

香港特別行政區政府入境事務處
Immigration Department, the Government of
the Hong Kong Special Administrative Region
出生登記紀錄記項的核證副本申請書
Application for a Certified Copy of an Entry
in the Births Register



此欄由辦理機關處理
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

- 注意： (i) 在填寫本申請書前，請參閱說明事項。
Note : Please read guidance notes before completing this form.
(ii) 請用黑色或藍色筆以正楷填寫本申請書。
Please complete this form in BLOCK letters using black or blue pen.
(iii) 領取本申請書無須繳費。
This form is issued free of charge.
(iv) 請在適當方格內填上「✓」號。
Please tick as appropriate.

1. 出生登記記項持有人資料 Particulars of the Birth Entry Holder

姓名 (中文)
Name in Chinese

姓 (英文)
Surname in English

名 (英文)
Given names in English

性別 男 女
Sex Male Female

出生日期
Date of birth

日 dd

月 mm

年 yyyy

香港身份證號碼
HK identity card no.

證明文件
Supporting document(s)

出生登記紀錄記項的核證副本的正本／副本
Original/Copy of certified copy of an entry in the births register

核數號碼
Audit no.

翻查出生登記紀錄結果
Search of birth record result slip

申請檔案號碼
Application reference no.

出生登記編號
Birth registration no.

登記日期
Date of registration

日 dd

月 mm

年 yyyy

申請副本數目
Copy(ies) applied for

2. 申請人資料 Particulars of Applicant

申請人姓名
Name of applicant

香港身份證號碼
HK identity card no.

旅行證件號碼 (如適用)
Travel document no. (if applicable)

聯絡電話號碼
Contact telephone no.

內線
Ext.

與出生登記紀錄記項的核證副本持有人的關係
Relationship with the holder of the certified copy of an entry in the births register

電郵地址 (如有)
E-mail address (if any)

地址 (請於邊界內填寫) Address (Please fill in within border)

簽署
Signature

日期
Date



說明事項 Guidance Notes

1

繳費方法 Payment Methods

1. 翻查出生紀錄的費用須在遞交申請書時繳交。
Fee for a search of birth entry is payable at the time of application.
2. 領取出生登記紀錄項的核證副本的費用須在領取證明書時繳交。
Fee for a certified copy of an entry in the births register is payable at the time of collection of the certificate.
3. 該核證副本如需郵寄予香港特別行政區以外地方的收件人，須另加費用；該核證副本如需以空郵寄出，則須額外繳付一筆相等於掛號空郵郵資的費用。
If the certified copy is required to be posted to an addressee outside the HKSAR, an additional fee will be levied. If the certified copy is required to be sent by airmail, an additional amount equals to the registered airmail postage will be charged.
4. 繳費可用現金，亦可用劃線支票或銀行本票以港幣付款（每項費用以獨立支票／本票支付），抬頭人請註明為「香港特別行政區政府」。若以郵遞方式申請，請勿郵寄現金。
Payment may be made in cash or in the form of crossed cheque(s) or cashier order(s) (a separate cheque/order for each) in Hong Kong currency payable to 'The Government of the Hong Kong Special Administrative Region'. Payment in cash is not accepted for postal application.
5. 有關翻查出生紀錄及簽發出生登記紀錄項的核證副本的費用，請參閱收費表（BDR 100）。
Please see the fees for a search of birth entry and the issue of a certified copy of an entry in the births register in the Fees Leaflet (BDR 100).

2

證明文件 Supporting Document(s)

1. 申請人須出示其香港身份證或有效的旅行證件作為身份證明文件。
The applicant has to produce his/her Hong Kong identity card or valid travel document as identification document.
2. 申請人須出示出生登記紀錄項的核證副本的正本或副本，或過往翻查出生登記紀錄結果。如無法出示該等文件，或文件上的出生登記編號並非清晰可見，便須先行辦理查冊手續。
In support of the application, the original or photocopy of the certified copy of an entry in the births register, or the result of previous search of record of births should be produced. If such kinds of documents cannot be produced, or the birth registration number on the documents cannot be read, record search in the first instance is required.

3

查冊類別 Types of Search

1. 「特定查冊」即翻查一名有明確資料人士的某一紀錄（申請人須提供該名人士的確實姓名，及出生日期 [如有]）。此項查冊涵蓋前後合共不超過 5 年期的紀錄。除非申請人作出特別聲明，本處進行翻查時，會先按申請人所提供的出生年份（例如 1990 年）查找。如未能在原提供的出生年份找到對應紀錄，本處會進一步翻查該年份前兩年及後兩年，合共涵蓋 5 年的紀錄（按上例，即 1988-1992 年）。
'Particular search' is a search for any given entry in relation to an identified person (i.e. the person's exact name and date of birth [if available] can be provided for the search). The search conducted will not exceed a period of 5 years. Unless otherwise specified by the applicant, the search will be conducted on the year of birth as provided (e.g. 1990). In case no matched record is found against the year of birth provided, the search will be conducted with 2 years preceding and 2 years following the year of birth provided, with a period of 5 years in total. (by the above example, i.e. 1988-1992)
2. 「一般查冊」即翻查不屬於「特定查冊」類別的紀錄，例如該名人士的個人資料不能確定（申請人未能提供該名人士的確實姓名及 / 或確實出生日期，以供本處翻查紀錄）。
'General search' is a search for any entry other than 'particular search', for example, in relation to a person whose personal information could not be specified (i.e. the person's exact name and/or exact date of birth cannot be provided for the search).

4

收集資料的目的 Purpose of Collection

申請書內所提供的個人資料會供入境事務處作下列一項或多項用途：—
The personal data provided in the application form will be used by Immigration Department for one or more of the following purposes:—

1. 辦理生死登記、翻查及簽發生死紀錄及有關申請；
to process the births and deaths registration, search and issue of births and deaths records, or related applications;
2. 執行有關生死登記的法例；
to administer the births and deaths registration related ordinances;
3. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的相關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331) and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
4. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
5. 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識各有關的資料當事人或其中任何人的身份的形式提供；以及
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
6. 供作法例規定、授權或准許的其他合法用途。
any other legitimate purposes as may be required, authorised or permitted by law.

在申請書內提供個人資料純屬自願。若你未能提供足夠的資料，本處可能無法辦理你的申請，或無從翻查或不能正確地辨別有關記項。
The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

5

資料轉交的類別 Classes of Transferees

為達到上述的目的，你在申請書內所提供的個人資料，或會向其他政府決策局和部門及其他機構披露。
The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

6

查閱個人資料 Access to Personal Data

根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條，以及附表 1 第 6 原則，你有權要求查閱及改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請書內所填報的個人資料的副本。
You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

7

查詢 Enquiries

如欲查詢申請書內的個人資料，包括查閱或改正，可向下列人員提出：—
Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:—

香港
金鐘道六十六號
金鐘道政府合署低座三樓
總入境事務主任（生死及婚姻登記）執行
電話：2867 2781

Chief Immigration Officer (Births, Deaths and Marriage Registration) Operations
3rd Floor, Low Block
Queensway Government Offices
66 Queensway, Hong Kong
Tel. No.: 2867 2781