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駕駛教師
執照(續領)

香港特別行政區政府新聞處設計及出版
政府物流服務署印
香港特別行政區政府網頁 · <http://www.gov.hk>

10/2009

怎樣申請駕駛教師執照（續領）

本單張旨在為現時已持有駕駛教師執照的人士提供續領駕駛教師執照的指引及相關資料。運輸署在接受新駕駛教師執照申請時，會公布有關詳情。

續領駕駛教師執照的要求

- 持有你在駕駛教師執照內註明可給予駕駛訓練的車輛類別的有效正式駕駛執照
- 自獲簽發駕駛教師執照後，未曾就《道路交通條例》（第374章）第36條（危險駕駛引致他人死亡）或第39條（在酒類或藥物影響下駕駛汽車）所訂罪行被定罪

怎樣申請續領？

- 填妥指定表格 TDS57
- 將表格交回各牌照事務處辦理

所需文件？

- 香港身份證或其他身分證明文件（例如護照）
- 現時的駕駛教師執照
- 現時的正式駕駛執照
- 應繳駕駛教師執照費用

文件正本，以作紀錄。請參閱本單張末段所載的各牌照事務處地址。

郵遞申請

- 你可將填妥的申請表格用掛號信寄交九龍觀塘郵政局郵政信箱 69511 號運輸署觀塘牌照事務處。如果你的申請符合規定，本署會於十個工作天內將新的駕駛教師執照以掛號信寄回給你。查詢請電 2349 0200 與觀塘牌照事務處聯絡。

- 申請表格必須清楚填妥及簽署，並連同應繳費用及有關的證明文件一併寄出。請勿郵寄現金，寄出的劃線支票須註明支付「香港特別行政區政府」。身份證（或其他認可的身分證明文件）的影印本可予接納作核對之用。

投遞申請

- 你亦可利用設於運輸署各牌照事務處的投遞箱遞交申請。請參閱本單張末段所載的各牌照事務處地址。一如郵遞申請，申請表格必須清楚填妥及簽署，並連同應繳費用及有關的證明文件一併投遞。請勿於投遞的申請書內附上現金。劃線支票須註明支付「香港特別行政區政府」。身份證（或其他認可的身分證明文件）的影印本可予接納作核對之用。

- 最近三個月內發出的地址證明（住址及通訊地址）正本或副本（例如水／電／煤氣／手提電話費單或銀行信件等）

駕駛教師執照的有效期

- 駕駛教師執照的有效期為一年，你可於執照有效期屆滿前四個月內任何時間續領。如執照有效期屆滿超過三年，則不得續領。
- 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。
- 在執照屆滿期十五日後續領的新執照將於續領日起生效。

索取申請表格

你可向運輸署各牌照事務處、各區民政事務處諮詢服務中心及郵政局索取駕駛教師執照的申請表格，你亦可以透過運輸署顧客服務熱線 2804 2600 索取傳真表格或在運輸署網頁 www.id.gov.hk 下載表格。

交回申請辦法

親自或由代理人代為遞交

你可親自或由代理人代為遞交駕駛教師執照的申請。你的代理人須出示你的身分證明文件副本以供核實身分。代理人亦須同時出示其本人的身分證明

- 如果你的申請符合規定，本署會於投遞後十個工作天內將新的駕駛教師執照以掛號信寄回給你。

查詢

如有查詢，可致電 1823 電話中心或瀏覽運輸署網頁：www.id.gov.hk。

各牌照事務處地址

香港牌照事務處	香港金鐘道 95 號統一中心 3 樓
九龍牌照事務處	九龍長沙灣道 303 號長沙灣政府合署 2 樓
觀塘牌照事務處	九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓
沙田牌照事務處	新界沙田上禾輦道 1 號沙田政府合署 2 樓



HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY



Driving Instructor's Licence (Renewal)

how to apply



HOW TO APPLY FOR A DRIVING INSTRUCTOR'S LICENCE (RENEWAL)

This information leaflet provides guidelines and information on renewal of driving instructor's licence and is targeted for those who have already held a driving instructor's licence. The Transport Department will announce details when applications for new driving instructor's licences are invited.

Requirements for renewal of a driving instructor's licence

- Holding a valid full driving licence for the vehicle class(es) in the authorized group(s) of the driving instructor's licence
- Have not been convicted of an offence under Section 36 (Causing death by dangerous driving) or Section 39 (Driving a motor vehicle under the influence of drink or drugs) of the Road Traffic Ordinance (Cap. 374) since the driving instructor's licence was issued

How to apply for a renewal?

- Complete an application form TD557
- Submit it to any Licensing Office

What to bring?

- Hong Kong Identity Card or an alternative identity document e.g. passport
- Current driving instructor's licence
- Current full driving licence
- Payment for driving instructor's licence
- Original or photocopy of address proof (residential address and correspondence address) issued within the last 3 months (e.g. water/electricity/gas/mobile phone bill or bank correspondence)

Validity period of driving instructor's licence

- A driving instructor's licence is valid for one year and may be renewed at any time during the 4 months before expiry. However, licences which have expired for a period exceeding 3 years are not renewable.
- Licence renewed within 15 days after the date of its expiry is to become effective from the date of expiry.
- Licence renewed after 15 days of its expiry is to be effective from the date of renewal.

How to obtain application forms

Application forms for driving instructor's licence are available at all Licensing Offices of the Transport Department, various District Offices' public enquiry service centres as well as post offices. Application forms can also be obtained by facsimile through the Transport Department's customer service hotline 2804 2600 or downloaded from the Transport Department's website: www.td.gov.hk.

Submission of applications

In person / By agent

Applications for driving instructor's licence may be submitted in person or through agent. Your agent should produce photocopy of your identity document for authentication and is also required to produce his original identity document for our record. The addresses of the Licensing Offices are shown in the last paragraph of this leaflet.

By post

- Applications may be submitted by registered post to the Kwun Tong Licensing Office at P.O. Box 69511, Kwun Tong Post Office, Kowloon. If your application is in order, the new driving instructor's licence will be sent to you by registered post within 10 working days. Enquiries may be made to the Kwun Tong Licensing Office at 2349 0200.
- The relevant application forms should be duly completed, signed and forwarded together with the appropriate fee and relevant supporting documents. Please do not send cash by post. Crossed cheque should be made payable to either "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR". Photocopies of Hong Kong Identity Card (or other alternative identity document) are acceptable.

By drop-box

- Applications may also be submitted through the drop-boxes located in the Licensing Offices. The addresses of the Licensing Offices are shown in the last paragraph of this leaflet. Similar to the postal applications, the relevant application forms should be duly completed, signed and forwarded together with the appropriate fee and relevant supporting documents. Payment should be made by crossed cheque and should be made payable to either "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR". Photocopies of Hong Kong Identity Card (or other alternative identity document) are acceptable.
- If your application is in order, the new driving instructor's licence will be sent to you by registered post within 10 working days.

Enquiries

Please dial 1823 Call Centre or visit the Transport Department's website: www.td.gov.hk for enquiries.

Addresses of Licensing Offices

Hong Kong Licensing Office	3/F, United Centre, 95 Queensway, Hong Kong
Kowloon Licensing Office	2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon
Kwun Tong Licensing Office	5/F, Kwun Tong Government Offices, 12 Lei Yue Mun Road, Kowloon
Sha Tin Licensing Office	2/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories