

1 繳費方法 Payment Methods

- 翻查死亡紀錄的費用須在遞交申請書時繳交。
Fee for a search of death entry is payable at the time of application.
- 領取死亡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 deaths register is payable at the time of collection of certificate.
- 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.
- 如親身遞交申請，申請人可用現金、易辦事、八達通、轉數快、內地電子錢包（只接受支付寶、微信支付及雲閃付 App）、劃線支票或銀行本票（抬頭人註明「香港特別行政區政府」）以港幣付款。期票恕不接受。
If the application is submitted in person, the applicant can pay in cash, by EPS, Octopus, FPS, Mainland China's Licensed Digital Wallets (Alipay, WeChat Pay and UnionPay App only), or by crossed cheque or cashier's order (payable to "The Government of the Hong Kong Special Administrative Region") in Hong Kong currency. Post-dated cheques will not be accepted.
- 如以郵遞方式申請，本地申請人可以港幣劃線支票或銀行本票付款；海外申請人則可以港幣銀行匯票付款（抬頭人註明「香港特別行政區政府」）。期票恕不接受。申請人亦可選擇以網上方式付款，但他/她須以同一方式繳付所有申請費用。本處會於收到申請後聯絡申請人有關支付費用的安排。切勿隨申請書寄附現金。
If applying by post, the applicant can pay by a crossed cheque, bank draft or cashier's order in Hong Kong currency drawn from a bank in Hong Kong (payable to "The Government of the Hong Kong Special Administrative Region"). Post-dated cheques will not be accepted. All applications submitted by post can also be paid via online but he/she has to use the same payment method to settle all payments of the application. We will contact the applicant for the payment arrangement after receiving the application. No cash should be sent with the application.
- 如屬網上申請，翻查死亡紀錄的費用須於網上透過信用卡（只接受 VISA、萬事達卡、銀聯卡及 JCB）、繳費靈、轉數快或內地電子錢包（只接受支付寶、微信支付及雲閃付 App）繳交。
For online application, fee for a search of death entry should be paid online by credit card (VISA, Mastercard, UnionPay and JCB only), PPS, FPS or Mainland China's Licensed Digital Wallets (Alipay, WeChat Pay and UnionPay App only).
- 有關翻查死亡紀錄及簽發死亡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 death entry and the issue of a certified copy of an entry in the deaths register in the Fee Leaflet (BDR 100).

2 查冊類別 Types of Search

- 「特定查冊」即翻查一名有明確資料人士的某一紀錄（申請人須提供死者的確實姓名，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死亡年份（例如 1990 年）查找。如未能在原提供的死亡年份找到對應紀錄，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 deceased'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 death as provided (e.g. 1990). In case no matched record is found against the year of death provided, the search will be conducted with 2 years preceding and 2 years following the year of death provided, with a period of 5 years in total. (by the above example, i.e. 1988-1992)
- 「一般查冊」即翻查不屬於「特定查冊」類別的紀錄，例如死者的個人資料不能確定（申請人未能提供死者的確實姓名及 / 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 deceased whose personal information could not be specified (i.e. the deceased'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:—

- 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;
- 執行有關生死登記的法例；
to administer the births and deaths registration related ordinances;
- 實施／執行《入境條例》（第 115 章）及《入境事務條例》（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;
- 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;
- 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
- 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事項。
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