



## 授權他人代為申請/代領無結婚紀錄證明書/婚姻紀錄函件授權書

在填寫本表格前，請先仔細閱讀下列須知：

一、 如你身在香港以外的地區，或身在香港但無法親自提交申請或無法親身在領件期限內前來領取無結婚紀錄證明書/婚姻紀錄函件，可以授權他人代為申請/代領，但請注意下列各點：

(甲) 獲授權人士必須年滿十八歲，並須於領取上述證明書/函件時，出示其香港身份證或有效的旅行證件，以證明其身份。

(乙) 你必須提交以下文件(如經網上申請，須以上載方式提交)，以供本處處理申請之用：

(i) **授權他人代為申請/申請及代領或親自在網上申請而授權他人代領**

- 本授權書；
- 你的香港身份證及載有你個人資料及簽名的旅行證件副本(你在本授權書上的簽名須與你旅行證件上的簽名相同；如你的旅行證件是在香港以外地區簽發，該旅行證件的副本須由一名公證人簽名認證)；及
- 你無法親自提交申請或親身領件的證明。

(ii) **親身到登記處申請而授權他人代領**

- 本授權書(授權書上的簽名必須與申請書上相同)。

獲授權人士在領取證明書/函件時，必須出示上述文件的正本(你的香港身份證及無須公證人簽名認證的你的旅行證件副本除外)，以及本處發出之通知書或就網上申請所發出的確認書(通知書或確認書上會列明領件的日期及登記處)。本處即使接納你授權他人代為申請及/或代領上述證明書/函件，仍有可能要求你親身前來辦理進一步手續。如有需要，本處會與你聯絡。

二、 領取本表格無須繳費。

授權書	
本人 _____，授權 _____ *先生/太太/小姐/女士(與本人的關係為 _____)，即 *香港身份證/旅行證件 _____ 號的持有人，現居於 _____ (香港電話號碼 _____)，代表本人 *申請/領取/申請及領取 本人的無結婚紀錄證明書或婚姻紀錄函件。	
簽署：_____	
姓名(以正楷書寫)：_____	
日期：_____	
此欄由本處職員填寫	本人確認已收到
申請已獲批准	* 無結婚紀錄證明書 _____ 號
簽署：_____	* 婚姻紀錄函件
姓名及職級：_____	簽署：_____
日期：_____	代領人姓名：_____
	* 香港身份證/旅行證件號碼：_____
	日期：_____

\*將不適用者刪去



**AUTHORISATION FOR APPLICATION/COLLECTION OF  
CERTIFICATE OF ABSENCE OF MARRIAGE RECORD/LETTER OF MARRIAGE RECORD**

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THIS FORM

1. If you are outside Hong Kong, or if you are in Hong Kong but not able to submit your application by yourself or collect the Certificate of Absence of Marriage Record/Letter of Marriage Record in person during the period of collection, you may authorise someone to apply or collect it on your behalf. However, please observe the following points:

- (a) The authorised person must be over the age of 18 and must produce his/her Hong Kong identity card or valid travel document for identification when collecting the certificate/letter.
- (b) You should provide (or upload for online application) the following documents for our processing :
  - (i) **For authorising application/application and collection/collection after online submission by yourself**
    - This authorisation;
    - Photocopies of your Hong Kong identity card (HKID) and travel document bearing your personal data and signature (your signature on this authorisation must be the same as that on your travel document; if your travel document was issued in places outside Hong Kong, the photocopy of the travel document must be properly certified by a notary public); and
    - Evidence of not being able to submit the application by yourself or collect the certificate/letter in person.
  - (ii) **For authorising collection after application in person at Registries**
    - This authorisation (signatures on both the authorisation and the application form must be identical)

The originals of the above documents (except for copies of your HKID and your travel document not requiring notary public to certify) and the notification card from the Registry or the acknowledgement receipt issued for online application (with the collection date and selected registry shown on the card / receipt) must be produced when collecting the certificate/letter. The acceptance of an authorisation does not preclude the possibility that you may be required to attend in person for further formalities in connection with the application/collection of the certificate/letter. You will be informed if required.

2. This form is issued free of charge.

<b>AUTHORISATION</b>	
<p>I, _____, authorise * Mr / Mrs / Miss / Ms _____ (relationship with me _____ ) holding * Hong Kong identity card / travel document number _____ and residing at _____ (Hong Kong telephone number _____ ) to * apply / collect / apply and collect my Certificate of Absence of Marriage Record or Letter of Marriage Record on my behalf.</p> <p style="text-align: right;">Signature _____ Name in block letters _____ Date _____</p>	
<p><b>FOR OFFICIAL USE</b></p> <p>Application approved.</p> <p>Signature _____</p> <p>Name &amp; rank _____</p> <p>Date _____</p>	<p>I acknowledge receipt of</p> <p>* Certificate of Absence of Marriage Record no. _____</p> <p>* Letter of Marriage Record</p> <p>Signature _____</p> <p>Representative's name _____</p> <p>* HKID / travel document no. _____</p> <p>Date _____</p>

\*Delete where inappropriate.

## 收集個人資料的目的 Statement of Purpose

1

### 收集資料的目的 Purpose of Collection



申請表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.

在申請表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.

2

### 資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

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

3

### 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，索取你在申請表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 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.

有關查詢申請表內的個人資料，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.: 2867 2781

4

### 一般查詢 General Enquiries



有關申請的一般查詢，請透過以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111  
傳真 Fax: (852) 2877 7711  
電郵 E-mail: enquiry@immd.gov.hk  
網址 Website: www.immd.gov.hk