

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



索取文件副本／核證副本申請書
Request for a copy/certified copy of a document

- 注意： (甲) 本表格可用中文或英文填寫。
Note: (A) This form may be completed in English or Chinese.
- (乙) 根據會計通告第 2/2022 號，影印文件費用為每頁收費一元四角。
(B) In accordance with Accounting Circular No. 2/2022, a fee of \$1.4 per page is payable for photocopying.
- (丙) 根據香港法例第 2 章《公共財政條例》的規定，凡申請核證任何文件的真正摘錄，均須繳費一百六十元。
(C) Under the Public Finance Ordinance (Chapter 2), Laws of Hong Kong, a fee of \$160 is payable for the certification of a true extract, on application, of any document.
- (丁) 填寫本申請書前，請先閱讀背頁有關收集個人資料的目的。
(D) Before completing this application form, please read the statement of purpose overleaf.
- (戊) 申請人如欲申請其人事登記紀錄的核證副本，可根據香港法例第 177 章《人事登記條例》第 10 條填寫「申請索取證件核證副本表格編號 SF/ROP/164」要求索取其核證副本，有關費用會按該條例的規定收取。
(E) A request for a certified copy of document in relation to Registration of Persons records may be made under section 10 of the Registration of Persons Ordinance, Chapter 177, Laws of Hong Kong, in the specified form 'Request for a certified copy of document Form No. SF/ROP/164'; and a certified copy of records may be supplied and a fee may be collected in accordance with the Ordinance.

致：入境事務處處長
To: Director of Immigration

本人 _____ (姓名)
I, _____ (Name)

香港身份證號碼 _____ 出生日期 _____ 性別 _____
Hong Kong identity card no. _____ Date of birth _____ Sex _____

住址 _____
Address _____

日間聯絡電話號碼 _____
Day time telephone number _____

現請貴處發給下列文件的 * 副本／認證副本一份：
hereby request *a copy/a certified copy of the following document(s):

	申請類別 / Type of application# 請在方格內“√”有關申請 / Please “√” the related application(s)	請填寫所需文件類別 Please provide the required type(s) of document(s)
<input type="checkbox"/>	有關簽證／進入許可／延長逗留期限申請 In relation to visa / entry permit / extension of stay application	_____
<input type="checkbox"/>	有關人事登記申請 [只提供副本；如欲申請核證副本，請參閱注意事項 (戊)] In relation to Registration of Persons application [Copy of document only; for request for a certified copy of document, please refer to Note (E)]	_____
<input type="checkbox"/>	有關身份證申請 In relation to identity card application	_____
<input type="checkbox"/>	有關居留權申請 In relation to right of abode application	_____
<input type="checkbox"/>	有關旅行證件申請 In relation to travel document application	_____
<input type="checkbox"/>	有關中國國籍申請 In relation to Chinese nationality application	_____
<input type="checkbox"/>	有關出生及死亡登記申請 In relation to birth and death registrations	_____
<input type="checkbox"/>	有關婚姻登記申請 In relation to marriage registration	_____
<input type="checkbox"/>	其他申請 Other application	_____

申請理由：
Reason for request:

簽署 _____ 日期 _____
Signature _____ Date _____

* 請刪去不適用者
* delete where inappropriate

此欄由本處填寫 FOR OFFICIAL USE ONLY

**甲部
Section A**

簽發上述文件的 * 副本 / 認證副本予以批准。
Issue of *a copy/a certified copy of the document(s) specified above is approved.

收取費用
Fee(s) to be charged \$

申請書檔案號碼
Application reference

批核職員的姓名、簽署及職位
Name, signature and post of approving officer _____

日期
Date _____

* 請刪去不適用者
* delete where inappropriate

**乙部
Section B**

金額
Amount \$

收據號碼
Receipt no.

收款職員的姓名、簽署及職位
Name, signature and post of shroff

日期
Date

有關收集個人資料的目的

收集資料的目的

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：—

- (甲) 辦理你的申請；
- (乙) 實施／執行入境條例（香港法例第 115 章）、入境事務隊條例（香港法例第 331 章）及香港特別行政區護照條例（香港法例第 539 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；
- (丙) 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，將你的資料供作核對用途；
- (丁) 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
- (戊) 供作法例規定、授權或准許的其他合法用途。

就有關申請提供個人資料純屬自願。若你未能提供足夠資料，本處可能無法辦理你的申請。

資料轉交的類別

為達到上述目的，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。

查閱個人資料

根據個人資料（私隱）條例（香港法例第 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填報的個人資料的副本。

查詢

有關查詢申請表格內的個人資料，包括查閱或改正，可向有關組別聯絡。

Statement of Purpose

Purpose of Collection

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

- (a) to process your application;
- (b) to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115), Immigration Service Ordinance (Chapter 331), Hong Kong Special Administrative Region Passports Ordinance (Chapter 539), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
- (c) to process other person's applications for immigration facilities in which you are named as a sponsor or referee;
- (d) 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
- (e) any other legitimate purposes as may be required, authorized or permitted by law.

The provision of personal data in the process of your application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

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

Access to Personal Data

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.

Enquiries

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to the section concerned.