

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
補辦出生登記申請書
Application for Consent to Post-registration
of Birth



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.
- (v) * 可填寫西曆或農曆，如兩者皆清楚，請一併填寫。
Please give both Gregorian and Lunar dates if known. Otherwise, please give either one.

1. 補辦出生登記人士資料 Particulars of Subject of Post-registration of Birth

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)

姓 (英文)
Surname in English

名 (英文)
Given names in English

性別 ☐ 男 Male ☐ 女 Female

出生日期* ☐ 西曆 Gregorian ☐ 農曆 Lunar

香港身份證號碼
Hong Kong identity card no.

國籍
Nationality

旅行證件類別 (如有)
Travel document type (if any)

旅行證件號碼 (如有)
Travel document no. (if any)

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

日 dd 月 mm 年 yyyy

日 dd 月 mm 年 yyyy

日 dd 月 mm 年 yyyy

日 dd 月 mm 年 yyyy

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Recent photograph of subject of post-registration of birth

2. 父母資料 Particulars of Parents

親生父親
Natural Father

親生母親
Natural Mother

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)

姓 (英文)
Surname in English

名 (英文)
Given names in English

香港身份證號碼 (如有)
HK identity card no. (if any)

國籍
Nationality

(中文)
in Chinese

姓 (英文)
Surname in English

名 (英文)
Given names in English

(中文)
in Chinese

姓 (英文)
Surname in English

名 (英文)
Given names in English

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就本人所知及相信，本頁所填報的資料均詳盡正確。
The information given in this page is correct and complete to the best of my knowledge and belief.

日期
Date

申請人簽署
Signature of applicant



2. 父母資料 (續) Particulars of Parents (Continued)

旅行證件類別 (如有) Travel document type (if any)		
旅行證件號碼 (如有) Travel document no. (if any)		
職業 Occupation		
年齡 Age		
如已去世，去世日期* If deceased, date of death*	☐ 西曆 Gregorian 日 dd 月 mm 年 yyyy ☐ 農曆 Lunar 日 dd 月 mm 年 yyyy	☐ 西曆 Gregorian 日 dd 月 mm 年 yyyy ☐ 農曆 Lunar 日 dd 月 mm 年 yyyy
如已去世，去世地點 If deceased, place of death		

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.				
我同意登記官為辦理本人的申請而進行任何有關查詢。 I consent to the Registrar's making of any enquiries necessary for the processing of my application.									
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				



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繳費方法 Payment Methods



1. 補辦出生登記費用於申請獲批准後繳付。
No fee is payable at the time of application. Payment will be made upon approval of the application.
2. 最新收費請參閱收費表 (BDR 100)。
Please see the up-to-date fees in the Fee Leaflet (BDR 100).

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申請途徑 Application Channels



1. 凡在本港出生而沒有辦理出生登記的人士，如欲補辦，可向香港金鐘道六十六號金鐘道政府合署低座三樓生死登記總處申請。
An application for consent to post-registration of birth in respect of any person who was born in Hong Kong may be made at the Births and Deaths General Register Office, 3rd Floor, Low Block, Queensway Government Offices, 66 Queensway, Hong Kong.
2. 申請補辦出生登記人士，如年齡超過十六歲，則應由其本人提出申請。如年齡在十六歲以下，則應由其父母／合法監護人代為申請。
The application should be made by the person whose birth is to be registered if he is over 16 or, if he is under 16, by his parents/legal guardian.

3

支持申請的證據 Supporting Evidence



1. 下列證明文件或證據應與申請書一併遞交：
The following evidence should be submitted with the application form:
(i) 顯示出生日期及地點的證明文件；及
evidence indicative of date and place of birth; and
(ii) 證明子女與父母關係的證據。
proof of relationship between child and parents.
2. 申請補辦出生登記人士的父母須作出法定聲明。此外，通常亦須由無親屬關係的見證人作出法定聲明，證明其確知申請人在港出生。法定聲明書的數目及所需資料詳情，將視乎與申請書一併遞交的證明文件或證據的充分程度而定，任何人士如提供虛假資料或作出虛假聲明，可能會被檢控。
The parents of the person whose birth is to be registered will be required to make statutory declarations. Additional independent witness will normally be required to make a statutory declaration that he has personal knowledge of the birth in Hong Kong. The number of statutory declaration and the information required will depend on the strength of other evidence produced in support of the application. Any person giving false information or making a false declaration may be prosecuted.
3. 前往會晤時須帶備下列證件：
The following documents are required during interview:
(i) 會晤人士的香港身份證或有效的旅行證件；
Hong Kong identity cards or valid travel documents held by the persons attending interview;
(ii) 補辦出生登記人士近照一張（照片不得大於五十乘六十毫米或小於四十乘五十毫米）；及
one recent photograph of the person whose birth is to be registered (size of photograph should not be larger than 50 x 60 mm nor smaller than 40 x 50 mm); and
(iii) 補辦出生登記者兄弟姊妹的出生登記紀錄記項的核證副本（如他們經已辦理出生登記）。
certified copy of an entry in the births register of the brothers and sisters of the person whose birth is to be registered if their births had been registered.

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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。根據《生死登記條例》（第 174 章），你所提供的個人資料可供公眾人士翻查及簽發紀錄之用。

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. According to the Births and Deaths Registration Ordinance (Chapter 174), the personal data you provide are also made available for search and issue of copies to the public.

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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 bureau, departments and other organizations for the purposes mentioned above.

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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.

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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