

登記事項證明書申請表

《人事登記條例》(第 177 章)

Application for a Certificate of Registered Particulars  
Registration of Persons Ordinance Cap. 177



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

此欄由辦理機關填寫  
For official use only

申請編號 Application reference number

檔案編號 (如有) File reference number (if any)

領證日期 Collection date

注意：填寫本表格前，請參閱背頁的「填表須知」。

Note: Before completing this form, please read the 'Notes for Guidance' overleaf.

甲部 — 申請人個人資料 Part A — Personal Particulars of Applicant

英文全名 (先寫姓氏)

Full name in English (Surname first)

中文全名 (先寫姓氏)

Full name in Chinese (Surname first)

出生日期

Date of Birth

身份證號碼

Identity card number

性別

Sex

乙部 — 須更新的個人資料 (如適用者) Part B — Personal Particulars to be Updated (if appropriate)

申報的國籍

Nationality claimed

職業

Profession/Occupation

業務地址 (如有的話)

Business address (if any)

住址

Residential address

電話號碼 #

Telephone number #

聯絡電話號碼 #

Contact telephone number #

婚姻狀況

Marital status

單身 Single

已婚 Married

分居 Separated

離婚 Divorced

喪偶 Widowed

如屬已婚，請提供配偶的詳情：

If married, give details of spouse:

配偶的英文全名 (先寫姓氏)

Full name of spouse in English (Surname first)

配偶的中文全名 (先寫姓氏)

Full name of spouse in Chinese (Surname first)

配偶的身份證號碼

Identity card number of spouse

丙部 — 申請理由 Part C — Purpose of Applying

本人 (下開簽署人) 現申請簽發 \*中文/英文 版本的「登記事項證明書」，並明白該證明書內所記載的資料乃屬身份證所關乎的人在登記身份證時所申報的事項。申請理由為：

I, the undersigned, apply for \*Chinese / English version of Certificate of Registered Particulars and understand that the information contained in the Certificate were the particulars furnished by the person to whom an identity card relates during his/her previous application/registration of an identity card. The purpose(s) of applying \*is / are:

- 申請移民 \* 美國 / 澳洲 / 加拿大 / 其他國家 (請註明)  
Application for emigration to \*the USA / Australia / Canada / other countries (please specify)
- 證明登記記錄的出生日期及地點 \* 及 / 或曾申報國籍  
Certification of date and place of birth \* and / or nationality claimed on record
- 證明登記記錄的姓名或其他別名  
Certification of names or other aliases on record
- 證明登記記錄的婚姻狀況及配偶姓名  
Certification of marital status and name of spouse on record
- 證明登記記錄的過往 \* 及 / 或現在居住地址  
Certification of past \* and / or present residential addresses on record
- 其他理由 (請註明)  
Others (please specify)

丁部 — 領證安排 Part D — Collection Arrangement

- 我將親自前來領取。  
I shall collect the certificate myself.
- 我委託 \_\_\_\_\_ \* 先生 / 太太 / 女士 / 小姐，即身份證 \_\_\_\_\_ ( ) 號的持有人，聯絡電話號碼 # \_\_\_\_\_，前來領取。  
I authorise \*Mr/Mrs/Ms/Miss \_\_\_\_\_, holder of identity card number \_\_\_\_\_ ( ), contact telephone number # \_\_\_\_\_, to collect the certificate on my behalf.
- 請用掛號郵遞把證明書寄往：  
Please forward the certificate by registered mail to: \_\_\_\_\_

申請人簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

- 請在適當方格內填上「✓」號  
Please tick appropriate box
- \* 請將不適用者刪去  
Delete where inappropriate
- # 可選擇填報  
Optional

此欄由辦理機關填寫 For official use only

申請及身份證明文件已核對無誤。  
Application and identification document checked in order.

登記主任簽署

Signature of Registration Officer \_\_\_\_\_

登記主任姓名

Name of Registration Officer \_\_\_\_\_

日期

Date \_\_\_\_\_

備註

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

理由

Reasons:

- A. 移民  
Emigration
- B. 物業交易  
Property transaction
- C. 辦理配偶/其他人的入境申請  
Entry application for spouse/others
- D. 辦理居留權證明書的申請  
COE application
- E. 證明登記記錄的個人資料  
Certification of personal particulars
- F. 其他  
Others \_\_\_\_\_

費用

Fee \_\_\_\_\_

收據號碼

Receipt number \_\_\_\_\_

收款員簽署

Shroff's signature \_\_\_\_\_

日期

Date \_\_\_\_\_

辦事處

Office \_\_\_\_\_

**填表須知：**

1. 領取此表格無須繳費。
2. 有關申請簽發登記事項證明書的費用，請參閱收費表 (ROP 150)，並須在遞交申請書時繳交。
3. 此表格須用黑色墨水，並以中文或英文填寫。
4. 申請人必須簽署此表格。
5. 申請人可親身前往人事登記辦事處、或透過互聯網 ([www.gov.hk/tc/residents/immigration/idcard/applycrp.htm](http://www.gov.hk/tc/residents/immigration/idcard/applycrp.htm)) 或入境處流動應用程式作出申請。
6. 根據人事登記規例第 21 條的規定，申請人或須出示書面證明，以支持他在甲部及乙部所提供的資料。
7. 在申請時作虛假陳述或提供在要項上屬虛假的資料，即屬違法。

**Notes for Guidance:**

1. This form is issued free of charge.
2. Fee for application for a Certificate of Registered Particulars is shown in the fee leaflet (ROP 150) and shall be payable at the time of application.
3. This form may be completed in Chinese or English but must be in black ink.
4. This form must be signed by the applicant.
5. The applicant can attend any Registration of Persons Office in person to submit application, or through the Internet ([www.gov.hk/en/residents/immigration/idcard/applycrp.htm](http://www.gov.hk/en/residents/immigration/idcard/applycrp.htm)) or Immigration Department Mobile Application.
6. In accordance with Regulation 21 of the Registration of Persons Regulations, applicants may be required to produce document in support of the particulars given in Part A and Part B.
7. It is an offence in law to make a statement or furnish information upon application which is false in any material particular.

## 有關收集個人資料的目的

### 收集資料的目的

1. 你在是項申請所提供的個人資料，香港特別行政區政府入境事務處會用作下列一項或多項的用途：—
  - (a) 根據《人事登記條例》(第 177 章)及其附屬規例，辦理你申請登記及申請身份證事宜；
  - (b) 根據《陪審團條例》(第 3 章)使高等法院司法常務官得以制定陪審員的臨時名單；
  - (c) 使選舉事務處得以修訂選民登記冊；
  - (d) 根據《人事登記條例》(第 177 章)及其附屬規例，行使權力和執行職務，包括按政務司司長根據《人事登記條例》第 11 條所作的書面批准披露資料；
  - (e) 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；
  - (f) 供政府決策局、部門或機構作統計及研究用途，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
  - (g) 供作法例規定、授權或准許的其他合法用途。

根據《人事登記規例》(第 177A 章)，登記人士必須提供其個人資料(可選擇填報事項除外)。若你無合理辯解而沒有遵從有關法例規定，即會觸犯法例。此外，如果你未能提供充分個人資料，本處亦無法辦理你的申請。

### 資料轉交的類別

2. 為了上文第 1 段所述的目的，你在本表格內所提供的個人資料或會向其他政府決策局、部門或機構披露。

### 查閱個人資料

3. 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，你有權查閱及改正你的個人資料。你的查閱權利包括在繳交有關費用後，索取你在本表格內所提供的個人資料的副本。
4. 如就本表格所收集的個人資料有任何查詢，包括查閱或改正有關資料，可向下列人員提出：—

新界將軍澳  
寶邑路 61 號  
入境事務處總部行政大樓 1 樓  
行政主任(人事登記)支援  
電話：2829 3429

### 查詢

5. 如有任何查詢，請瀏覽入境事務處網頁 [www.immd.gov.hk](http://www.immd.gov.hk)。你亦可致電查詢熱線(2824 6111)，或以圖文傳真(2877 7711)或電郵([enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk))向入境事務處查詢及聯絡組提出。

## Statement of Purpose

### Purpose of Collection

1. The personal data furnished in the application will be used by Immigration Department, the Government of the HKSAR for one or more of the following purposes:—

- (a) to process your application for registration and application for an identity card under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations;
- (b) to enable the Registrar of the High Court to compile a provisional list of jurors under the Jury Ordinance (Chapter 3);
- (c) to enable the Registration and Electoral Office to revise the electoral register;
- (d) to exercise the powers and carry out the duties under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations including disclosure of information as permitted in writing by the Chief Secretary for Administration by virtue of section 11 of the Registration of Persons Ordinance;
- (e) 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;
- (f) to enable government bureaux, departments or other organisations to compile statistics for 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
- (g) for any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data (except optional items) is obligatory for registration under the Registration of Persons Regulations (Chapter 177A). Any person who without reasonable excuse, fails to comply with the statutory requirement shall be guilty of offences under the Ordinance. In addition, if you do not provide sufficient information, we would not be able to process your application.

### Classes of Transferees

2. The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

3. 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 this form subject to payment of a fee.

4. Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:—

Executive Officer (Registration of Persons) Support  
1st Floor, Administration Tower,  
Immigration Headquarters,  
61 Po Yap Road,  
Tseung Kwan O, New Territories  
Tel: 2829 3429

### Enquiries

5. If you have any enquiry, please refer to the Immigration Department website: [www.immd.gov.hk](http://www.immd.gov.hk). You may also call our enquiry hotline at 2824 6111, or send your questions to our Information and Liaison Section by fax at 2877 7711 or email at [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk).