

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
無結婚紀錄證明書申請書
Application for Certificate of Absence
of Marriage Record



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.
(v) * 如非親身申請，請提供資料當事人的身份證副本。
If not apply in person, please provide photocopy of data subject's identity card.

1. 個人資料 Personal Particulars

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 男 女
Sex Male 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.*

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)

證明書上將會印上香港身份證號碼或旅行證件號碼，請選擇你的意願。(如選擇旅行證件號碼，請提供旅行證件正本。)
Hong Kong identity card no. or travel document no. will be printed on the certificate, please show your preference. (If you choose travel document no., please provide original of travel document.)

香港身份證號碼
Hong Kong identity card no.

旅行證件號碼
Travel document no.

你曾否在香港登記結婚?
Have you ever registered a marriage in Hong Kong? 有 Yes 否 No

如果「有」，請填上結婚年份
If 'yes', please provide year of marriage

註：若你在香港沒有婚姻登記紀錄，你將於繳交訂明費用後獲發無結婚紀錄證明書；若你在香港已有結婚紀錄，則不會獲發無結婚紀錄證明書，你只會獲發一封婚姻紀錄函件。
Note: If you have no marriage record in Hong Kong, you will be issued a certificate of absence of marriage record on payment of the prescribed fee. If you have marriage record in Hong Kong, you will NOT be issued a certificate of absence of marriage record but will be issued a letter of marriage record instead.

現時婚姻狀況 未婚 已婚 離婚 鰥夫／寡婦
Present marital status Bachelor/Spinster Married Divorced Widower/Widow

本人現申請無結婚紀錄證明書，理由為申請：
I apply for the issue of a Certificate of Absence of Marriage Record for the purpose of application for: (i) 於 _____ (請註明擬結婚地方) 結婚
(Please state the place of the intended marriage)

註：是項資料的提供屬自願性質，以用作統計用途。
Note: The information in this item is provided on a voluntary basis for statistical purpose.

(ii) 團聚 (iii) 遺產 (iv) 移民 (v) 其他 (請註明)
Reunion Heritage Migration Others (Please specify)

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

(須與旅行證件上的簽名相同)
(same as that shown on travel document)

日期
Date

確認 Acknowledgement

本人確認已收到 * 無結婚紀錄證明書 / 婚姻紀錄函件
I acknowledge receipt of the * Certificate of Absence of Marriage Record / Letter of Marriage Record.

收件人簽署
Signature of recipient

日期
Date

此欄由辦理機關填寫 FOR OFFICIAL USE ONLY

RF/CAMR Approved by

姓名及簽署
Name and signature

日期
Date



說明事項 Guidance Notes

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申請途徑 Application Channels



1. 親身申請 In person

請填妥此申請書及連同下文第二項所列的文件，前往各婚姻登記處／辦事處一併遞交。

Please complete this application form and submit it to any marriage registry/office, together with documents listed at ②.

3. 郵遞申請 By post

請填妥此申請書連同下文第二項所列的文件一併郵寄至金鐘道六十六號金鐘道政府合署低座三樓婚姻登記事務及紀錄辦事處。

Please complete this application form and submit it with documents listed at ② to Marriage Registration and Records Office, 3rd Floor, Low Block, Queensway Government Offices, 66 Queensway, Hong Kong.

2. 授權他人申請 Through representative

你可授權代表把已填妥的申請書、你的授權書、不能親身遞交申請的證明，以及下文第二項所列的文件一併遞交至各婚姻登記處／辦事處。

You may authorize a representative to submit on your behalf the completed application form, your authorization letter, the evidence supporting your not being able to apply in person, and the documents listed at ② to any marriage registry/office.

4. 網上申請 Through internet

請於網上（網址：www.gov.hk）填妥申請書及根據指示提交申請。

Please complete online application form at www.gov.hk and submit application according to the instructions.

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所需文件 Documentary Requirements



1. 已填妥的申請書 (MR35)

Completed application form (MR35)

2. 你有效的香港身份證

Your valid Hong Kong identity card

3. 你的香港身份證副本

Copy of your Hong Kong identity card

4. 載有你個人資料及簽名的旅行證件副本 @

Copy of your travel document bearing your personal data and signature @

5. 你不能親身遞交申請的證明

Your requisite evidence of not being able to submit the application in person

6. 你的授權書

Your authorization letter

@ 請注意：如你的旅行證件並非由香港入境事務處所簽發，該旅行證件的副本須由一名公證人簽名認證。

Note: In case your travel document is not the one issued by the Hong Kong Immigration Department, the photocopy needs to be certified by a Notary Public.

} 親身申請 In person application

} 郵遞申請 Postal application

} 授權他人申請 (包括網上申請)
Through representative
(including online application)

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繳費方法及費用 Payment Methods and Fees



1. 翻查結婚紀錄的費用須在遞交申請書時繳交。

Fee for a search of marriage record is payable at the time of application.

2. 如無結婚紀錄，即可獲發無結婚紀錄證明書，費用須在領取證明書時繳交。如該證明書需郵寄予本港以外的收件人，則須另加費用及一筆相等於一般空郵郵費的款項。

Where there is no marriage record, fee for the issue of a certificate of absence of marriage record is payable at the time of collection. If the certificate is required to be posted to an addressee outside the HKSAR, an additional fee will be levied. If the certificate is required to be sent by airmail, an additional amount equal to the airmail postage at the normal rate will be charged.

3. 如親身遞交申請，申請人可用現金、易辦事、八達通、轉數快、劃線支票或銀行本票以港幣付款，抬頭人註明「香港特別行政區政府」。期票恕不接受。

If the application is submitted in person, the applicant can pay in cash, by EPS, Octopus, FPS, a crossed cheque or a cashier's order in Hong Kong currency payable to "The Government of the Hong Kong Special Administrative Region". Post-dated cheques will not be accepted.

4. 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.

5. 如屬網上申請，翻查結婚紀錄的費用須於網上透過 VISA 卡、萬事達卡、繳費靈或轉數快繳交。

For online application, the fee for search of marriage records should be paid online by VISA, MasterCard, PPS or FPS.

6. 有關翻查結婚紀錄及簽發無結婚紀錄證明書的費用，請參閱收費表 (MR 60)。

Please see the fees for a search of marriage record and the issue of a certificate of absence of marriage record in the Fees Leaflet (MR 60).

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領取證明書方法 Collection Methods



1. 親身申請 In person

遞交申請當日，你將獲發通知咭，列明領取翻查結果的日期，你可親身領取或書面授權他人代領。授權書可於各婚姻登記處索取。

You will be given a card notifying you of the date for collection of the result of search. You may either collect it in person or authorise a representative to do it on your behalf in writing. The authorization form can be obtained from any marriage registries.

3. 網上申請 Through the internet

在你完成網上申請手續時，有關的領件日期及登記處會顯示於「確認書」內。請列印該確認書，並連同其他所需文件到有關登記處領取翻查結果。

When you have completed the online application, the collection date and selected registry will be shown on the acknowledgement receipt. Please print a copy of the acknowledgement receipt and bring along other required documents for collection of the search result.

2. 郵遞申請 By post

如你以郵遞方式申請，而翻查結果顯示你在港並無婚姻登記紀錄，你將收到通知書，列明領取無結婚紀錄證明書須繳交的費用。於收到有關費用後，該證明書將會郵寄至你在申請書內列明的郵寄地址。

If you apply by post and the result shows that you have no marriage record in Hong Kong, you will be notified by post of paying the fee(s) required for obtaining a certificate of absence of marriage record. The certificate will be posted to you at the mailing address indicated in the application form on receipt of the required fee(s).

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處理申請所需時間 Processing Time



若所需文件及費用在遞交申請時已辦妥，一般需時七个工作日（星期一至五，公眾假期除外）。處理無結婚紀錄證明書的申請，不包括郵遞的時間。

If all necessary documents and fees are received upon application, it normally takes seven working days (working days denote Monday to Friday excluding General Holidays) to process the application for a certificate of absence of marriage record, excluding the time of mail services (if any) for postal applications.

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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的用途：—

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

1. 辦理婚姻登記、翻查及簽發婚姻紀錄及有關申請；

to process the marriage registration, search and issue of marriage records, or related applications;

2. 執行有關婚姻登記的法例；

to administer the marriage 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.

7

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.

8

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其個人資料。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提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided 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