

登記事項證明書申請表 — 有關已故人士

《人事登記條例》(第 177 章)

Application for a Certificate of Registered Particulars -  
in respect of a Deceased Person

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) \_\_\_\_\_

性別 電郵地址

Sex \_\_\_\_\_ Email address \_\_\_\_\_

聯絡地址

Correspondence address \_\_\_\_\_

\* 身份證 / 旅行證件號碼

Identity card / Travel document no. \_\_\_\_\_

香港聯絡電話號碼

Contact telephone no. in HK \_\_\_\_\_

乙部 — 已故人士個人資料 Part B — Personal Particulars of the Deceased

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) \_\_\_\_\_ @ 香港身份證號碼

HK Identity Card no. \_\_\_\_\_ ( )

出生日期

Date of Birth \_\_\_\_\_

性別

Sex \_\_\_\_\_

與申請人的親屬關係

Kinship with applicant \_\_\_\_\_

丙部 — 申請理由 Part C — Purpose of Application

以便辦理已故人士的親生子女 (姓名: \_\_\_\_\_)

申請居留權證明書  
To assist the application for Certificate of Entitlement of the  
deceased's natural child (Name: \_\_\_\_\_)

出國移民 (請註明國家) \_\_\_\_\_

Emigration (please specify the name of country) \_\_\_\_\_

安排殮葬或遷葬

Burial arrangement or relocation of burial site for the deceased

承辦遺產

Administration of the deceased's estate

丁部 — 申請發放的登記事項 Part D — Application for release of registered particulars

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。我現要求發放上述乙部所指已故人士曾申報的下列登記事項。

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. I hereby request for release of the following registered particulars of the deceased named in Part B.

姓名或其他別名  
Names or other aliases

申報的國籍  
Nationality claimed

出生日期及地點  
Date and place of birth

婚姻狀況及配偶姓名  
Marital status and name of spouse

其他登記事項 (請註明)  
Others (please specify) \_\_\_\_\_

戊部 — 領證安排 Part E — Collection Arrangement 請注意背頁「填表須知」第 5 項。Please take note of item 5 of 'Notes for Guidance' overleaf.

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  
Signature of applicant: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

\* 請將不適用者刪去 Delete where inappropriate  請在適當方格內填上「✓」號 Please tick appropriate box # 可選擇填報 Optional item  
@ 申請人若未能提供已故人士的身份證號碼, 本處可能無法辦理有關申請。If the identity card number of the deceased is not provided, we may not be able to process the application.

<b>此欄由辦理機關填寫 For official use only</b>	
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 _____	
費用 Fee _____	
收據號碼 Receipt Number _____	辦事處 Office _____
收款員簽署 Shroff's signature _____	日期 Date _____

**所需文件：**

- 申請人的身份證或旅行證件副本；
- 已故人士之死亡證副本；
- 申請人與已故人士的親屬關係證明文件副本；及
- 丙部申請理由的證明文件副本。

**Documentary Requirements:**

- A copy of the applicant's identity card or travel document;
- A copy of the death certificate of the deceased;
- A copy of document(s) proving the kinship between the applicant and the deceased; and
- A copy of document(s) proving the purpose of application at Part C.

**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)。申請人須在接獲領證通知後繳付有關費用。
3. 此表格須用黑色墨水，並以中文或英文填寫。
4. 申請人必須提供已故人士的身份證號碼，並簽署此表格。若未能提供已故人士的身份證號碼，本處可能無法辦理有關申請。
5. 申請人可將申請表連同有關證明文件郵寄新界將軍澳寶邑路 61 號入境事務處總部行政大樓 1 樓人事登記總務及統計小組收，或親身前往各人事登記辦事處遞交申請。申請人亦可透過互聯網 ([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。申請獲批後，郵寄遞交的申請人必須親身到人事登記辦事處領取已故人士的身份證號碼證明書。
6. 根據《人事登記規例》(第 177A 章) 第 21 條的規定，申請人須出示書面證明，以支持他在甲、乙及丙部所提供的資料。
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 (ROP150). Payment is to be made after receiving our collection notice.
3. This form may be completed in Chinese or English but must be in black ink.
4. Applicant must provide the identity card number of the deceased and sign this form. If the identity card number of the deceased is not provided, we may not be able to process the application.
5. Applicant may send the application together with supporting documents to the ROP General and Statistics Unit at 1st Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories or attend any Registration of Persons Office in person for the application or submit 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. For application by post, applicant must attend in person for collection of the Certificate of Registered Particulars of the deceased after approval.
6. In accordance with Regulation 21 of the Registration of Persons Regulations (Cap. 177A), applicants may be required to produce document in support of the particulars in Parts A, B and C.
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 e-mail at [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk).