



Notice

Request for Search of Birth Records or a Certified Copy of a Birth Entry in Hong Kong under the Births and Deaths Registration Ordinance (Cap. 174, Laws of Hong Kong)

The purposes of establishing birth registration records in Hong Kong under the Births and Deaths Registration Ordinance are:

- (a) to enable the Registrar of Births and Deaths to keep all birth registration records in Hong Kong in order to fulfill his statutory obligations under the Births and Deaths Registration Ordinance and related subsidiary legislation; and
- (b) to verify the identity, age, family relationship, etc. of the person concerned legitimately, or for other lawful purposes prescribed, authorised or permitted by law.

In processing an applicant's request, the Registrar shall take into account the supplementary information, including the purpose(s) and intended use of the search result and requested records, and all supporting documents, if any, provided by the applicant.

Immigration Department
The Government of the Hong Kong
Special Administrative Region
February 2020



通告

根據香港法例第 174 章《生死登記條例》

要求翻查香港出生登記紀錄或索取香港出生登記記項核證副本

根據《生死登記條例》，設立香港出生登記紀錄的目的是：

- (a) 使生死登記官能備存所有香港出生登記紀錄，以履行其於《生死登記條例》及相關附屬法例下的法定責任；以及
- (b) 在合法情況下，用以核實有關人士的身分、年齡、家庭關係等，或用作法例規定、授權或准許的其他合法用途。

在處理申請人的要求時，登記官須考慮申請人提供的補充資料（包括翻查及／或索取有關紀錄的目的以及翻查結果和所索取紀錄的擬作用途）和所有證明文件（如有的話）。

香港特別行政區政府

入境事務處

二零二零年二月

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
翻查香港出生登記紀錄申請書
Application for Search of Record of Birth in
Hong Kong



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. 翻查類別 Type of Search

☐ 特定查冊
Particular Search

☐ 一般查冊
General Search

2. 翻查資料 Search Information

姓名 (中文)
Name in Chinese

姓 (英文)
Surname in English

名 (英文)
Given names in English

別名 (如有)
Alias (if any)

(中文)
in Chinese

姓 (英文)
Surname in English

名 (英文)
Given names in English

性別
Sex

☐ 男
Male

☐ 女
Female

出生日期 Date of birth
(特定查冊適用 For particular search)

☐ 西曆
Gregorian

☐ 農曆
Lunar

日 dd 月 mm 年 yyyy

香港身份證號碼
HK identity card no.

()

國籍
Nationality

查冊年期 Period for the search
(如果不能提供出生日期
If the date of birth cannot be provided)

由 From 日 dd 月 mm 年 yyyy 至 To 日 dd 月 mm 年 yyyy

在香港出生地址／醫院
Address of birth/hospital in Hong Kong

父親姓名
Name of father

(中文)
in Chinese

(英文)
in English

母親姓名
Name of mother

(中文)
in Chinese

(英文)
in English

助產士姓名 (如適用)
Name of midwife (if applicable)

出生登記日期
Date of birth registration

日 dd 月 mm 年 yyyy

出生登記編號
Birth registration no.

附加資料
Additional information

☐ 需要出生登記紀錄記項的核證副本
Certified copy of an entry in the births register required

申請副本數目
Copy(ies) applied for

3. 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.

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

BDR 40 (01/2011)

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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 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 equal 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」。
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 Fee Leaflet (BDR 100).

2

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至後兩年，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).

3

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.

4

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.

5

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.

6

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



Case reference number:

Supplementary Information

Note: If you are not the registered subject¹, relevant person² or person with written consent from the registered subject/relevant person, you are required to provide the following supplementary information.

1. Please state your relationship with the registered subject and provide relevant supporting document(s).

The relationship between the registered subject (name) _____
and I is _____.

2. Please state the purpose(s) and intended use of the search result and/or the certified copy of the record, and provide relevant supporting document(s).

My purpose(s) and the intended use of the search result and/or the certified copy of the record of the registered subject are:

(Please use a separate sheet of paper, if necessary.)

I understand that the Registrar may request further information, if necessary, for considering whether my request for search of the record and/or a certified copy of the record would be acceded to.

Signature : _____

Name : _____

Date : _____

¹ In respect of a birth record, the registered subject is the person whose birth is recorded in the register. In respect of an adoption record, the registered subject is the person whose adoption is recorded in the register. In respect of a marriage record, the bridegroom or the bride is the registered subject.

² Relevant person means the parent/legal guardian of the registered subject under the age of 18.



檔案編號:

補充資料

注意: 如你不是登記資料當事人¹, 有關人士², 或沒有登記資料當事人/有關人士的同意書, 你須提交以下的補充資料。

1. 請述明你與登記資料當事人的關係, 並提供相關的證明文件。

本人與登記資料當事人(姓名) _____的關係為_____。

2. 請說明翻查有關紀錄及／或索取有關紀錄的核證副本的目的和擬作用途, 並提供相關的證明文件。

本人要求翻查登記資料當事人的紀錄及／或索取有關紀錄的核證副本的目的和擬作用途如下:

(如有需要, 請另頁書寫。)

本人明白, 如有需要, 登記官可要求本人提供進一步資料, 以考慮是否接納本人翻查有關紀錄及／或索取有關紀錄的核證副本的要求。

簽署 :

姓名 :

日期 :

¹ 就出生登記紀錄而言, 登記資料當事人指其出生紀錄已備存在登記紀錄內的人士。就領養登記紀錄而言, 登記資料當事人指其領養紀錄已備存在登記紀錄內的人士。就結婚紀錄而言, 登記資料當事人指結婚紀錄中的新郎或新娘。

² 有關人士指十八歲以下的登記資料當事人的父母或合法監護人。