

## 常見問答 Frequently Asked Questions

- 1 在「自助服務站」提交的申請資料，會否用作更新運輸署的紀錄？  
Will the information submitted for application via Self-service Kiosk be used to update TD's record?

「自助服務站」旨在提供額外的途徑讓市民申請國際駕駛許可證。與其他申請途徑相同，申請人所提交的資料，包括地址和電子聯絡方式等，會在申請獲批後，用作更新申請人在運輸署以身份證明文件號碼登記的車輛牌照或駕駛執照的所有紀錄。

The self-service Kiosk aims to provide an additional means for the public to apply for IDP. Same as other application methods, information submitted by the applicant (including the address and ECM, etc.) will be used to update all records of vehicle licences or driving licences registered with TD using the same identity document number upon approval of the application.

- 2 除掃描紙本地址證明文件外，「自助服務站」的申請人是否有其他選項？  
Except for scanning of the address proof in paper form, any other options for applicants using the Self-service Kiosk to submit application?

除即場掃描紙本地址證明外，申請人亦可使用「智方便」的地址資料功能（見註）提交地址證明。此外，我們亦會接納電子版本的有效地址證明文件。

註：用戶可使用儲存在「智方便填表通」內的電子賬單作地址證明。經「智方便」登入有關電子賬單供應機構（如電力公司、煤氣公司或水務署）的網上戶口後，選擇授權「智方便」取得並儲存戶口內最新一期的電子賬單便可使用此功能。

Apart from scanning the address proof by the Self-service Kiosk, applicants can use the "iAM Smart" Address Data Function (see Note) to submit the address proof. Besides, digital copy of the valid proof of address is accepted.

Note: Users can use their electronic bills saved in the "iAM Smart" "e-ME" profile as address proof. Login the online account of the relevant electronic bill providers (e.g. electricity and gas companies or Water Supplies Department) through "iAM Smart", users can then authorise "iAM Smart" to retrieve and store their latest electronic bill for use by this function.

## 防騙訊息 Anti-fraud message

運輸署只會以附有「#」號的「#TDIDPKIOSK」發送人名稱發出與「國際駕駛許可證自助服務站」相關的短訊，協助市民識別真偽，並且不會發出附有超連結的短訊或電郵。如有疑問，請致電運輸署熱線2804 2600。

SMS messages related to the IDP Self-service Kiosk issued by TD will bear the ID "#TDIDPKIOSK" with the prefix "#" to help members of the public verify the authenticity of the messages, and **WILL NOT** send SMS messages or emails with hyperlinks. For enquiries, please call the TD's hotline at 2804 2600.

# 「國際牌」自助服務站 即影即有 節省輪候

International Driving Permit self-service kiosk  
Instant photo-taking, same-day collection



### 1 網上預約 Online booking

- 申請人必須配備「智方便+」  
GET "iAM Smart+" ready
- 透過網上系統預約  
Make appointment online



### 2 帶齊文件 Provide documents

- 自助服務站會為申請人  
即時拍照  
Instant photo taking  
service
- 只需提供地址證明  
Provide address proof  
only

### 3 即日領證 Same-day collection

- 一小時內備妥國際牌  
Permit ready within 1  
hour
- 透過手機短訊通知  
申請人即日領取  
SMS notification for  
collection

## 國際駕駛許可證自助服務站 一站式申請及即日取證服務

### International Driving Permit (IDP) Self-service Kiosk One-stop services for application and same-day collection

由二〇二五年一月十三日起，運輸署在位於金鐘統一中心的香港牌照事務處和長沙灣政府合署的九龍牌照事務處推出「國際駕駛許可證自助服務站」試行服務，供市民預約使用，便利申請及取證，為計劃在香港以外地區駕駛而申請國際駕駛許可證的市民提供多一種途徑、多一分便利。

Starting from 13 January, 2025, the Transport Department (TD) launched the pilot service of International Driving Permit (IDP) Self-service Kiosks in the Hong Kong Licensing Office at United Centre, Admiralty and the Kowloon Licensing Office at Cheung Sha Wan Government Offices, for booking by the public, providing an additional and more convenient means for members of the public who plan to drive outside Hong Kong to apply for and collect the IDP.

服務時間：星期一至五（公眾假期除外）上午九時至下午五時（請先進行網上預約）

Service Hours: Monday to Friday (excluding public holidays) from 9am to 5pm (please make online appointment first)

### 國際駕駛許可證申請資格 Eligibility for IDP application

- 持有有效香港身份證  
Holding a valid Hong Kong Identity Card (HKIC)
- 持有有效或逾期不超過三年的香港正式駕駛執照  
Holding a Hong Kong full driving licence which is valid or has not expired for more than three years

### 第一步：網上預約 Step 1: Online Appointment

- 使用自助服務站條件：  
To use the Self-service Kiosk, you must
  - 符合國際駕駛許可證申請資格  
Be eligible for applying IDP
  - 備有具身份認證及數碼簽署功能的「智方便+」帳戶  
Have an “iAM Smart+” account equipped with the identity authentication and digital signing functions
- 合資格市民須經網上預約系統（[www.gov.hk/idpabs](http://www.gov.hk/idpabs)）預約服務時段  
Eligible persons must make an appointment via the online Appointment Booking System ([www.gov.hk/en/residents/transport/drivinglicense/abs.htm](http://www.gov.hk/en/residents/transport/drivinglicense/abs.htm))



### 第二步：帶齊文件 Step 2: Bring Necessary Documents

- 帶備地址證明文件（由發出日起計不超過三個月）  
Bring along the address proof (issued not more than three months from application date)
- 已安裝「智方便+」流動應用程式及登記「智方便+」戶口的手提電話  
A mobile phone with “iAM Smart” mobile app installed and equipped with “iAM Smart+” account
- 自助服務站會為申請人即時拍照，無須另外攜帶照片  
The Self-service Kiosk will take photos of the applicant instantly and hence no need to bring your own ID photo
- 按選定時段到相關牌照處的自助服務站辦理申請手續  
Visit the Self-service Kiosk at the Licensing Office concerned at the selected time slot for the IDP application

### 第三步：手續簡便，即日取證

### Step 3: Simple Application, Same-day Collection

提交申請的過程十分簡單，需時約十分鐘。主要步驟包括：  
Submission of application is simple and only requires around 10 minutes, the main procedures are as follows:

- 1 以「智方便+」作身份認證，輸入申請資料  
Perform identity authentication by “iAM Smart+”, and input application information;
- 2 核實電子聯絡方式及掃描地址證明  
Verify E-Contact Means (ECM) and scan the address proof;
- 3 在自助服務站拍攝照片  
Take photo at the Self-service Kiosk;
- 4 輸入手提電話號碼以接收提示取證短訊  
Input mobile phone number to receive SMS notification on permit collection;
- 5 以「智方便+」進行數碼簽署；及  
Perform digital signing by “iAM Smart+”; and
- 6 以電子支付方式繳付費用並領取收據  
Make electronic payment and get the receipt.



如文件齊備，申請人可於一小時內領取國際駕駛許可證  
If the documents are in order, the IDP will be ready for collection within an hour



運輸署會透過手機短訊通知申請人在同一牌照處的指定櫃位取證  
Applicants will be notified by the TD via SMS for collection of IDP at the designated counter of the same Licensing Office

### 注意事項 Notes for Attention



使用「智方便+」進行身份認證和數碼簽署  
Use “iAM Smart+” for identity authentication and digital signing

申請過程之中即時以一次性密碼核實「電子聯絡方式」  
Verify ECM in the application process using One-time Password instantly

申請費用不變，需以電子支付方式（包括轉數快、信用卡或網上繳費靈）支付  
No change in the application fee and must pay by electronic payment means (including FPS, credit card or PPS)

即時拍攝照片  
Instant photo taking

申請當日帶同收據到同一牌照處指定櫃位領證  
Bring the receipt to the designated counter of the same Licensing Office for collection of IDP on the same day



不接受掃描身份證或以電子簽名板簽署  
Scan HKIC or sign on the electronic signature pads is NOT accepted

不接受如掃描電話費帳單等其他核實方法  
Other verification methods such as scanning of telecommunication bills is NOT accepted

不接受其他付款方式，如現金或支票  
Other payment methods such as cash or cheque is NOT accepted

不接受自備證件相掃描或上載  
Scanning or uploading your own ID photo is NOT accepted

不接受到其他牌照處領取  
Collection at other Licensing Offices is NOT accepted