

Important Notice

Verification of E-contact Means

In accordance with the law, 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 by one time password through the online licensing services or designated online platform of the Transport Department within three months before submitting an application. For details, please refer to [the website of the Transport Department](#) or scan this QR code.



Website of the
Transport Department

Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [\[Please refer to the list of acceptable proof of address\]](#)

Change of Address or E-contact Means

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address or e-contact means. Any person without reasonable excuse contravenes such requirement commits an offence and is liable on conviction to a fine at level 1. You may notify the Transport Department of change in address with your proof of new address (if applicable) through [GovHK](#), by submitting [the specified form](#) ("Change of Personal Particulars or Vehicle Particulars") or in writing.

Mail Items with Insufficient Postage

For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting [\[Please note the latest details about postage rates by Hongkong Post\]](#). This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.

Apply for Full Driving Licence upon Completion of Probationary Driving Period

A probationary driving licence holder will only be allowed to apply for a full driving licence for the related class of vehicle within three years from the day after the completion date of the probationary driving period. If that day is a non-working day for the Licensing Offices of the Transport Department (e.g. Saturday, Sunday or a public holiday), the probationary driving licence holder concerned can only apply for a full driving licence at Licensing Offices on any subsequent working day.

Submission of Identity Document

For application submitted by post/ via drop-in box, please **do not** submit the **original** identity document.

Arrangement of Counter Service at Licensing Offices

If you wish to submit your application in person/by agent over the counter at licensing offices, you may make an appointment for counter service in advance either online or by phone (for details, please refer to [GovHK's website](#)) to reduce waiting time. Applicants without valid appointment are required to obtain a same-day queue ticket on-site before using the counter services (for details on the queue ticketing system and daily ticket quotas, please refer to our [website](#)).

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible. For enquiries, please call the REO hotline 2891 1001.



運輸署

Transport Department

暫准駕駛執照
新領、續領及加領申請表
APPLICATION FOR NEW ISSUE, RENEWAL &
ADDITION PROBATIONARY DRIVING LICENCE

本欄不必填寫 FOR OFFICIAL USE ONLY

Receiving Officer's Signature

請閱讀各項須知，並以正楷填寫及在適當方格內加上✓號。

Please read the notes overleaf, complete the form in BLOCK LETTERS and enter ✓ in the appropriate box(es).

甲部 PART A

申請人資料 PARTICULARS OF APPLICANT

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: _____ 身分證明文件號碼
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 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)

§ 香港 Hong Kong 九龍 Kowloon 新界 New Territories

地區 District

通訊地址 Correspondence Address

「注意：如你以上所填報的住址並不能用作聯絡和郵遞用途，請在以下填寫你的通訊地址。」

(Note: If you cannot use the above residential address for the purposes of contact and mailing, please fill in below your correspondence address.)

室 Flat/Room 樓 Floor 座 Block

大廈/屋苑名稱 Name of Building/Estate

門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village)

§ 香港 Hong Kong

地區 District

九龍 Kowloon

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

新界 New Territories

乙部 PART B

申請內容 DETAILS OF APPLICATION

§ 所需服務 Required Service

- 新領 First Issue[†] _____
- 續領 Renewal
- 加領 Addition of new entitlement(s)[†]

代號 Code	車輛類別 Vehicle Class
1	私家車 Private Car
2	輕型貨車 (總重量不逾 5.5 公噸) Light Goods Vehicle (Permitted gross vehicle weight not exceeding 5.5 tonnes)
3 / 22	電單車/機動三輪車 Motor Cycle/Motor Tricycle

A: 裝有自動傳動系統之車輛
Vehicle with automatic transmission

[†] 請看附表並填上車輛類別代號。如駕駛的車輛裝有自動傳動系統，請在車輛代號旁邊加上“A”字。

Please see attached list and enter vehicle class code(s). If the vehicle is equipped with automatic transmission, please enter "A" beside the vehicle class code(s).

本人現就以下事項作出聲明：

I declare hereby:

- (1) 本人的身體狀況：
My physical condition:
- (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(3)）：
Suffering from any physical handicap such as a missing or defective limb; (Please refer to Notes for Attention (3)):
§ 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。
No Yes, I have an approval letter granted by the Commissioner for Transport upon passing the driving ability assessment.
- (ii) 現時有否《道路交通（駕駛執照）規例》附表1（請參閱本申請表丁部）內的疾病或身體傷殘：
Suffering from any disease or physical disability as specified in the First Schedule to the Road Traffic (Driving Licences) Regulations (please refer to Part D):
§ 沒有 有，該疾病或身體傷殘是_____。
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(26)）：
Need to wear glasses or corrective lenses when driving (Please refer to Notes for Attention (26)):
§ 否 No 是 Yes
- (iv) 駕駛時是否須戴助聽器（請參閱注意事項(4)）：
Need to wear hearing aids when driving (Please refer to Notes for Attention (4)):
§ 否 No 是 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：
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:
§ 否 有，本人曾患有：_____。
No Yes, please specify the disease or physical disability:_____.
- (3) 本人謹此聲明現時所申請的執照種類未曾被暫時吊銷或取消，而本人亦沒有被取消持有或領取駕駛執照的資格。
I hereby declare that the class of licence that I am applying for has not been suspended or cancelled and I am not disqualified from holding or obtaining a driving licence.
- (4) 本人已細閱本申請表格的內容及明白有關「注意事項」。
I have read through the content of this application form and understand the "NOTES FOR ATTENTION".
- (5) 本人委託_____（代理人姓名），即身分證證明文件號碼_____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。
I hereby appoint _____ (name of agent), holder of identity document number _____ as the agent to submit and handle this application on my behalf, including the collection of related licence, permit and/or other documents.
(Note: If the information provided in this application form is amended, applicant shall sign next to the amended part for verification.)
- (6) 本人以上聲明均屬真實事實。本人明白如故意在本申請表填報失實資料，根據《道路交通條例》（第374章）第111條第(3)款的規定，本人可被處第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*: _____ 日期 *Date*: _____
(不接受電子/打印簽署 Digital/printed signature is not accepted)

丁部 PART D

道路交通（駕駛執照）規例附表1——例外的疾病及身體傷殘

FIRST SCHEDULE OF ROAD TRAFFIC (DRIVING LICENCES) REGULATIONS
EXCEPTED DISEASES AND 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.

所需文件及費用 REQUIRED DOCUMENTS AND FEES

- § 身分證證明文件的正本或副本（香港永久性居民：香港永久性居民身份證；香港居民：香港身份證；非香港居民：有效護照或旅行證件）；
 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（只適用於年滿七十歲或以上並申請暫准駕駛執照的人士）；
 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
 應繳費用——新領暫准駕駛執照的費用為 \$90，續領暫准駕駛執照的費用為 \$45 [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)]。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、身分證證明文件號碼的首4個字（包括英文字母及數字）及日間聯絡電話號碼；請勿郵寄或投遞現款及身份證明文件正本。

- Original or photocopy of identity document (Hong Kong Permanent Identity Card for Hong Kong permanent residents; Hong Kong Identity Card for Hong Kong residents; valid passport or travel document for non Hong Kong residents);
- Original Medical Examination Certificate TD256** duly completed by a registered medical practitioner within 4 months from the date of application (applicable to a person aged 70 or above who applies for Probationary Driving Licence);
- 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
- The appropriate fee—the application fee for new issue of probationary driving licence is \$90 and the renewal of probationary driving licence is \$45 [The application fee may be subject to change. For enquiry about the updated application fee, you may make enquiries at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website (www.td.gov.hk) for information]. 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; cash and original identity document should not be sent by post or via drop-in box.

注意事項 NOTES FOR ATTENTION

一般事項

- 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。
- 你可瀏覽運輸署網站：https://www.td.gov.hk/tc/public_services/licences_and_permits/driving_licences/index.html，以查詢更多申領駕駛執照的相關資訊。
- 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，參加駕駛考試及申領合適的駕駛執照。
- 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。
- 如你在日後患上任何疾病或身體傷殘可令你在駕駛時對公眾構成危險，你須立即以書面向運輸署署長報告。
- 如果申請由代理人遞交，代理人必須同時出示其本人的身分證明文件正本，以作記錄。
- 若有法庭命令指示運輸署署長拒絕向你簽發駕駛執照，運輸署署長無權向你簽發有關牌照。
- 有關申領駕駛執照，如申請人曾以支票支付未繳付的交通罰款，運輸署會在以支票付款日七個工作天後，才辦理有關申請。
- 為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資 [請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。
- 在完成辦理你的申請後，你所提交的證明文件副本將會被銷毀。

暫准駕駛執照須知

- 根據《道路交通（駕駛執照）規例》（第 374B 章）的規定報考電單車、機動三輪車、私家車或輕型貨車駕駛考試而獲取及格後，只符合資格申請暫准駕駛執照，暫准駕駛執照持有人必須通過強制性暫准駕駛期，方可申請正式駕駛執照。
- 暫准駕駛執照須在有關駕駛考試及格日期起計 3 年內申領。
- 暫准駕駛執照有效期由簽發日起計，為期 12 個月。暫准駕駛執照每次可續期 6 個月，可於暫准駕駛執照屆滿前 15 日內或屆滿後 3 年內辦理續領手續。
- 若被裁定觸犯一次「輕微」違例事項（「輕微」違例事項是根據《道路交通（駕駛執照）規例》（第 374 章，附屬法例 B）附表 12 所述的違例事項），暫准駕駛期須延長 6 個月。若被裁定犯下兩次「輕微」或一次「嚴重」違例事項（「嚴重」違例事項是根據《道路交通（違例駕駛記分）條例》（第 375 章）第 4 條，該人須就該違例事項被記 10 分或多於 10 分），暫准駕駛執照將被取消。
- 如暫准駕駛期須要延長 6 個月，你應在暫准駕駛執照屆滿前申請續領，才能以有效的暫准駕駛執照來繼續完成餘下所需的暫准駕駛期。
- 在完成某種類汽車的暫准駕駛期後，必須在 3 年之內申領該種類汽車的正式駕駛執照。否則，必須重新報考駕駛考試，獲取及格並取得該種類汽車的新暫准駕駛執照。你在完成新的暫准駕駛期後，才能再次申領該種類汽車的正式駕駛執照。
- 倘你在暫准駕駛期內觸犯「輕微」或「嚴重」違例事項但並未被法庭定罪，你仍可申領正式駕駛執照。不過，如果你日後被法庭裁定該項違例罪名成立，則已獲發的正式駕駛執照將會被取消，而已繳付的牌照費將不會獲得退還。因此，在申請正式駕駛執照時，請留意你曾否在暫准駕駛期間觸犯「輕微」或「嚴重」違例事項，及是否已符合領取正式駕駛執照的資格，以免日後因有關違例事項被定罪而引致你的正式駕駛執照被取消。
- 如你的正式駕駛執照，如在暫准駕駛期內曾觸犯了一次「輕微」道路交通違例事項而被取消，你需要在正式駕駛執照被取消日起計 3 年內申請重新發出暫准駕駛執照。在圓滿完成所需要延長的暫准駕駛期後，你便可以再次申領正式駕駛執照。
- 若你的暫准駕駛執照包含兩種類汽車，如私家車及輕型貨車，並在暫准駕駛期間駕駛私家車觸犯「輕微」或「嚴重」違例事項，私家車及輕型貨車兩個暫准駕駛汽車種類也會受影響；換言之，兩者的暫准駕駛期也須延長，或兩者的暫准／正式駕駛執照也會被取消。
- 有關申請新領、續領或加領暫准駕駛執照及相關種類汽車的正式駕駛執照事宜，請參閱小冊子《暫准駕駛執照計劃》。

加領暫准駕駛執照

- 如你在獲發暫准駕駛執照的日期起計 12 個月內，獲得另一種類汽車的考試及格，本署可以免費為你加簽新的汽車種類在現有的暫准駕駛執照上，而該暫准駕駛執照的有效期將維持不變。在暫准駕駛執照屆滿前，你應續領暫准駕駛執照，以繼續完成新加簽汽車為期 12 個月的暫准駕駛期。

強制修習駕駛改進課程

- 如你曾被要求修習和完成強制修習駕駛改進課程而你並未遵從該要求完成有關課程，運輸署署長不得向你發出或重新發出駕駛執照，或將駕駛執照續期。

更改個人資料

- 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、電子聯絡方式或身分證明文件有所改變，他／她須在改變出現後 72 小時內以書面通知運輸署署長，並需提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處第 1 級罰款。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人／登記車主亦須將現時持有的駕駛執照、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。
- 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。
- 如你在此申請書內填報的地址及／或電子聯絡方式與本署以你的身分證明文件號碼／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，本署會根據此申請書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。
- 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）。

Application by post to the following address (Please cut along the line)

Transport Department
Kwun Tong Licensing Office
P. O. Box 68115,
Kowloon East Post Office Kowloon

TD590

General Information

- (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/index.html for more information on application for driving licence.
- (3) 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 driving test and appropriate licence from the Commissioner for Transport.
- (4) **If you need to wear hearing aids when driving, please first approach Driving Services Section of Transport Department (Tel: 2713 7262) for arranging hearing ability assessment before submission of your application.**
- (5) If you subsequently suffer from any disease or physical disability which may cause the driving by you to be a source of danger to the public, you should report in writing to the Commissioner for Transport immediately.
- (6) If the application is submitted by an agent, the agent is also required to produce his/her own original identity document for record purpose.
- (7) The Commissioner for Transport is not empowered to issue any driving licence to you if there are any outstanding court orders directing the Commissioner for Transport to refuse to issue the licence to you.
- (8) If applicant has used cheque to settle payment of outstanding traffic fines, application for issue/renewal of driving licence would only be processed after 7 working days from the date of cheque payment.
- (9) For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address.
- (10) Copy of your submitted supporting document(s) will be destroyed after processing your application.

Probationary Driving Licence

- (11) According to Road Traffic (Driving Licences) Regulations (Cap. 374B), any person who applies to take a driving test for motor cycle, motor tricycle, private car or light goods vehicle is only eligible to apply for a probationary driving licence upon passing the driving test. A probationary driving licence holder can apply for a full driving licence for the respective class after completion of a mandatory probationary driving period.
- (12) A probationary driving licence must be applied within 3 years from the date of passing the relevant driving test.
- (13) A probationary driving licence is valid for 12 months from the date of issue. A probationary driving licence can be renewed for 6 months each time. The application may be submitted at any time within 15 days before its expiry or not more than 3 years after its expiry.
- (14) The probationary driving period shall be extended by 6 months if you are convicted of one "minor" offence (a "minor" offence refers to one of offences stated in the Twelve Schedule of the Road Traffic (Driving Licences) Regulations (Cap. 374B)). The probationary driving licence shall be **cancelled** if you are convicted of two "minor" offences or one "serious" offence (a "serious" offence refers to an offence in respect of which 10 or more points shall be incurred under section 4 of the Road Traffic (Driving-offence Points) Ordinance (Cap. 375)).
- (15) If the probationary driving period is extended by 6 months, you should renew your probationary driving licence before expiry in order to get a valid probationary driving licence to continue to undergo the remaining probationary driving period.
- (16) Application for full driving licence to drive a vehicle class must be submitted within 3 years from the date of completion of the probationary driving period for that vehicle class; otherwise, you must sit for and pass a driving test again to obtain a new probationary driving licence to drive that vehicle class. You will be eligible to apply for a full driving licence to drive that vehicle class after completing the requisite probationary driving period afresh.
- (17) If you have committed a "serious" or "minor" offence during the probationary driving period but have not been convicted during the probationary driving period, you will still be eligible for applying a full driving licence. However, the full driving licence that you have obtained shall be **cancelled** and the licence fee paid shall not be refunded if you are convicted of the offence at a later date. Therefore, in submitting your application for full driving licence, your attention is drawn to whether you have committed a "serious" or "minor" offence during your probationary driving period and whether you have fulfilled the requirements for obtaining a full driving licence, in order to avoid any subsequent cancellation of your full driving licence upon conviction of the offence.
- (18) If your full driving licence has been cancelled upon conviction of a "minor" offence committed during the probationary driving period, you must apply for reissue of probationary driving licence within 3 years from the cancellation date of your full driving licence. You will be eligible for applying for a full driving licence after satisfactorily completion of the extended probationary driving period.
- (19) If you hold two probationary classes, e.g. private car and light goods vehicle, and commit a "serious" or "minor" offence whilst driving a private car during the probationary driving period, upon conviction of the offence, the probationary classes of both private car and light goods vehicle will be affected, in terms of extension of probationary driving period or cancellation of probationary/full driving licence.
- (20) Regarding application requirements for new issue, renewal or addition of probationary driving licence and full driving licence for relevant vehicle class(es), please refer to the leaflet "Probationary Driving Licence Scheme".

Addition of Probationary Driving Licence

- (21) If you are holding a probationary driving licence to drive a vehicle class, and within 12 months from the date of issue of this probationary driving licence you pass a driving test of another probationary class, Transport Department will add this new class on your existing probationary driving licence free of charge with the validity date unchanged. You should renew the probationary driving licence before expiry in order to continue to undergo the 12-month probationary driving period for the newly added class.

Mandatory Attendance of Driving Improvement Course

- (22) If you have been required to attend and complete mandatory attendance of driving improvement course(s) and you have not complied with the requirement, the Commissioner for Transport shall not issue, reissue or renew a driving licence to you.

Change of Personal Particulars

- (23) 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.
- (24) 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. Applicants please bring along your proof of present address for presentation as and when requested by officers of licensing offices.
- (25) 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).
- (26) 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).

續領執照 RENEWAL OF LICENCE

暫准駕駛執照可於—

- (a) 其屆滿前 15 日內隨時續期，續期自該執照屆滿之時起生效；或
(b) 其屆滿後 3 年內隨時續期，續期自該執照獲續期之時起生效。

凡執照已屆滿超過三年，不得續領。

A probationary driving licence may be renewed at any time within—

- (a) 15 days before its expiry, such renewal to be effective from the date of expiry; or
(b) 3 years after its expiry, such renewal to be effective from the date of renewal.

Licence which has expired for a period of more than three years shall not be renewed.

交回申請表地點 PLACE OF SUBMISSION

你可將填妥的申請表及所需文件及費用以下列方式提交：

(甲) 郵寄或使用投遞箱：—

郵寄至東九龍郵政信箱 68115 號運輸署觀塘牌照事務處（請參閱注意事項 (9)），或使用設於運輸署各牌照事務處的投遞箱遞交申請（經投遞箱遞交的申請無須貼上郵票）。本署在收到已填妥的申請後，會在 10 個工作天內將成功獲發的執照以掛號郵件方式寄給你。如你在遞交申請後四個星期內未收到有關執照，請致電 2804 2600 與運輸署聯絡，以便作出跟進；或

(乙) 親自或由代理人交回下列地點（如果申請由代理人遞交，代理人必須出示其本人的身分證明文件正本，以作記錄）：—

- (一) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
(二) 九龍長沙灣道 303 號長沙灣政府合署 2 樓運輸署九龍牌照事務處；或
(三) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 樓運輸署觀塘牌照事務處；或
(四) 新界沙田上禾輦路 1 號沙田政府合署 2 樓運輸署沙田牌照事務處。

如需查詢運輸署各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 return the completed application form and necessary documents and fees by any of the following methods —

(A) By post or via drop-in boxes

Please send the application form and the required documents by post to: Transport Department Kwun Tong Licensing Office, P.O. Box 68115, Kowloon East Post Office (please refer to Notes for Attention (9)). You may also submit your application via drop-in boxes in any of the Transport Department Licensing Offices (no postage is needed for application via drop-in boxes). Upon receipt of a duly completed application, the successfully applied licence will be posted to you by registered post within 10 working days. If you have not received the licence 4 weeks from the date of submission, please contact Transport Department at 2804 2600 for follow up action; or

(B) In person or by agent to (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose):

- (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong; or
(2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon; or
(3) Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
(4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website: www.td.gov.hk.

郵遞／投遞箱申請 APPLICATION BY POST / DROP-IN BOX

- (1) 請在支票／銀行本票背面寫上你的姓名、身分證明文件號碼的首 4 個字（包括英文字母及數字）及日間聯絡電話號碼。
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.

- (2) 請填上你的付款資料。Please fill in your remittance details.

銀行名稱
Name of bank _____
付款總額
Amount paid _____
支票／銀行本票號碼
Cheque/Cashier Order No. _____

- (3) 為確保郵件能妥善送達本署，並免卻不必要的派遞延誤或失誤，請切記投寄郵件前支付足額郵資 [請參閱香港郵政有關郵費的最新詳情]。本署不會接收郵資不足的郵件。若郵件郵資不足，有關郵件將由香港郵政處理，當中包括但不限於向有註明回郵地址的寄件人徵收附加費。請勿郵寄／投遞現款及身分證明文件正本。
For proper delivery of your mail items to this department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage before posting [Please note the latest details about postage rates by Hongkong Post]. This department will not receive any underpaid mail items. Any underpaid mail items will be handled by the Hongkong Post, which actions including but not limited to levying a surcharge on the sender for mail item that bears a sender's address. Cash and original identity document should not be sent by post or via drop-in box.

為方便本署郵寄本申請表所申請的執照給你，請在以下填上你的姓名及你於本申請表甲部所填寫的住址／通訊地址。

To facilitate us to mail the licence applied in this application form to you, please fill in below your name and residential address/correspondence address provided in Part A of this application form.

姓名 Name _____

住址／通訊地址 Residential Address/Correspondence Address

收集目的

- 運輸署會使用透過本申請表所獲得的個人資料作以下用途：
 - 辦理有關審批你在本申請表中所提出的申請的事務；
 - 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）
 - 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）
 - 辦理有關交通及運輸的事務；
 - 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
 - 方便就上述(a)至(e)項與你聯絡。
- 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

- 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：
 - 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；
 - 任何人士，以作上述第1段(b)項所列的用途；
 - 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
 - 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

- 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

- 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

- The personal data provided by means of this form will be used by Transport Department for the following purposes:
 - activities relating to the processing of your application in this form;
 - 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*)
 - 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*)
 - activities relating to traffic and transport matters;
 - 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
 - facilitating communication with you in relation to the matters in paragraphs (a) to (e) above.
- 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

- The personal data you provided by means of this form may be disclosed to:
 - 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;
 - any person for the purpose mentioned in paragraph 1(b) above;
 - 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
 - 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).

Access to Personal Data

- 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

- 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.

如以郵遞申請，請寄往以下地址（請沿虛線剪下）

運輸署觀塘牌照事務處
東九龍郵政信箱 68115 號