

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



出入境紀錄證明申請表

Application for a Statement of Travel Records

注意 Note:

- 1. 填寫本表格前，請先閱讀背頁的「填表須知」。 Please read "Notes for guidance" overleaf before completing this form.
2. 請於適當方格內加上「✓」號。 Please tick as appropriate.

警告 Warning:

如就此項申請作任何虛假陳述或填報失實資料，即屬違法。 It is an offence in law to furnish any false statement or information relating to this application.

此欄由辦理機關填寫 For Official Use Only

Table with fields: Appn Ref, A. Letter, C/L Required, CiPer / CbPo, Fee, Others

第 I 部 所申請的出入境紀錄 Part I The Travel Records being applied

資料當事人的資料 Particulars of the data subject:

Form for data subject details including Name in Chinese, Surname in English, Given names in English, Alias, Sex, Date of birth, HK Identity Card no., Nationality, Travel Document no.

所需出入境紀錄的日期時段 Required travel records period:

Form for required travel records period with fields for From and to dates.

資料用途 The data will be used for:

第 II 部 申請人資料及聲明 Part II Particulars and Declaration of the Applicant

本人，即下方簽署人，現按以下身份作出此項申請 I, the undersigned, make this application in my capacity as:
- 是上述資料的當事人。 The data subject of the above-mentioned travel records.
- 是代表上述資料當事人作出的。本人*對上述未成年的資料當事人有作為父母親的責任 / 已獲資料當事人書面授權 / 已由法庭委任以處理資料當事人該等事務。 On behalf of the above-mentioned data subject. I * have parental responsibility for the data subject who is a minor / am authorized in writing by the data subject / am appointed by a Court to manage the affairs of the data subject.

Form for applicant signature and details including Signature of applicant, Date, Full name, Telephone No., Correspondence Address.

* (請將不適用者刪去，並參閱填表須知第四段) * (Please delete where inappropriate and see Note 4)

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Table for official use with columns: Fee Paid, Register No., Receipt No., Receiving Officer, Date, Application checked in order, Remarks, Case Officer, Date, Application approved/refused, Remarks, Authorising Officer, Date, STR posted to applicant by registered mail, Serial No., Remarks, By, Date.

填表須知

- 一、領取本表格毋須繳費。
- 二、本表格可用中文或英文填寫，請用黑色或藍色筆以正楷填寫本表格。
- 三、本處未能提供十年前的出入境紀錄。
- 四、此項申請所需的文件
 - (i) 資料當事人的身份證明文件 (例如旅行證件) 載有其個人資料及簽名式樣專頁的副本；
 - (ii) 資料當事人的香港身份證副本 (訪港旅客除外)；及
 - (iii) 如申請人並非資料當事人 (例如：是未成年資料當事人的父、母親或已獲資料當事人書面授權的人士)，除需提供自己及資料當事人有關上列 (i) 和 (ii) 的文件外，還須提交文件證明申請人替資料當事人取得上述出入境紀錄的資格，例如：授權書、資料當事人的出生證明書副本、法庭命令副本等。
- 五、本表格須由申請人簽署。簽名式樣須與所遞交的身份證明文件 (例如旅行證件) 副本上的簽名相同。
- 六、申請出入境紀錄證明所需的費用，可參閱收費表 (ID 912)。
- 七、遞交申請書
 - (i) 申請書可用郵遞方式寄回香港灣仔告士打道七號入境事務大樓入境事務處紀錄中心；
 - (ii) 申請人遞交申請書時，必須連同上述所需的文件及須繳付的費用一併遞交本處。申請人須以劃線支票、銀行匯票或本票繳費，並註明支付「香港特別行政區政府」。請勿郵寄現金。期票通常不獲接受；及
 - (iii) 請連同申請書交回已填妥姓名和回郵地址的郵寄標籤 (ID 839) 及認收通知卡 (ID 697A)。
- 八、出入境紀錄證明的簽發
本處在收妥所需文件後，一般需時大約十個工作天處理有關申請 (工作天是指星期一至星期五，公眾假期除外)。申請結果將會用已由申請人填妥姓名和回郵地址的郵寄標籤 (ID 839) 以掛號郵件方式寄回申請人。
- 九、查詢
申請人可在本處網頁 <http://www.immd.gov.hk/cht/html/faq.htm> 瀏覽一些常見問題的答案。如有任何查詢或需要更多資料，請致電 2824 6111 或以圖文傳真方式：2877 7711 或透過網址：www.immd.gov.hk，向入境事務處提出。

Notes for guidance

1. This form is issued free of charge.
2. This form may be completed in Chinese or English. Please complete this form in BLOCK letters using black or blue pen.
3. Travel records earlier than preceding ten years are not available.
4. Documents required for the application
 - (i) One photocopy of the particulars and signature pages of the data subject's proof of identity (e.g. travel document);
 - (ii) One photocopy of the data subject's Hong Kong Identity Card (except for visitor to Hong Kong); and
 - (iii) If applicant is not the data subject (e.g. being the parent of the data subject who is a minor or being authorized in writing by the data subject), then on top of providing both the data subject's and the applicant's supporting documents stated at (i) and (ii) above, submission of documents which can sufficiently prove the applicant's eligibility to obtain the travel records will also be required (e.g. authorization letter, copy of data subject's birth certificate, copy of court order, etc.).
5. The form must be signed by the applicant. The signature should be identical to that on the copy of proof of identity (e.g. travel document) submitted.
6. The fee for a Statement of Travel Records is shown on the fee leaflet (ID 912).
7. Submission of application
 - (i) Application can be sent by post to the Records Centre, Immigration Department, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong;
 - (ii) The application must be submitted together with the above-mentioned supporting documents and payment required by crossed cheque, bank draft or cashier order payable to "The Government of the Hong Kong Special Administrative Region". Cash should not be sent through post. Post-dated cheque will not normally be accepted; and
 - (iii) Please return the application with a completed Mailing Label (ID 839) and a self-addressed Acknowledgement Card (ID 697A).
8. Issue of Statement of Travel Records
It normally takes around 10 working days to process an application for a Statement of Travel Records upon receipt of all necessary documents (working days mean Monday to Friday excluding General Holidays). The result of the application will be sent to the correspondence address completed by the applicant on the Mailing Label (ID 839) by registered mail.
9. Enquiries
You can browse for the answers to frequently asked questions in the Immigration Department's website at <http://www.immd.gov.hk/cht/html/faq.htm>. If you have any enquiries or need more information, please contact the Immigration Department on telephone number: 2824 6111 or by fax: 2877 7711 or through website: www.immd.gov.hk.

收集個人資料的目的

收集資料的目的

申請表格內所提供的個人資料，入境事務處會用作下列一項或多項的用途：-

- (甲) 辦理你的申請；
- (乙) 實施/執行《入境條例》(第 115 章)及《入境事務隊條例》(第 331 章)的有關條文規定，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；
- (丙) 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，將你的資料供作核對用途；
- (丁) 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識辨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
- (戊) 供作法例規定、授權或准許的其他合法用途。

在申請表格內的個人資料是自願提供的。如果你未能提供足夠資料，本處或許不能辦理你的申請。

資料轉交的類別

爲了上述目的，你所提供的個人資料或許會轉交其他政府決策局和部門，以及其他機構。

查閱個人資料

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 項原則，你有權要求查閱及改正自己的個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表格內所提供的個人資料的副本。

查詢

有關查詢表格內的個人資料，包括查閱或改正，可向下列人員提出：-

香港灣仔告士打道七號
入境事務大樓
總入境事務主任(紀錄中心)
電話： 2829 3401

Statement of Purpose

Purpose of Collection

The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:-

- (a) to process your application;
- (b) 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;
- (c) to process other person's application for immigration facilities in which you are named as a sponsor or referee;
- (d) 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
- (e) any other legitimate purposes as may be required, authorized or permitted by law.

The provision of personal data in the process of your application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

The personal data you provide may be disclosed to government bureaux, departments and other organizations for the purposes mentioned above.

Access to Personal Data

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.

Enquiries

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:-

Chief Immigration Officer (Records Centre)
Immigration Tower,
7 Gloucester Road,
Wan Chai, Hong Kong.
Tel. No.: 2829 3401



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
認收通知卡
Acknowledgement Card

申請檔號

Application reference _____
(日後與本處通信時請註明此申請檔號 Please quote this application reference in your future correspondence)

申請人姓名

Applicant's name _____

上述人士遞交的申請出入境紀錄證明申請書已經收到。本處在收妥所需文件後，一般需時十個工作天處理有關申請。申請結果將以掛號信件寄到你的通訊地址。如非必要，請勿向本處查詢申請的進展情況，以免處理這宗申請的時間受到延誤。

This is to acknowledge receipt of the above **application for a Statement of Travel Records** from the abovenamed. It normally takes 10 working days to process an application for a Statement of Travel Records upon receipt of all necessary documents. The result of the application will be sent to your correspondence address by registered mail. Please do not enquire about the progress of the application unless it is absolutely necessary, as this may delay the processing of your application.

(註：請在上方空位填寫申請人的姓名，並在背頁填寫申請人的姓名及回郵地址。此卡應與出入境紀錄證明申請書及已填妥的郵寄標籤一併遞交。)

(NB: Please enter the applicant's name in the space provided above and the applicant's name and correspondence address on the reverse side. This card should be submitted together with the application for a Statement of Travel Records and a completed Mailing Label.)

香港政府公函 ON GOVERNMENT SERVICE

姓名

NAME _____

地址

ADDRESS _____

Mailing Label 郵寄標籤

為方便本處日後與你以書信聯絡，請填寫下列的郵寄標籤，然後連同申請書，一併交回本處。

In order to facilitate our subsequent correspondence with you, please complete the following mailing labels and return this sheet with your application.

姓名

Name

地址

Address

入境事務處 Immigration Department

姓名

Name

地址

Address

入境事務處 Immigration Department