



## 申請船員紀錄

## Application for Records of Member of the Crew of a Ship

要點: 填寫本表格前, 請先細閱《填表須知》。

Important: Please read "Notes for Guidance" before completing this form.

英文全名 Full name in English			
姓 Surname	<input type="text"/>		
全名 Given name in Full	<input type="text"/>		
性別 Sex	<input type="checkbox"/> 男 Male	<input type="checkbox"/> 女 Female	國籍 Nationality
出生日期 Date of birth	<input type="text"/> 日 dd	<input type="text"/> 月 mm	<input type="text"/> 年 yyyy
出生地點 Place of birth	<input type="text"/>		
香港身份證號碼 (如適用) HK Identity Card No. (if applicable)	<input type="text"/> ( )		
旅行證件種類 (如護照、海員簿) Type of Travel Document (e.g. Passport, Seaman Book)	號碼 Number	<input type="text"/>	
簽發日期 Date of issue	<input type="text"/> 日 dd	<input type="text"/> 月 mm	<input type="text"/> 年 yyyy
簽發地點 Place of issue	<input type="text"/>		
通訊地址 Correspondence Address			
<input type="text"/>			
聯絡電話號碼 Contact telephone no.		電郵地址 (如有) E-mail address (if any)	
<input type="text"/>		<input type="text"/>	
<p>本人, 下方簽署人, 現向入境事務處申請本人在下列期間的船員紀錄的 * 副本 / 認證副本一份, 以作 _____ 用途。</p> <p>I, the undersigned, hereby apply for * a copy / a certified copy of my own records as member of the crew of a ship during the following period(s) for the purpose of _____.</p>			
所要求紀錄的時期 Period(s) of records requested			所乘搭船隻的名稱 (如能提供) Vessel Name (if any)
日 dd	月 mm	年 yyyy	日 dd
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		至 to	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		至 to	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		至 to	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		至 to	<input type="text"/>
(* 請將不適用者刪去 Please delete where inappropriate)			
申請人簽署 Signature of Applicant .....			日期 Date .....
(請參閱《填表須知》第七段) (Please see point 7 of "Notes for Guidance")			
此欄由辦理機關填寫 For Official Use Only			
Application Ref	Application approved/refused by	Records released by	Fee Paid & Receipt No.
Application received by			
(Signature, Name, Post & Date)	(Signature, Name, Post & Date)	(Signature, Name, Post & Date)	

## 填表須知

- 一、領取本表格毋須繳費。
- 二、本表格可用中文或英文填寫。
- 三、如非由申請人本人或其獲授權人提出要求本處發出船員紀錄的申請，本處恕不受理。
- 四、本處未能提供於提出申請日期前三年以上的船員紀錄。
- 五、此項申請所需的文件
  - (i) 申請人旅行證件 / 海員簿的個人資料及簽名式樣專頁的副本；及
  - (ii) 申請人香港身份證的副本（如適用）。
- 六、由獲授權人遞交的申請，亦需提交下列文件
  - (i) 獲授權人的身份證明文件副本（例如：旅行證件的個人資料及簽名式樣專頁）及香港身份證副本（如適用）；及
  - (ii) 授權證明（例如：由申請人簽署的授權書或法院命令副本）。
- 七、本表格須由申請人或其獲授權人簽署。在表格和授權書（如適用）上的簽名式樣須與第五段及 / 或第六段所述須遞交的旅行證件 / 海員簿副本上的簽名式樣相同。
- 八、申請人可親身把申請表交回或用郵遞方式寄回香港中環民輝街三十二號中區政府碼頭二樓香港特別行政區政府入境事務處港口管制組。
- 九、申請所需的費用
  - (i) 根據會計通告第 3/2023 號，影印文件費用為每頁收費一元五角；
  - (ii) 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。
- 十、其他查詢  
如需查詢，請致電 (852) 2543 1958 港口管制組。

## Notes for Guidance

1. This form is issued free of charge.
2. This form may be completed in Chinese or English.
3. Application for provision of records of member of the crew of a ship other than the applicant himself/herself or his/her authorised person will NOT be entertained.
4. Records of member of the crew of a ship exceeding three years, from the date of application, are not available.
5. Documents required to support the application
  - (i) One photocopy of the particulars and signature pages of the applicant's travel document/seaman book; and
  - (ii) One photocopy of the applicant's Hong Kong Identity Card (if applicable).
6. For application(s) submitted by an authorised person, the following documents are also required
  - (i) One photocopy of the authorised person's proof of identity (e.g. travel document with personal particulars and signature) and Hong Kong Identity Card (if applicable); and
  - (ii) Proof of authorisation (e.g. written authorisation signed by the applicant or copy of court order).
7. The form must be signed by the applicant or his/her authorised person. The signature on the form and the written authorisation (if applicable) should be identical with that on the copy of travel document/seaman book submitted in note 5 and/or note 6.
8. Application may be submitted in person or by post to the Harbour Control Section, Immigration Department, the Government of the Hong Kong Special Administrative Region, 2/F, Central Government Pier, 32 Man Fai Street, Central, Hong Kong.
9. Application fee
  - (i) In accordance with Accounting Circular No. 3/2023, a fee of \$1.5 per page is payable for photocopying;
  - (ii) 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, on any document.
10. Further information  
If you require any further information, please call the Harbour Control Section at Tel. (852) 2543 1958.

## 個人資料私隱

### 收集資料的目的

申請表格內所提供的個人資料，入境事務處會用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》(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；
- (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
- (戊) 供作法例規定、授權或准許的其他合法用途。

在申請表格內的個人資料是自願提供的。如果你未能提供足夠資料，本處或許不能辦理你的申請。

### 資料轉交的類別

為了上述目的，你所提供的個人資料或許會轉交其他政府決策局和部門，以及其他機構。

### 查閱個人資料

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，你有權要求查閱及改正自己的個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表格內所提供的個人資料的副本。

### 查詢

有關查詢申請表格內的個人資料，包括查閱或改正，可向下列人員提出：—

香港中環民輝街三十二號  
中區政府碼頭二樓  
總入境事務主任 (港口管制)  
電話：2543 1958

## **Personal Data Privacy**

### **Purpose of Collection**

The personal data provided in the application form will be used by the 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) 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;
- (c) to process other person's application 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 Transferee**

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: —

Chief Immigration Officer (Harbour Control)  
2/F, Central Government Pier,  
32 Man Fai Street, Central, Hong Kong  
Tel.: 2543 1958