重要通知

核實「電子聯絡方式」

根據法例，申請人遞交各項駕駛執照或車輛牌照服務申請時，必須提供一個可藉短訊方式聯絡申請人的香港流動電話號碼或可藉電子郵件方式聯絡申請人的電郵地址，作為電子聯絡方式。有關電子聯絡方式必須於遞交申請前三個月內經運輸署網上牌照服務或指定網上平台，以一次性密碼核實，詳情請參閱運輸署網頁，或掃瞄此二維碼。

運輸署網頁

地址證明要求

於遞交牌照服務申請時，**必須**連同最近三個月內發出的地址證明文件正本或副本，否則運輸署可以根據有關法例暫停處理有關申請。[請參閱可接納的地址證明]

更改地址或電子聯絡方式

根據法例，駕駛執照持有人或登記車主的地址或電子聯絡方式如有改變，須在72小時內通知運輸署。任何人無合理辯解而違反此規定，即屬犯罪，一經定罪，可處第1級罰款。你可透過政府一站通、遞交指明的表格（「更改個人資料或車輛資料通知書」）或以書面方式，連同新地址的證明文件（如適用）通知運輸署有關地址的更改。

牌照事務處櫃位服務安排

為節省輪候時間，你可先透過網上或電話預約櫃位服務（詳情請參閱香港政府一站通網頁）。未有有效預約的申請人，必須於現場取即日籌號才可使用櫃位服務（有關派籌輪候系統的詳情及即日籌數量請參閱本署網頁）。

*申請人可選擇把已填妥的申請表格及所需文件，經電郵(dl@td.gov.hk)提供予牌照事務處作初步審閱。在一般情況下，本署會在10個工作天內以電郵形式作出回覆，告知申請人初步審閱的結果；並建議申請人**按照申請表格內列明的方式**將申請表格正本連同所需文件及應繳費用正式遞交至牌照事務處，以作出申請。透過電郵遞交的申請，本署只會作初步審閱，本署會在收到申請表格正本及所需文件後才正式處理及批核該申請。*

若你是已登記選民而你的住址有變更，
請盡早通知選舉事務處。如有查詢，
請致電選舉事務處熱線 2891 1001。

運輸署
Transport Department

運輸署
Transport Department

臨時駕駛執照領取／續期申請表
APPLICATION FOR ISSUE / EXTENSION OF TEMPORARY DRIVING LICENCE

填寫前請小心閱讀附頁的資料，並以正楷填寫各項資料。
Please read the notes overleaf carefully before completing this form. All items should be completed in BLOCK LETTERS.

(本欄不必填寫 FOR OFFICIAL USE ONLY)

TEML
O
P
Restrictions

☐ First issue
☐ Extension

Class(es) of Vehicle approved

Approved Expiry Date

Receiving Officer's Signature

Approving Officer's Signature

Remarks:

你的臨時駕駛執照將會有效至你的海外駕駛執照期滿或你抵達香港居留日期起計滿 12 個月，兩者以日期較早者為準。倘若你順利通過駕駛考試，你可直接申領正式駕駛執照。但如果你不能順利通過駕駛考試的任何一部份，你的臨時駕駛執照將會被立即取消，而你不能再申請另一個臨時駕駛執照。

Your temporary driving licence will be valid until the expiry of your overseas driving licence or the expiry of 12 months from the date of your arrival in Hong Kong to take up residence, whichever occurs first. If you pass in the driving tests, you can apply for a full driving licence direct. If you fail in any part of the driving tests, your temporary driving licence will be cancelled immediately and you cannot apply for another temporary driving licence.

甲部 PART A　　申請人現時的資料 PRESENT PARTICULARS OF APPLICANT

(你在本署電腦記錄中的個人資料將根據下列所填報的而更改 Your particulars in our computer record will be amended as hereunder)

姓名 NAME

* 先生 Mr. 1
夫人 Mrs. 2
小姐 Miss 3
女士 Ms. 4

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

中文姓名 In Chinese

中文商用號碼
Chinese Commercial Code:

出生日期
DATE OF BIRTH:
日 D 月 M 年 Y

身份證明文件號碼
Identity Document No. ( )

電子聯絡方式 E-CONTACT MEANS (必須於遞交申請前三個月內經運輸署網頁核實，否則本署可暫停處理該申請。) (Must be verified through the website of Transport Department within 3 months before submitting an application. Otherwise, this Department may suspend the processing of the application.)
香港流動電話號碼**或**電郵地址(以透過手機短訊**或**電郵接收通知) Hong Kong Mobile Phone Number **or** Email Address (for receiving notification by SMS **or** Email)
請填寫 Please fill in

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　如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤　座 Block

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)

地區 District　† ☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

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　如以中文書寫地址，必須清楚寫明樓層，以免郵遞失誤　座 Block

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)

地區 District　† ☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

日間聯絡電話 Day Time Contact Tel. No. _____

* 請將不適用的刪去。Delete whichever is inapplicable.
† 請於適當方格內加上「✓」號。 Please tick the appropriate box.

乙部 PART B　申請細節 DETAILS OF APPLICATION

護照 PASSPORT

抵港居留日期
Date of arrival in H.K. to take up residence: _____

護照號碼
Passport No.: _____

簽發國家／地點
Country/Place of Issue: _____

海外駕駛執照細節 PARTICULARS OF OVERSEAS DRIVING LICENCE

駕駛執照號碼
Driving Licence No.: _____

簽發國家或地方
Issuing Country or Place: _____

簽發日期
Date of Issue: _____

執照屆滿日期
Date of Expiry: _____

駕駛執照上准駕車輛 Classes of Vehicles

	代號*Code*		裝有自動傳動系統*With Automatic Transmission*
† ☐	1	私家車 Private Car	† ☐ A
☐	2	總重不逾五公噸半之輕型貨車Light Goods Vehicle with Permitted Gross Vehicle Weight not over 5.5 tonnes	☐ A

丙部 PART C　申請人的聲明 DECLARATION OF APPLICANT

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：
I am aged 18 years or above and my physical condition is:

(i) 有否身體殘缺 (如四肢不全或手足活動不靈，請參閱注意事項 (6))：† ☐ 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 Notes for Attention (6)):
† ☐ 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 內的疾病或身體傷殘 (請參閱戊部)：† ☐ 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) Regulation (Please refer to PART E):
† ☐ No　☐ Yes, I am suffering from _____ .

(iii) 駕駛時是否須戴眼鏡或矯正視力的鏡片 (請參閱注意事項 (7))：† ☐ 否　☐ 是
Need to wear glasses or corrective lenses when driving (Please refer to Notes for Attention (7)): † ☐ No　☐ Yes

(iv) 駕駛時是否須戴助聽器 (請參閱注意事項 (8))：† ☐ 否　☐ 是
Need to wear hearing aids when driving (Please refer to Notes for Attention (8)): † ☐ 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：
† ☐ 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:
† ☐ No　☐ Yes, please specify the disease or physical disability: _____

(3) 本人的海外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。
My overseas driving licence has not been suspended or cancelled. The licence that I am applying for has not been suspended or cancelled and 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「注意事項」，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)，即身份證明文件號碼 _____ 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確事實。本人明白如故意在本申請表填報失實資料，根據《道路交通條例》(第 374 章) 第 111 條第 (3) 款的規定，本人可被處第 2 級罰款及監禁 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 at level 2 and to imprisonment for 6 months.

申請人簽署
Signature of Applicant _____
(不接受電子／打印簽署 Digital/printed signature is not accepted)

日期
Date _____

丁部 PART D　駕駛考試排期細節 PARTICULARS OF DRIVING TEST APPOINTMENT

考試表格號碼
Test Form No.: _____

簽發日期
Date of Issue: _____

考試日期
Date of Test: _____

† 請於適當方格內加上「✓」號。Please tick the appropriate box(es) only.

路上零意外 香港人人愛 Zero Accidents on the Road, Hong Kong's Goal

戊部 PART E 道路交通 (駕駛執照) 規例附表 1——例外的疾病及身體傷殘
THE FIRST SCHEDULE OF THE ROAD TRAFFIC (DRIVING LICENCES) REGULATIONS— EXCEPTED DISEASES & PHYSICAL DISABILITIES

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

(1) Epilepsy.
(2) Liability to sudden attacks of disabling giddiness or fainting due to hypertension or any other cause.
(3) Mental disorder for which the applicant for the licence, or, as the case may be, the holder of the licence is liable to be detained under the Mental Health Ordinance (Cap. 136) or is receiving treatment as an in-patient in a mental hospital within the meaning of that Ordinance.
(4) Any condition causing muscular incoordination.
(5) Uncontrolled diabetes mellitus.
(6) Inability to read at a distance of 23 metres in good daylight (with the aid of spectacles or other corrective lenses, if worn) a registration mark.
(7) Any other disease or disability which is likely to render him incapable of effectively driving and controlling a motor vehicle or suitably adapted motor vehicle to which such licence refers without endangering public safety, provided that deafness shall not of itself be deemed to be any such disability.

申請資格 ELIGIBILITY
請檢查你是否合資格申請 Please check whether you are eligible for this application

如欲獲簽發臨時駕駛執照，你必須**以文件證明**符合下列條件：——
For the issue of a temporary driving licence, you must satisfy the Commissioner **with documentary evidence** that:——

(1) 你持有由香港以外但不屬道路交通 (駕駛執照) 規例附表四所列國家或地方主管當局所簽發之有效正式駕駛執照（並非國際駕駛許可證）；
you are a holder of a valid full driving licence (but not an International Driving Permit) issued by a country or place not listed in the Fourth Schedule to the Road Traffic (Driving Licence) Regulations;
(2) 你在抵港居留後的 3 個月內已向運輸署申請參加駕駛考試；及
you have applied for a driving test at the Transport Department within 3 months after the date of your arrival in Hong Kong to take up residence; and
(3) (a) 該執照原本是你在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（證明文件包括涵蓋該執照的發出日期不少於 6 個月期間的 (I) 有關護照以顯示出入境記錄或當地官方簽發的出入境證明、(II) 能夠顯示你於當地的逗留條件的官方文件／簽證（如有），**以及** (III) 你在當地學校的成績表／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 (i) the relevant passport showing records of entry and departure or an official statement of travel records by the country or place of issue, (ii) visa/ official docuements that can you're your condition of stay in the country or place of issue (if any) **and** (iii) your school transcript or employer's testimonial with employment period specified, etc., which cover not less than the said 6-month period with the licence's issue date included); or
(b) 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
(c) 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.

倘若你想把臨時駕駛執照續期，須注意下列幾點：——
For the extension of the validity period of temporary driving licence, please note that:——

(1) 倘若你的駕駛考試日期不在臨時駕駛執照有效期內，你可以申請續期，但必須於該臨時駕駛執照期滿前遞交申請表；
If the validity of your temporary driving licence cannot cover the date of the driving test appointment, any application for an extension of the licence must be submitted before it expires;
(2) 你必須已在香港獲得有效排期參加有關類別車輛之駕駛考試然後方可續期；
No extension of the period of validity of your temporary driving licence will be entertained unless you have a valid driving test appointment for the class(es) of vehicle(s) concerned in Hong Kong.
(3) 臨時駕駛執照的有效期可延長一次，但延續期不得超過 6 個月，其後絕不再續。
The validity of your temporary driving licence may be extended for one further period not exceeding 6 months. No further extension will be given.
(4) 臨時駕駛執照續期，毋須繳費。
NO FEE will be charged for the extension of temporary driving licence.

請注意，臨時駕駛執照並不適用於本來已於香港居留的人士。
Please note that temporary driving licence is not applicable to persons who are ordinarily residents in Hong Kong.

所需文件及費用 REQUIRED DOCUMENTS AND FEES

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；
your Hong Kong Identity Card;
☐ 你的護照或其他同等旅行證件；
your passport or other equivalent travel document;
☐ 你的海外駕駛執照；
your overseas driving licence;
☐ 能夠證明你符合第三頁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 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);

† 請於適當方格內加上「✓」號。Please tick the appropriate box(es) only.

所需文件及費用 *(續)* REQUIRED DOCUMENTS AND FEES *(continued)*

☐ 現時地址的證明（住址及通訊地址）正本或副本，而該地址證明需發出距今不超過三個月（包括水電煤或電訊公司收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件）。所有可接納的地址證明載列於本署網站 (http://www.td.gov.hk/tc/public_services/licences_and_permits/proof_of_address/index.html)。如有查詢，可致電 2804 2600；及

original or photocopy of proof of present address (residential address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong). The full list of acceptable proof of address is available at this Department's website (http://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html). For enquiries, please call 2804 2600; and

☐ 應繳費用——申請臨時駕駛執照的費用為 $288，而續領臨時駕駛執照則免費。如以支票／銀行本票付款，請劃線並寫明「香港特別行政區政府」為收款人，並在支票／銀行本票背面寫上你的姓名，身份證明文件號碼首 4 個字（包括英文字母及數字）及日間聯絡電話號碼。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)。

the appropriate fee — the application fee for a temporary driving licence is $288 and the extension is free of charge. If pay by cheque/cashier order, please make cheque/cashier order payable to either "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed. Please write down your name, first four characters/digits of your identity document number and daytime contact telephone number on the back of the cheque/cashier order. The application fee may be subject to change. For enquiry about the updated application fee, you may make enquires at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website (www.td.gov.hk) for information.

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.

交回申請表地點 PLACE OF SUBMISSION

請你**親自或授權他人提交**申請到香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處 (如果申請由代理人遞交，代理人必須出示其本人的身份證明文件，以作記錄)。

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 agent** to Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose).
For enquiry on service hours of Transport Department Hong Kong Licensing Office, please call 2804 2600 or visit our website www.td.gov.hk

注意事項 NOTES FOR ATTENTION

(1) 電子聯絡方式 - 申請人遞交各項駕駛執照或車輛牌照服務申請時，必須提供一個可藉短訊方式聯絡申請人的香港流動電話號碼或藉電子郵件方式聯絡申請人的電郵地址，作為電子聯絡方式。有關電子聯絡方式必須於遞交申請前的三個月內經運輸署網頁核實，否則本署可暫停處理該申請，詳情請參閱運輸署網頁 (www.td.gov.hk)。如你同時提供香港流動電話號碼及電郵地址，則優先以香港流動電話號碼作為電子聯絡方式。關於電子聯絡方式的收集目的和獲轉交資料的部門／人士，請參考「關於你個人資料的說明」。具體而言，運輸署、香港警務處、其他政府部門、決策局及隧道費服務商在有需要時可根據你所提供的電子聯絡方式，以手機短訊或電郵向你發出電子通知。舉例說，如你干犯《定額罰款（交通違例事項）條例》(第 237 章) 下的交通違例事項或《定額罰款（刑事訴訟）條例》(第 240 章) 下的交通罪行，香港警務處可透過電子聯絡方式向你發出電子定額罰款通知書及電子繳付定額罰款通知書；當你的車輛通過已實施不停車繳費系統的收費隧道時，若未能以自動繳款方式即時繳付有關隧道費，隧道費服務商可透過電子聯絡方式向你發出電子繳費通知。請注意，經非櫃位方式遞交的申請需時約十個工作天處理，相關系統將於完成處理申請後的一個曆日內按表格提供的資料作出記錄更新。

(2) 你可瀏覽運輸署網站：https://www.td.gov.hk/tc/public_services/licences_and_permits/driving_licences/how_to_apply_for_a_driving_licence/driving_in_hong_kong_for_overseas_driving_licence_/index.html，以查詢更多申領臨時駕駛執照的相關資訊。

(3) 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、電子聯絡方式或身份證明文件**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，可處第 1 級罰款。如屬姓名的改變或身份證明文件的改變，駕駛執照持有人／登記車主亦須將現時持有的駕駛執照、駕駛教師執照、車輛登記文件、車輛牌照及自訂登記號碼分配證明書的正本送交運輸署署長，以作修改。

(4) 運輸署署長在處理牌照申請時，可要求**申請人出示其現時地址的證明**，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同現時地址的證明，並在牌照事務處人員要求下，出示該地址證明；及

(5) 如你在此申請表內填報的地址及／或電子聯絡方式與本署以你的身份證明文件號碼／公司註冊證號碼／公司編號登記的車輛牌照或駕駛執照的記錄有所不同，本署會根據此申請表內填報的資料同時更改有關紀錄，包括按《道路交通（車輛登記及領牌）規例》（第 374E 章）和《道路交通（駕駛執照）規例》（第 374B 章）備存的「電子聯絡方式」，及載於《道路交通（駕駛執照）規例》（第 374B 章）第 39 條下訂明的「駕駛執照及許可證的紀錄」以及《道路交通（車輛登記及領牌）規例》（第 374E 章）第 4 條下訂明的「車輛登記冊」內的地址。

(6) 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。

(7) 如欲向運輸署署長申請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)。

(8) 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。

(9) 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。

(1) E-Contact Means - Applicants must provide either a Hong Kong mobile phone number through which they can be contacted by an SMS message or an email address through which they can be contacted by an electronic mail as the e-contact means when submitting driving or vehicle licensing applications. The e-contact means must be verified through the website of the Transport Department within three months before submitting an application, otherwise the processing of the application may be suspended. For details, please refer to the website of the Transport Department (www.td.gov.hk). If both Hong Kong mobile phone number and email address are provided, the Hong Kong mobile phone number would be given priority as the means for issuing electronic notification. Please refer to the "Notes About Your Personal Data" for the purposes of collecting e-contact means and the class of transferees. In particular, the Transport Department, Hong Kong Police Force, other Government departments, bureaux and Toll Service Provider may issue electronic notification to you through the e-contact means provided by you, either by SMS or email, as and when necessary. For instance, an Electronic Fixed Penalty Notice and Electronic Demand Notice may be issued by the Hong Kong Police Force to you through the e-contact means if you commit a traffic contravention under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237) or traffic offence under the Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240); a toll payment notification may be issued by the Toll Service Provider to you through the e-contact means when the toll cannot be successfully paid by automated payment means where your vehicle passes through a tunnel implemented with Free-Flow Tolling System. Please note that non-counter application takes about 10 working days for processing. The relevant systems would update your record according to the information provided in this form within one calendar day upon complete processing of the application.

(2) You could visit the Transport Department's website: https://www.td.gov.hk/en/public_services/licences_and_permits/driving_licences/how_to_apply_for_a_driving_licence/driving_in_hong_kong_for_overseas_driving_licence_/index.html for more information on application for temporary driving licence.

† 請於適當方格內加上「✓」號。Please tick the appropriate box(es) only.

注意事項 *(續)* NOTES FOR ATTENTION *(continued)*

(3) If a change occurs in the **name, address, e-contact means or identity document** of a driving licence holder/registered vehicle owner previously provided to the Commissioner for Transport, he or she 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 at level 1. For cases of change of name or change of identity document, he or she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing driving licence, driving instructor's licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable.

(4) 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 offices.

(5) If the address and/ or e-contact means provided in this application form is/ are different from the vehicle/driving licence records of the applicant under the same identity document no./ Certificate of Incorporation no./ Company Registration no. held by this Department, we will update all relevant information in our records accordingly, including the e-contact means provided to the Commissioner for Transport in accordance with the Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E) and the Road Traffic (Driving Licences) Regulations (Cap. 374B) as well as the address contained in the "Record of driving licences and permits" stipulated under regulation 39 of Road Traffic (Driving Licences) Regulations (Cap. 374B) and "Register of vehicles" stipulated under regulation 4 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Cap. 374E).

(6) 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.

(7) 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).

(8) 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.

(9) 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.

關於你個人資料的說明 NOTES ABOUT YOUR 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；
   (*e*) 執行有關交通法例和規例的事宜，包括但不限於依照第 237 章《定額罰款 (交通違例事項) 條例》第 15 及 15AA 條、第 240 章《定額罰款 (刑事訴訟) 條例》第 3 及 3AA 條及第 374 章《道路交通條例》第 63 及 63A 條的規定，發出電子定額罰款通知書、電子繳付定額罰款通知書及要求提供司機身份詳情通知書；及
   (*f*) 方便就上述 (a) 至 (e) 項與你聯絡。

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*) 香港特別行政區政府的決策局和其他政府部門及有關機構，包括香港警務處，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；
   (*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；及
   (*d*) 隧道費服務商 (繳費貼代理)，以便該機構辦理有關「車輛貼」的事宜、向你發出電子繳費通知以及執行與交通及運輸有關的法定職責 (只適用於登記車主及車輛行駛許可證／試車牌照持有人)。

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，你有權要求索閱及修正你的個人資料。你的索閱權包括獲取本申請書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，包括要求索閱及修正資料，應寄往：香港金鐘道 95 號統一中心 3 樓運輸署牌照事務組行政主任／首次登記稅。

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;
   (*e*) handling enforcement matters including but not limited to issuance of Electronic Fixed Penalty Notice, Electronic Demand Notice and Notice Requiring Identification of Driver under sections 15 & 15AA of Fixed Penalty (Traffic Contraventions) Ordinance (Cap. 237), sections 3 & 3AA of Fixed Penalty (Criminal Proceedings) Ordinance (Cap. 240) and sections 63 & 63A of Road Traffic Ordinance (Cap. 374); and
   (*f*) facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.

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*) Policy bureaux and departments of the Government of the Hong Kong Special Administrative Region and relevant organisations, including Hong Kong Police Force, for the purposes mentioned in paragraph 1 above;
   (*b*) any person for the purpose mentioned in paragraph 1(b) above;
   (*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; and
   (*d*) Toll Service Provider (Tag Agent) for processing of Vehicle Tag related matters, issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters (only applicable to registered vehicle owners and movement permit/ trade licence holders).

關於你個人資料的說明 *(續)* NOTES ABOUT YOUR PERSONAL DATA *(continued)*

Access to Personal Data

4. You have a right of access and correction with respect to your 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 making data access and corrections requests, should be addressed to: Executive Officer/FRT, Licensing Section, Transport Department, 3/F, United Centre, 95 Queensway, Hong Kong.