contain the object described in the authentication question in the interface that pops up and press the button "Verify". If you cannot view the images clearly and wish to get a new authentication question, please click this button underneath the images to change to / reload other sets of images.

**VERIFY**


**Continue**

If you wish to get a new authentication question, please click this button underneath the images to change to / reload other sets of images.

After selecting the correct images, the authentication by visual system will show **“✓ I’m not a robot”**. Please press the **Continue** button.

**Authentication by Visual**

Please check the box " I'm not a robot ". Select each image that contains the object described in the authentication question in the interface that pops up and press the button "Verify". If you cannot view the images clearly and wish to get a new authentication question, please click this button underneath the images to change to / reload other sets of images.

☒ I'm not a robot  reCAPTCHA  
Privacy - Terms

**Continue**

Authentication without Digital Certificate

Step 5: Select **Authenticate by Test Form No. for Last Attempt** or **Authentication by Identity Document** and enter information required as detailed below.

*Authenticate by Test Form No. for Last Attempt*

Step 6: Input the test form no. of your last failed road test of corresponding vehicle type, your date of birth and then press the **Continue** button.

Step 1 Authenticate Fields with \* are mandatory

Repeater Early Test Appointment Booking

Please provide the following particulars information:

☒ Authenticate by Test Form No. for Last Attempt  
☐ Authenticate by Identity Document

Test Form No. for Last Attempt \*

Date of Birth \*  Year  Month  Day

Example:  Year  Month  Day

Clear Continue

Step 7: Check the test form no. of your last driving test attempt and your date of birth and enter your **Daytime Contact Telephone No.**

Step 1 Authenticate Fields with \* are mandatory

Repeater Early Test Appointment Booking

Particulars of Applicant

|   |  |
|---|--|
| Test Form No. for Last Attempt                            | KF900201   |
| Date of Birth (DD/MM/YYYY)                                | 01/02/1990   |
| Daytime Contact Telephone No. *                           | <input type="text" value="12345678"/>              |
| Wear Glasses or Corrective Lenses When Driving *          | <input type="radio"/> Yes <input type="radio"/> No |
| Wear Hearing Aids When Driving *                          | <input type="radio"/> Yes <input type="radio"/> No |
| Physical Handicap (such as a missing or defective limb) * | <input type="radio"/> Yes <input type="radio"/> No |

Step 8: Select answers to “**Wear Glasses or Corrective Lenses When Driving**”, “**Wear Hearing Aids When Driving**”, “**Physical Handicap (such as a missing or defective limb)**” and press the **Continue** button. [Note: Answers should match those registered with the Transport Department.]

Step 1 Authenticate Fields with \* are mandatory

Repeater Early Test Appointment Booking

Particulars of Applicant

|   |   |
|---|---|
| Test Form No. for Last Attempt                            | KF900201  |
| Date of Birth (DD/MM/YYYY)                                | 01/02/1990  |
| Daytime Contact Telephone No. *                           | <input type="text" value="12345678"/>                         |
| Wear Glasses or Corrective Lenses When Driving *          | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Wear Hearing Aids When Driving *                          | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Physical Handicap (such as a missing or defective limb) * | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Back Clear Continue

*Authenticate by Identity Document*

Step 6: Select type and input the no. of your identity document (**ID Type** and **ID No.**) registered with the Transport Department, your **Date of Birth** and date of your last failed road test (**Last Driving Test Attempt Date**), then press the **Continue** button.

Step 1 Authenticate Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Please provide the following particulars information:

☐ Authenticate by Test Form No. for Last Attempt  
☒ Authenticate by Identity Document

ID Type \* HONG KONG IDENTITY CARD ▾

ID No. \* Q9002010

Example: A2468246

Date of Birth \* 1990 Year 02 Month 01 Day

Example: 1995 Year 09 Month 08 Day

Last Driving Test Attempt Date \* 2013 Year 08 Month 27 Day

Example: 2008 Year 09 Month 08 Day

Clear Continue

Step 7: Check the type and no. of your identity document, the date of your last driving test attempt and your date of birth and enter your **Daytime Contact Telephone No.**

Step 1 Authenticate Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

**Particulars of Applicant**

|   |  |
|---|--|
| ID Type   | HONG KONG IDENTITY CARD                            |
| ID No.  | Q900201(0)   |
| Date of Birth (DD/MM/YYYY)                                | 01/02/1990   |
| Last Driving Test Attempt Date (DD/MM/YYYY)               | 27/08/2013   |
| Daytime Contact Telephone No. *                           | <span>12345678</span>                              |
| Wear Glasses or Corrective Lenses When Driving *          | <input type="radio"/> Yes <input type="radio"/> No |
| Wear Hearing Aids When Driving *                          | <input type="radio"/> Yes <input type="radio"/> No |
| Physical Handicap (such as a missing or defective limb) * | <input type="radio"/> Yes <input type="radio"/> No |

Step 8: Select answers to “**Wear Glasses or Corrective Lenses When Driving**”, “**Wear Hearing Aids When Driving**”, “**Physical Handicap (such as a missing or defective limb)**” and press the **Continue** button. [Note: Answers should match those registered with the Transport Department.]

Step 1
Authenticate
Fields with \* are mandatory

Repeater Early Test Appointment Booking

Particulars of Applicant

|   |   |
|---|---|
| ID Type   | HONG KONG IDENTITY CARD                                       |
| ID No.  | Q900201(0)  |
| Date of Birth (DD/MM/YYYY)                                | 01/02/1990  |
| Last Driving Test Attempt Date (DD/MM/YYYY)               | 27/08/2013  |
| Daytime Contact Telephone No. *                           | <input type="text" value="12345678"/>                         |
| Wear Glasses or Corrective Lenses When Driving *          | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Wear Hearing Aids When Driving *                          | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Physical Handicap (such as a missing or defective limb) * | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Back
Clear
Continue

### Authentication using Digital Certificate

Step 5: Select **HKID No. or Passport No.** and input the number of your identity document.

Step 1
Authenticate
Fields with \* are mandatory

Repeater Early Test Appointment Booking

Please provide the following particulars information:

Certificate Type \*
Personal Certificate ( [support list](#) )

☒ HKID No. :

Example :

☐ Passport No. :

Certificate Media \*

PIN \*

Step 6: Browse and select your **Certificate Media**, input the **PIN** of the certificate and press the **Continue** button.

Step 1 Authenticate Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Please provide the following particulars information:

Certificate Type \* Personal Certificate ( support list)

☒ HKID No. : Q 900201 (0 )

Example : A 246824 (6 )

☐ Passport No. :

Certificate Media \* 0\_1991666320171357.p12 Browse...

PIN \*

Clear Continue

Step 7: Check the type and no. of your identity document and enter your **Daytime Contact Telephone No.**

Step 1 Authenticate Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Particulars of Applicant

ID Type HONG KONG IDENTITY CARD

ID No. Q900201(0)

Daytime Contact Telephone No. \* 12345678

Wear Glasses or Corrective Lenses When Driving \* ☐ Yes ☐ No

Wear Hearing Aids When Driving \* ☐ Yes ☐ No

Physical Handicap (such as a missing or defective limb) \* ☐ Yes ☐ No

Step 8: Select answers to “**Wear Glasses or Corrective Lenses When Driving**”, “**Wear Hearing Aids When Driving**” and “**Physical Handicap (such as a missing or defective limb)**”, and press the **continue** button. [Remark: The declaration of the driving restrictions should be the same as you registered in this Department. ]

Step 1 Authenticate Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Particulars of Applicant

ID Type HONG KONG IDENTITY CARD

ID No. Q900201(0)

Daytime Contact Telephone No. \* 12345678

Wear Glasses or Corrective Lenses When Driving \* ☐ Yes ☒ No

Wear Hearing Aids When Driving \* ☐ Yes ☒ No

Physical Handicap (such as a missing or defective limb) \* ☐ Yes ☒ No

Back Clear Continue

## 2.2 Select Vehicle Type, Test Region, Test Session and Test Date

Step 9: Select **Vehicle Type** (If applicable, you can only choose the vehicle type of your failed driving test), **Test Part** (If applicable, you can only choose the test part of your failed driving test), **Test Region** (not applicable to Heavy Goods Vehicle and Articulate Vehicle) and **Test Session**.

Step 2 → Select Vehicle Type, Test Region, Test Session and Test Date

Repeater Early Test Appointment Booking

Today is 30 October 2013

|              |                       |
|--------------|-----------------------|
| Vehicle Type | Light Goods Vehicle ▾ |
| Test Part    | Part C                |
| Test Region  | Hong Kong ▾           |
| Test Session | ANY ▾                 |

Step 10: Select your preferred **Test Date** in the calendar\*. [Note: Dates on which test slots are available are in bold and underlined.]

\* calendar of the current month will be shown (no test date can be selected if there is no available repeater test slot in the current month); if you are unable to access link to next month, it means that there is currently no available repeater early test slot in the next two months / the next month.

<<October 2013                      December 2013>>

| November 2013 |           |           |           |           |     |     |
|---------------|-----------|-----------|-----------|-----------|-----|-----|
| Sun           | Mon       | Tue       | Wed       | Thu       | Fri | Sat |
|               |           |           |           |           | 1   | 2   |
| 3             | 4         | 5         | 6         | 7         | 8   | 9   |
| 10            | <u>11</u> | <u>12</u> | <u>13</u> | 14        | 15  | 16  |
| 17            | <u>18</u> | <u>19</u> | <u>20</u> | 21        | 22  | 23  |
| 24            | <u>25</u> | <u>26</u> | <u>27</u> | <u>28</u> | 29  | 30  |

## 2.3 Submit Reservation

Step 11: Check **“Particulars of Applicant”** and **“Details of Appointment”**. Read the important points to note, tick the box next to **“I have read, understood and will comply with the above terms and conditions before confirming and submitting the reservation”** and press the **Continue & Submit Reservation** button to secure your reservation. Once the button is pressed, it means that you have reviewed and confirmed the reservation. [Note: You may press the **Modify** button to go back and modify your input(s) and selection.]

### *Authenticate by Test Form No. for Last Attempt*

Step 3
Submit Reservation

Repeater Early Test Appointment Booking

Particulars of Applicant

|   |            |
|---|------------|
| Test Form No. for Last Attempt                          | KF900201   |
| Date of Birth (DD/MM/YYYY)                              | 01/02/1990 |
| Daytime Contact Telephone No.                           | 12345678   |
| Wear Glasses or Corrective Lenses When Driving          | No         |
| Wear Hearing Aids When Driving                          | No         |
| Physical Handicap (such as a missing or defective limb) | No         |

Modify

### *Authenticate by Identity Document*

Step 3
Submit Reservation

Repeater Early Test Appointment Booking

Particulars of Applicant

|   |                         |
|---|-------------------------|
| ID Type   | HONG KONG IDENTITY CARD |
| ID No.  | Q900201(0)              |
| Date of Birth (DD/MM/YYYY)                              | 01/02/1990              |
| Last Driving Test Attempt Date (DD/MM/YYYY)             | 27/08/2013              |
| Daytime Contact Telephone No.                           | 12345678                |
| Wear Glasses or Corrective Lenses When Driving          | No                      |
| Wear Hearing Aids When Driving                          | No                      |
| Physical Handicap (such as a missing or defective limb) | No                      |

Modify

## Authentication using Digital Certificate

Step 3 → Submit Reservation

**Repeater Early Test Appointment Booking**

Particulars of Applicant

|   |                         |
|---|-------------------------|
| ID Type   | HONG KONG IDENTITY CARD |
| ID No.  | Q900201(0)              |
| Daytime Contact Telephone No.                           | 12345678                |
| Wear Glasses or Corrective Lenses When Driving          | No                      |
| Wear Hearing Aids When Driving                          | No                      |
| Physical Handicap (such as a missing or defective limb) | No                      |

Modify

## Check “Details of Appointment”

Details of Appointment

|                        |                     |
|------------------------|---------------------|
| Vehicle Type           | Light Goods Vehicle |
| Test Part              | Part C              |
| Test Region            | Hong Kong           |
| Test Date (DD/MM/YYYY) | 27/11/2013          |
| Test Session           | ANY                 |

Modify

Read the important points to note, tick the box next to “**I have read, understood and will comply with the above terms and conditions before confirming and submitting the reservation**” and press the **Continue & Submit Reservation** button

Important points to note:

- Please review the “Particulars of Applicant” and “Details of Appointment” and press “Confirm & Submit Reservation” button to confirm and submit your reservation; **once pressed, it means that you have reviewed and confirmed the reservation, and it is considered one confirmed reservation.** Subsequently, the system would log your submitted reservation; in case of disputes, the log record shall be final and conclusive.
- Upon successful reservation of repeater early test appointment, applicant should logon with a valid personal digital certificate to the Government website of Online Booking for Driving Tests ([www.gov.hk/drivingtest](http://www.gov.hk/drivingtest)) or visit the **specified venue for payment** (i.e. the specified licensing office as indicated in the “Repeater Early Test Appointment Reservation” in the next screen after you press the button “Confirm & Submit Reservation”) during office hours (9a.m. - 5p.m., Monday to Friday, except public holidays) in person or by an authorized agent with the following documents to confirm the appointment and pay for the test form on or before the payment due date (i.e. the 2<sup>nd</sup> working day after the date of successful reservation):
  - original or copy of applicant's identity document;
  - duly completed driving test application form with original signature (TD82 for non-commercial vehicles / TD321 for commercial vehicles) and the documents required, including original or photocopy of present address proof (residential address and correspondence address) issued within the last 3 months (e.g. utility or telecommunication bills, correspondence from banks, insurance companies, government departments, local universities, local or international charitable organizations etc.);
  - application fee for driving test; and
  - duly completed “Authorization Letter: Confirmation of Reserved Repeater Early Test Appointment” with original signature (only applicable for applications confirmed by agent and can be obtained from the aforementioned website or by Fax).

If you submit in person, your driving test application form will be stamped with wording “I confirm this is an application for my reserved repeater early test slot” and you have to sign on it to complete the confirmation.
- Failure to pay and confirm the reservation on or before payment due date will result in cancellation of reservation. Subsequently, the applicant will **NOT** be allowed to apply for repeater early test appointments for any vehicle classes within the **following 30 calendar days**.
- Upon successful reservation, cancellation can only be made before making payment and before payment due date. However, the applicant can cancel reservation only **ONCE** for each vehicle type. Repeater early test appointments are not transferrable.
- Once the appointment is paid and confirmed, the appointment cannot be changed unless for health reasons in which case only end-of-list appointment will be given.

Before you confirm and submit the reservation, please read the detailed terms and conditions as stated in “Notes to Candidates on Repeater Early Test Appointment Booking Service”

☐ I have read, understood and will comply with the above terms and conditions before confirming and submitting the reservation.

Confirm & Submit Reservation



Step 12: Press the **Download and Print Authorization Letter** button to download, fill in and print a copy of the Authorization Letter: Confirmation of Reserved Repeater Early Test Appointment. If you would like to authorize your agent to pay and confirm the appointment at **specified licensing office** with this authorization letter on or before the payment due date.

Step 3
Submit Reservation

Repeater Early Test Appointment Booking

Repeater Early Test Appointment Reservation

Due to data security reasons, this page will be closed automatically after 5 minutes.

Your repeater early test appointment reservation details are as follows:

|   |  |
|---|--|
| Transaction Reference No.                   | 5171 3103 0400 0006  |
| Reservation No.                             | 130090502  |
| ID Type                                     | HONG KONG IDENTITY CARD  |
| ID No.                                      | Q900xxxx   |
| Last Driving Test Attempt Date (DD/MM/YYYY) | 27/08/2013   |
| Vehicle Type                                | Light Goods Vehicle  |
| Test Part                                   | Part C   |
| Test Region                                 | Hong Kong  |
| Test Date (DD/MM/YYYY)                      | 27/11/2013   |
| Test Time (HH:MM)                           | 12:20  |
| Test Fee                                    | HKD 510.00   |
| Payment Due Date (DD/MM/YYYY)               | On or before 01/11/2013  |
| Driving Test Application Form               | TD82   |
| Venue for Payment                           | Hong Kong Licensing Office, 3rd floor, United Centre, 95 Queensway Hong Kong |

Download and Print Authorization Letter
Continue

## 2.4 Points to Note

- (a) The repeater early test slots will be updated every day at 7:30a.m. Vacant test slots in the period from the 7<sup>th</sup> to 30<sup>th</sup> working day counting from the next working day after the application date will be available for application on a first-come-first-served basis. The number of vacant test slots available for application depends on the number of candidates applying for postponement and temporary cancellation of tests. If there is no suitable vacant repeater early test slot, candidate may consider applying for end-of-list test slot.
- (b) Repeater early test appointments are not transferrable.
- (c) Each repeater can only apply for one repeater early test slot for each eligible vehicle type.
- (d) A candidate who attended combined test of private car/light goods vehicle and has passed only Part B of the test can apply for a Part C test. If the candidate has passed only Part C of the test, he/she can apply for a Part B test. If the candidate has failed both parts of the test, he/she can only apply for a combined test.
- (e) Upon successful reservation of repeater early test appointment, candidate should logon with a valid personal digital certificate to the Government website of Online Booking for Driving Tests ([www.gov.hk/drivingtest](http://www.gov.hk/drivingtest)) or visit the **specified licensing office** during office hours (9:00a.m. – 5:00p.m., Monday to Friday, except public holidays) in person or by an authorized agent with the following documents to confirm the appointment and pay for the test form within the payment due date (i.e. within the following 2 working days after the date of successful reservation):
  - (1) original or photocopy of candidate's identity document;
  - (2) duly completed driving test application form with candidate's original signature (TD82 for non-commercial vehicles/ TD321 for commercial vehicles) and the documents required, including original or photocopy of present address proof (residential address and correspondence address) issued within the last 3 months (e.g. utility or telecommunication bills, correspondence from banks, insurance companies, government departments, local universities, local or international charitable organization etc.);
  - (3) application fee of driving test; and
  - (4) duly completed "Authorization Letter: Confirmation of Reserved Repeater Early Test Appointment" with candidate's original signature (only applicable for applications confirmed by agent and can be obtained from the GovHK website or by fax).

If candidate confirms the appointment in person, the driving test application form will be stamped with wording "I confirm this is an application for my reserved repeater early test slot" and candidate has to sign on it for confirmation purpose.

- (f) Once the test form fee is paid and the repeater early test appointment is confirmed, the appointment cannot be changed unless for health reasons in which case only end-of-list appointment will be given.
- (g) If the repeater early test appointment reservation is not paid and confirmed by the payment due date, the reservation will be cancelled and candidate will not be allowed to apply for repeater early test appointments for any vehicle classes within the following 30 calendar days.

### **Enquiry**

- (h) Candidate can enquire his/her latest repeater early test appointment(s) (including reservation(s) made with the past 6 months. Upon successful retrieval of appointment record, candidate can download/print the corresponding authorization letter (if authorize agent to pay & confirm reservation) and appointment letter (if the appointment has been paid and confirmed online).

### **Cancellation**

- (i) Upon successful reservation of repeater early test appointment, cancellation can only be made before making payment and payment due date.
- (j) Candidate can only cancel a reservation ONCE for each vehicle type. Please review reservation details before submission.
- (k) All cancelled repeater early test appointment reservations cannot be reinstated.

For enquiries, please contact the Driving Test Appointment Office at 2771 7723 (Service hours: 9:00 a.m. – 5:00 p.m., Monday to Friday, except public holidays).

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### 3. Steps to Pay and Confirm a Repeater Early Test Appointment Reservation Online

#### 3.1 Pay and Confirm at Licensing Office

Step 1: Print a copy of the authorization letter (if candidates confirm and pay for the appointment by an authorized agents)

[Note: See Step 12 of 2.3 Submit Reservation. If candidate forgot to save a copy of the authorization letter, (1) see 4.1 Retrieve Reservation Record to retrieve his/her reservation and download a copy of the authorization letter **OR** (2) See 4.1 *Steps to Enquire a Repeater Early Test Appointment Reservation and Receive a Copy of Authorization Letter by Fax* Call flow of the “Repeater Early Test Appointment Booking Service Telephone User Guide” to get a copy of the authorization letter by fax.]

Step 2: Visit the **specified licensing office** during office hours (9:00a.m. – 5:00p.m., Monday to Friday except public holidays) in person or by an authorized agent with the following documents to confirm the appointment and pay for the test form within the payment due date (within the following 2 working days after the date of successful reservation):

- (1) original or photocopy of candidate’s identity document;
- (2) duly completed driving test application form with candidate’s original signature (TD82 for non-commercial vehicles / TD321 for commercial vehicles) and the documents required, including original or photocopy of present address proof (residential address and correspondence address) issued within the last 3 months (e.g. utility or telecommunication bills, correspondence from banks, insurance companies, government departments, local universities, local or international charitable organization etc.);
- (3) application fee of driving test; and
- (4) duly completed “Authorization: Confirmation of Reserved Repeater Early Test Appointment” with candidate’s original signature (only applicable for applications confirmed by agent and can be obtained from the GovHK website or by fax)

If candidate confirms the appointment in person, the driving test application form will be stamped with wording “I confirm this is an application for my reserved repeater early test slot” and candidate has to sign on it for confirmation purpose.

#### 3.2 Pay and Confirm Online with a Personal Digital Certificate

##### (b) Authenticate

Step 1: Visit [www.gov.hk/drivingtest](http://www.gov.hk/drivingtest) and select “Book repeater early test appointment Online”.

Step 2: Select **Repeater Early Test Appointment Booking** and then press the **Next** button.

Please select a service:

☐ Driving Test Appointment Booking

☒ Repeater Early Test Appointment Booking

Clear Next

Step 3: Select **Authentication using Digital Certificate** and then select **Online Payment for Repeater Early Test Appointment**, then press the **Start** button.

**Repeater Early Test Appointment Booking**

Please select authentication method:

☐ Authentication **without** Digital Certificate

☒ Authentication using Digital Certificate

Please select a service:

☐ Application for Repeater Early Test Appointment  
To view the last updated testslot vacancies, please click [here](#)

☐ Enquiry or Cancellation of Reservation for Repeater Early Test Appointment

☒ Online Payment for Repeater Early Test Appointment

Step 4: Read the important instructions, terms and conditions, tick the box next to “**I have read, understood and agreed with the above terms and conditions**” and then press the **Continue** button.

☒ I have read, understood and agreed with the above terms and conditions

Step 5: Select **HKID No. or Passport No.** and input the number of your identity document.

**Step 1** ▶ **Authenticate** Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Please provide the following particulars information:

Certificate Type \* Personal Certificate ( [support list](#) )

☒ HKID No. :   (  )

Example :   (  )

☐ Passport No. :

Certificate Media \*

PIN \*

Reservation No.\*

Step 6: Browse and select your **Certificate Media**, input the **PIN** of the certificate, the **Reservation No.** of your repeater early test appointment reservation and press the **Continue** button. [Note: If you forgot your reservation no., see 4.1 Retrieve Reservation Record below to retrieve your reservation.]

**Step 1** ➤ **Authenticate** Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Please provide the following particulars information:

Certificate Type \* Personal Certificate ( support list)

☒ HKID No. : J 123456 (8 )  
 Example : A 246824 (8 )  
☐ Passport No. :

Certificate Media \* i8\_1991666320171357.p12 Browse...

PIN \* .....

Reservation No.\* 130090520

Clear Continue

(c) **Make Payment**

Step 7: Check the details of your repeater early test appointment reservation and press the **Pay Now** button.

**Step 2** ➤ **Make Payment** Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

**Repeater Early Test Appointment Reservation**

Due to data security reasons, this page will be closed automatically after 5 minutes.  
 Your repeater early test appointment reservation details are as follows:

|                               |  |
|-------------------------------|--|
| Transaction Reference No.     | 5171 3103 0400 0008  |
| ID Type                       | HONG KONG IDENTITY CARD  |
| ID No.                        | J123xxxx   |
| Vehicle Type                  | Public Bus   |
| Test Part                     | Road Test  |
| Test Region                   | Hong Kong  |
| Test Date (DD/MM/YYYY)        | 14/11/2013   |
| Test Time (HH:MM)             | 09:00  |
| Reservation No.               | 130090520  |
| Test Fee                      | HKD 510.00   |
| Payment Due Date (DD/MM/YYYY) | 01/11/2013   |
| Venue for Payment             | Hong Kong Licensing Office, 3rd floor, United Centre, 95 Queensway Hong Kong |
| Reservation Status            | Pending for Payment  |

Save Print Pay Now

Step 8: Read the “**Declaration**” and “**Diseases and Physical Disabilities – The First Schedule of the Road Traffic (Driving Licences) Regulations**”, input the **PIN** of the certificate and press the **Sign and Continue** button.

Digital Signature

(Please note that the certificate for Digital Signing must be the same as that for Client Authentication)

Certificate Location: D:\CHAN\_Tai\_Man\_J1234568\_1991666320171357.p12

PIN \*

Step 9: Take note of the transaction reference number, payment amount and press the **Pay Now** button.

Step 4 ➔ Make Payment

**Repeater Early Test Appointment Booking**


Your payment amount of HKD **510.00** is now payable. Please be prepared to make payment via credit card or PPS. Your application may not be accepted until the acknowledgement page is displayed.

Your Reference Number is  
**5171 3103 0400 0007**

Please take note of this reference number.

Step 10: Choose payment method and press the **Pay** button.

**Please select the payment method :**

|                              |  |
|------------------------------|--|
| Type of Service              | Online Booking for Driving Tests   |
| Merchant Name                | DRIVING TEST BOOKING   |
| Transaction Date             | 30-10-2013   |
| Transaction Reference Number | 5171 3103 0400 0007  |
| Total Amount                 | HK\$ 510.00  |
| Payment Method               | <input type="radio"/> JCB <input type="radio"/>  <input type="radio"/> VISA <input type="radio"/> UnionPay 銀聯 <input type="radio"/> PPS 繳費靈 |

- Please take note of the transaction reference number or **PRINT** this page for making enquiry on the payment status when necessary.
- After pressing the 'Pay' button, please **DO NOT** leave this e-service until you receive the acknowledgement page, otherwise your transaction may not be successful.
- Merchant Name is applicable to credit card payment method only.
- PPS Shop&Buy (PPS) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPS, please change to use desktop computer.
- Under exceptional conditions, a refund may need to be arranged. If the payment is made by Credit Card, the refund can normally be made to the Credit Card account that is used for the payment.
- Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPS to settle the payment. We apologise for any inconvenience caused.
- Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the J/Secure, Mastercard SecureCode and Verified by Visa service.

(d) **Obtain Appointment Letter**

Step 11: Press the **Print** button to print a copy of the appointment letter.

| Appointment Letter   |                               |
|--|-------------------------------|
| It is recommended that you PRINT a hard copy of this appointment letter.   |                               |
| <small>Please quote your identity card no. &amp; Test appointment particulars (Date, Time and Place), your correspondence address and your contact telephone number in any correspondence</small>  | Print Date: <u>30/10/2013</u> |
| <b>CHAN, TAI MAN J1234568</b>  | HKID - J123456(8)             |
| .....  |                               |
| <p>18. Bribery: Under the Prevention of Bribery Ordinance, it is an offence to offer an advantage to a government official with a view to influencing him in discharging his duties. Any attempt to offer a bribe to a government official or any other person in connection with a driving test is prohibited and will render the test form invalidated and the candidate is liable, on conviction, to imprisonment.</p> <p>19. Driving under influence of drink or drugs: Candidate who drives under the influence of drink or drugs would commit an offence, and government officials will postpone or terminate the test if considered appropriate. If a candidate who is under the influence of drink or drugs insists on taking the test, the driving examiner would report the matter to the police.</p> <p>20. Enquiries and Complaints: Candidates may dial 2771 7723 to contact the Driving Test Appointment Office for enquiry of the postponement of driving test appointment or driving test arrangement. Candidates may dial Tel. 2714 6164 (for road test)/2150 7777 (for written test), or write to, or approach in person the Driving Services Section, Transport Department located at 19 Pui Ching Road, Kowloon (for road test) / Driving Test Appointment Office, Transport Department located at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (for written test) in case of any enquiries on driving test results, suggestions or complaints.</p> |                               |
| <input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Continue"/>   |                               |

Step 12: Enter **Email Address** (if you wish to receive an acknowledgement by email) and press the **Continue** button.

| Step 5  | Obtain Appointment Letter |
|---|---------------------------|
| Acknowledgement   |                           |
| Application Date and Time (DD/MM/YYYY HH:MM:SS): <b>30/10/2013 13:41:59</b><br>Transaction Reference Number: <b>5171 3103 0400 0007</b>             |                           |
| Payment Information   |                           |
| Payment Status: <b>Accepted</b><br>Fee Paid : <b>HKD 510.00</b><br>Payment Method: <b>Visa</b><br>Payment Reference Number: <b>A201310300000107</b> |                           |
| If you wish to receive the acknowledgement by email please enter email address below and press continue.  |                           |
| Email Address: <input type="text" value="xxx@td.gov.hk"/>   |                           |
| <input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Continue"/>                                    |                           |



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## 4. Steps to Enquire or Cancel a Repeater Early Test Appointment

### Reservation

#### 4.1 Retrieve Reservation Record

Step 1: Visit [www.gov.hk/drivingtest](http://www.gov.hk/drivingtest) and select “**Book repeater early test appointment online**”.

Step 2: Select **Repeater Early Test Appointment Booking** and then press the **Next** button.

Please select a service:

☐ Driving Test Appointment Booking

☒ Repeater Early Test Appointment Booking

Points to note:

Driving Test Appointment Booking

1. Eligible candidates who apply for a driving test appointment under this service will be allotted an end-of-list appointment subject to the prevailing waiting time.

Repeater Early Test Appointment Booking

2. Eligible candidates who failed their road test can apply for a repeater early test appointment after 7 working days from the date of their last road test.

3. A road test repeater who has already purchased a test form and allocated with an appointment is not eligible to apply for a repeater early test appointment.

Step 3: Select **Authentication without Digital Certificate** or **Authentication using Digital Certificate** and then select **Enquiry or Cancellation of Reservation for Repeater Early Test Appointment**, then press the **Start** button.

Repeater Early Test Appointment Booking

Please select authentication method:

☒ Authentication **without** Digital Certificate

☐ Authentication using Digital Certificate

Please select a service:

☐ Application for Repeater Early Test Appointment  
To view the last updated testslot vacancies, please click [here](#)

☒ Enquiry or Cancellation of Reservation for Repeater Early Test Appointment

Step 4: Read the important instructions, terms and conditions, tick the box next to “**I have read, understood and agreed with the above terms and conditions**” and then press the **Continue** button.

☒ I have read, understood and agreed with the above terms and conditions

Continue

### Authentication without Digital Certificate

Step 5: Select **Retrieve by Reservation No. or Retrieve by Particulars of Applicant** and enter information required as detailed below.

#### *Retrieve by Reservation No.*

Step 6: Input the **Reservation No.** obtained during application of repeater early test appointment reservation, your **Date of Birth** and then press the **Continue** button.

Step 1

Retrieve Reservation Records

Fields with \* are mandatory

Repeater Early Test Appointment Booking

Please choose either one of the authentication methods and enter the details.\*

☒ Retrieve by Reservation No.  
☐ Retrieve by Particulars of Applicant

Please provide the following particulars information:

Reservation No.\*   
 Date of Birth\*  Year  Month  Day  
 Example:  Year  Month  Day

Clear

Continue

*Authenticate by Identity Document*

Step 6: Select type and input the no. of your identity document (**ID Type** and **ID Number**) registered with the Transport Department, your **Date of Birth**, the **Vehicle Type** and date of your last failed road test (**Last Driving Test Attempt Date**), then press the **Continue** button.

**Step 1** ▶ **Retrieve Reservation Records** Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Please choose either one of the authentication methods and enter the details.\*

☐ Retrieve by Reservation No.

☒ Retrieve by Particulars of Applicant

Please provide the following particulars information:

ID Type\* HONG KONG IDENTITY CARD ▾

ID Number\* Q9002010

Example: A2468246

Date of Birth\* 1990 Year 02 Month 01 Day

Example: 1995 Year 09 Month 08 Day

Vehicle Type\* Light Goods Vehicle ▾

Last Driving Test Attempt Date\* 2013 Year 08 Month 27 Day

Example: 2008 Year 09 Month 08 Day

Clear Continue

Authentication using Digital Certificate

Step 5: Select **HKID No. or Passport No.** and input the number of your identity document.

**Step 1** ▶ **Retrieve Reservation Records** Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Please provide the following particulars information:

Certificate Type \* Personal Certificate ( [support list](#) )

☒ HKID No. : Q 900201 (0 )

Example : A 246824 (6 )

☐ Passport No. :

Certificate Media \*  Browse...

PIN \*

Vehicle Type\* ----Please Select----

Step 6: Browse and select your **Certificate Media**, input the **PIN** of the certificate, choose the **Vehicle Type** of your reservation and press the **Continue** button.

**Step 1** Retrieve Reservation Records Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

Please provide the following particulars information:

Certificate Type \* Personal Certificate ( [support list](#) )

☒ HKID No. :   (  )

Example :   (  )

☐ Passport No. :

Certificate Media \*

PIN \*

Vehicle Type\*

## 4.2 View Reservation Details

Step 7: Press the **Download and Print Authorization Letter** button to download, fill in and print a copy of the Authorization Letter: Confirmation of Reserved Repeater Early Test Appointment if you would like to authorize your agent to pay and confirm the appointment at **specified licensing office** with this authorization letter on or before the payment due date.]

**Step 2** Reservation Details Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

**Repeater Early Test Appointment Reservation**

Due to data security reasons, this page will be closed automatically after 5 minutes.

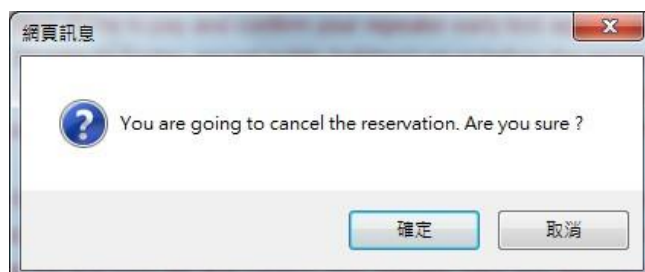
Your repeater early test appointment reservation details are as follows:

|                               |  |
|-------------------------------|--|
| Transaction Reference No.     | 5171 3103 0400 0009  |
| Reservation No.               | 130090539  |
| ID Type                       | HONG KONG IDENTITY CARD  |
| ID No.                        | Q900xxxx   |
| Vehicle Type                  | Light Goods Vehicle  |
| Test Part                     | Part C   |
| Test Region                   | Hong Kong  |
| Test Date (DD/MM/YYYY)        | 20/11/2013   |
| Test Time (HH:MM)             | 10:00  |
| Test Fee                      | HKD 510.00   |
| Payment Due Date (DD/MM/YYYY) | On or before 01/11/2013  |
| Driving Test Application Form | TD82   |
| Venue for Payment             | Hong Kong Licensing Office, 3rd floor, United Centre, 95 Queensway Hong Kong |
| Reservation Status            | Pending for Payment  |

### 4.3 Cancel Reservation

Step 8: Press the **Cancel Reservation** button to cancel the reservation.

|  |                           |  |
|--|---------------------------|--|
|  | <b>Cancel Reservation</b> | <b>Download and Print Authorization Letter</b> |
|--|---------------------------|--|



**Step 3**
**Cancel Reservation**
Fields with \* are mandatory

**Repeater Early Test Appointment Booking**

**Completion of Cancellation of Reservation**

You have cancelled your Repeater Early Test Appointment reservation and you can click [Exit](#) button to leave.

Exit

### 4.4 Points to Note

- Candidate can enquire his/her latest repeater early test appointment(s) (including reservation(s)) made within the past 6 months.
- Upon successful reservation of repeater early test appointment, cancellation can only be made before making payment and the payment due date.
- Candidate can only cancel a reservation ONCE for each vehicle type, please review reservation details before submission.
- All cancelled repeater early test appointment reservations cannot be reinstated.  
For enquiries, please contact the Driving Test Appointment Office at 2771 7723 (Service hours: 9:00 a.m. – 5:00 p.m., Monday to Friday, except public holidays).