

Commissioner of Registration
ROP General & Statistics Unit
Room 1201, Immigration Tower
7 Gloucester Road
Wanchai, Hong Kong
[Attn: Executive Officer (Registration of Persons) Support]

Dear Sir / Madam,

Application for Certificate of Exemption

I, _____, holder of Hong Kong identity card no. _____ hereby apply for a Certificate of Exemption
* for myself / on behalf of _____ (name of applicant),
Hong Kong identity card no. _____.

* I / _____ (name of applicant), being an
* aged[@] / infirm[#] / blind[#] / (if others, please specify)[#] _____ person,
* am / is unfit to attend the Registration of Persons office to apply for a Hong Kong identity card.

I hereby attach the following documents in respect of * myself / the applicant:

- (i) a recent photograph;
- (ii) * a copy of the present identity card;
(if the identity card is lost, please specify : _____) ;
- (iii) * supporting documents (if applicable): _____

For any further information or advice for collection of the certificate, you may reach me through:

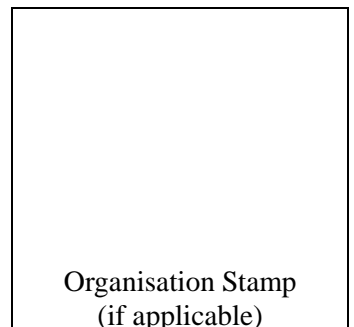
- (i) Correspondence address : _____
- (ii) E-mail address : _____
- (iii) Telephone number : _____

Signature : _____

Name in Block Letter : _____

*Relationship with the applicant / : _____
Name of Organisation and Post Title : _____

Date : _____



* please delete where inappropriate

[@] an aged person of 70 or above does not need to produce medical certificates other than a copy of present identity card.

[#] for persons who claimed to be infirm, blind or suffering from health problem, a certificate issued by a medical practitioner registered in Hong Kong on the health condition or other relevant supporting documents is/are required.

檔案編號 Case reference number

領取豁免登記證明書安排

Arrangement for Collection of Certificate of Exemption

1. 獲授權領取豁免登記證明書人士資料

Authorised Person for Collection of Certificate of Exemption

中文姓名 Name in Chinese	姓(英文) Surname	
香港身份證號碼 HK identity card no.	名(英文) Given names	
聯絡電話號碼 Contact telephone no.	地址 Address	

2. 領取豁免登記證明書安排

Arrangement for Collection of Certificate of Exemption

如申請獲得批准，本人擬於以下選擇的辦事處* 領取豁免登記證明書：

If the application(s) is/are approved, I wish to collect the Certificate(s) of Exemption at the office* chosen below:

- 人事登記處 – 港島辦事處
Registration of Persons – Hong Kong Office
灣仔告士打道七號入境事務大樓八樓（灣仔地鐵站 A5 出口）
8th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai (Wan Chai MTR Station – Exit A5)
- 人事登記處 – 九龍辦事處
Registration of Persons – Kowloon Office
長沙灣道三〇三號長沙灣政府合署三樓（深水埗地鐵站 C1 出口）
3rd Floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road (Shamshuipo MTR Station – Exit C1)
- 人事登記處 – 觀塘辦事處
Registration of Persons – Kwun Tong Office
觀塘海濱道一二三號九倉電訊廣場地下商場二十五至三十五號及四十三至四十五號舖位（牛頭角地鐵站 B6 出口）
Shop Nos. 25-35 & 43-45, Ground Floor, Wharf T & T Square, 123 Hoi Bun Road, Kwun Tong (Ngau Tau Kok MTR Station – Exit B6)
- 入境事務及人事登記 – 火炭辦事處
Immigration and Registration of Persons – Fo Tan Office
火炭樂景街二至十八號銀禧閣商場四樓四〇五及四〇六號舖位（火炭火車站 C 出口）
Shops 405 & 406, 4th Floor, Jubilee Court Shopping Centre, 2-18 Lok King Street, Fo Tan (Fo Tan KCR Station – Exit C)
- 入境事務及人事登記 – 元朗辦事處
Immigration and Registration of Persons – Yuen Long Office
元朗西菁街二十三號富達廣場地下 B 舖位（大棠路輕鐵站）
Shop B, Ground Floor, Manhattan Plaza, 23 Sai Ching Street, Yuen Long (Tai Tong Road Light Rail Station)

* 擬領取時間
collection hours
preferred 上午九時至
下午十二時四十五分
9:00 a.m. – 12:45 p.m. 下午二時至
四時三十分
2:00 p.m. – 4:30 p.m.只限星期一至星期五 Monday to Friday only
(星期六不設領證服務。星期日及公眾假期休息)
(Collection service is not available on Saturdays. Offices are closed on Sundays and public holidays.)日期
Date

日 dd

月 mm

年 yyyy

申請人 / 申請人代表簽署
Signature of applicant / applicant's representative