

香港特別行政區政府

入境事務處

人事登記處

Registration of Persons Office

Immigration Department

The Government of the Hong Kong Special Administrative Region

更改香港身份證登記事項申請書

Application for Amendment of Registered  
Particulars of Hong Kong Identity Card

填表須知：

Notes for Guidance:

- (i) 如有關人士在十八歲以下，此表格必須由父親、母親或合法監護人簽署。  
For persons under the age of 18 years, this form must be signed by a parent or legal guardian.
- (ii) 此表格須用黑色墨水，並以中文或英文填寫。  
This form may be completed in either Chinese or English but must be in black ink.
- (iii) 領取此表格無須繳費。  
This form is issued free of charge.
- (iv) 填妥的表格可郵寄至香港灣仔告士打道七號入境事務大樓十二樓人事登記(支援)組。  
This form may be mailed to the Registration of Persons (Support) Section on 12/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.
- (v) 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。  
It is an offence in law to make a statement or furnish information upon application which is false in any material particular.



此欄由辦理機關填寫  
FOR OFFICIAL USE ONLY

Application reference number  
申請編號

<b>甲、申請人資料 A. Particulars of Applicant</b>	
1. 身份證上的英文姓名(先寫姓氏) English name on identity card (Surname first)	(@先生/太太/女士/小姐) (@Mr/Mrs/Ms/Miss)
身份證上的中文姓名(如有者) Chinese name on identity card (if any)	2. 身份證號碼 Identity card no.
3. 住址 Residential address	聯絡電話號碼 # Contact tel. no.#
	4. 職業 Profession / Occupation
5. 業務地址(如適用) Business address (if applicable)	電話號碼 # Tel. no.#
<b>乙、擬更改事項 B. Amendments Requested</b>	
注意：因更改姓名/出生日期或地點而換領的身份證或會載有英文字母符號「N」/「B」，以顯示所申報的姓名/出生日期或地點自首次登記後曾予以更改。 Attention: Following amendment of the registered name / date or place of birth, the new identity card issued may bear a symbol 'N' / 'B' denoting that the reported name / date or place of birth has been changed since the first registration.	
1. 中文姓名：由 _____ 改為 _____ Chinese name: From To	
2. 英文姓名：由 _____ 改為 _____ English name: From To	
3. 出生日期：由 _____ 改為 _____ Date of birth: From To	
4. 出生地點：由 _____ 改為 _____ Place of birth: From To	
5. 其他更改事項： Other amendment(s): .....	
<b>丙、更改的原因 C. Reasons for Amendment</b>	
..... ..... .....	
<b>丁、證明文件(在未登記身份證前簽發者尤佳)</b> D. Supporting Documents (Preferably issued before the date of identity card registration)	
1. .... 2. .... 3. ....	
<b>戊、聲明書 E. Declaration</b>	
本人，(姓名) _____，現謹此聲明：I, (Name) _____, declare that: <input type="checkbox"/> 據本人所知及確信，本申請書內所填報的資料，均屬正確無誤。The above information given in this application is correct to the best of my knowledge and belief. <input type="checkbox"/> 本人是這十八歲以下申請人的 <input type="checkbox"/> 父 / <input type="checkbox"/> 母 / <input type="checkbox"/> 合法監護人。本人對申請人有監護權，而該監護權並未受任何法院頒令所限制。 I am the <input type="checkbox"/> father/ <input type="checkbox"/> mother/ <input type="checkbox"/> legal guardian of the applicant who is under the age of 18 years. I have rights in respect of the applicant and such rights have not been limited in any way by the order of any court.	
簽署 Signature _____	日期 Date _____

△ 如申請人在十八歲以下，須選擇此欄。Please tick this item if applicant is under 18 years of age. # 可選擇填報 Optional item

@ 請將不適用者刪去。Delete where inappropriate. □ 請在適當方格內填上「✓」號 Please put a tick "✓" in the appropriate box

## 有關收集個人資料的目的

### 收集資料的目的

1. 你是在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 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：—

香港灣仔告士打道七號  
入境事務大樓十二樓  
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 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. 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  
12/F Immigration Tower,  
7 Gloucester Road, Wan Chai, Hong Kong  
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).