



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
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
Sex 男 Male 女 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

- 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.
- 領取出生登記紀錄記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.
- 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.
- 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，翻查出生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 birth 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).
- 有關翻查出生紀錄及簽發出生登記紀錄記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)

- 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.
- 申請人須出示出生登記紀錄記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

- 「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).
- 「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:—

- 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;
- 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



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。