

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



申請索取文件核證副本

- 香港法例第 177 章《人事登記條例》第 10 條

Request for a certified copy of document

- Section 10 of the Registration of Persons Ordinance, Chapter 177, Laws of Hong Kong

- 注意：
Note :
- (1) 本表格可用中文或英文填寫。
This form may be completed in English or Chinese.
 - (2) 根據香港法例第 177A 章《人事登記規例》附表 2 的規定，凡按香港法例第 177 章《人事登記條例》第 10 條提供的文件核證副本，申請人須繳費港幣 425 元正。
Under Schedule 2 to the Registration of Persons Regulations, Chapter 177A, Laws of Hong Kong, a fee of HK\$425 is payable for a certified copy of document furnished under section 10 of the Registration of Persons Ordinance, Chapter 177, Laws of Hong Kong.
 - (3) 填寫本申請書前，請先閱讀背頁有關收集個人資料的目的。
Please read the statement of purpose overleaf before completing this application form.
 - (4) 申請人可填寫本處之「索取證件副本/核證副本申請書表格編號 SF/IM/433」，或可根據香港法例第 486 章《個人資料(私隱)條例》第 18 條，填寫「個人資料(私隱)條例查閱資料要求表格編號 OPS003」要求查閱其個人資料。申請人可獲提供毋須核證的紀錄副本。有關費用分別根據會計通告第 3/2023 號，為影印文件費每頁一元五角，或按《個人資料(私隱)條例》的規定收取。
A request for a Copy / Certified Copy of a Document may be made by completing Form No. SF/IM/433. A general data access request under section 18 of the Personal Data (Privacy) Ordinance, Chapter 486, Laws of Hong Kong, may be made by completion of the specified form 'Personal Data (Privacy) Ordinance Data Access Request Form No. OPS003'. Non-certified copy of records may be supplied. A fee may be collected respectively according to Accounting Circular No. 3/2023, which is a photocopying fee of \$1.5 per page or in accordance with the Personal Data (Privacy) Ordinance.
 - (5) 本表格必須由申請人簽署，如申請人為 18 歲以下人士，則由父、母或合法監護人簽署。
This form is to be signed by the applicant, or where the applicant is under the age of 18, the applicant's parent or legal guardian.

致： 人事登記處處長
To： Commissioner of Registration

申請索取下列人士的核證副本一份：
Request for a certified copy of document in respect of the following person:

*本人/本人的子女/受監護兒童(姓名)

*I / My child / My ward, (Name) _____

香港身份證號碼 HK I/C No. _____	出生日期 Date of birth _____	性別 Sex _____
地址 Residential address _____	聯絡電話號碼 Contact telephone no. _____	
通訊地址 Correspondence address _____	電郵 Email _____	

現申請索取下列文件的核證副本

Hereby request for a certified copy of the following document(s) : _____

申請理由

Reason for request : _____

*申請人/父、母或合法監護人姓名 *Name of applicant/parent or legal guardian _____	簽署 Signature _____	日期 Date _____
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此欄由本處填寫 FOR OFFICIAL USE ONLY

甲部 簽發上述文件的核證副本 *予以批准/已被拒絕/未能繼續辦理。
Section A Issue of a certified copy of the document(s) specified above is * approved / refused / taken no further action.

收取費用 Fee(s) to be charged	申請書檔案號碼 Application reference
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辦理職員的姓名、簽署及職位 Name, signature and post of processing officer	日期 Date
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乙部 金額 Section B Amount \$	收據號碼 Receipt no.
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收款職員的姓名、簽署及職位 Name, signature and post of shroff	日期 Date
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*請刪去不適用者 *delete where inappropriate

遞交填妥表格方式 Submission of Completed Forms

(a) 親自遞交：任何一間人事登記辦事處

In Person: To any Registration of Persons offices

人事登記處 - 港島辦事處

入境事務及人事登記 - 火炭辦事處

Registration of Persons – Hong Kong Office

Immigration and Registration of Persons – Fo Tan Office

地址：

灣仔告士打道 7 號
入境事務大樓 8 樓
(港鐵灣仔站 A5 出口)

地址：

火炭樂景街 2 至 18 號
銀禧薈 4 樓
405 至 407 號舖位
(港鐵火炭站 C 出口)

Address:

8/F, Immigration Tower,
7 Gloucester Road, Wan Chai
(MTR Wan Chai Station – Exit A5)

Address:

Shops 405- 407,
4/F, Jubilee Square,
2-18 Lok King Street, Fo Tan
(MTR Fo Tan Station – Exit C)

電話：2824 6111

電話：2653 3116

Tel.: 2824 6111

Tel.: 2653 3116

人事登記處 - 九龍辦事處

人事登記處 - 屯門辦事處

Registration of Persons – Kowloon Office

Registration of Persons – Tuen Mun Office

地址：

深水埗長沙灣道 303 號
長沙灣政府合署 3 樓
(港鐵深水埗站 C1 出口)

地址：

屯門兆麟街 19 號
屯門兆麟政府綜合大樓 3 樓
(輕鐵三聖站)

Address:

3/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Sham Shui Po
(MTR Sham Shui Po Station – Exit C1)

Address:

3/F, Tuen Mun Siu Lun Government Complex,
19 Siu Lun Street, Tuen Mun
(Light Rail Sam Shing Stop)

電話：2150 7933

電話：2653 1035

Tel.: 2150 7933

Tel.: 2653 1035

人事登記處 - 將軍澳辦事處

入境事務及人事登記 - 元朗辦事處

Registration of Persons – Tseung Kwan O Office

Immigration and Registration of Persons – Yuen Long Office

地址：

新界將軍澳
寶邑路六十一號
入境事務處總部行政大樓三樓
(港鐵將軍澳站 B1 出口)

地址：

元朗橋樂坊 2 號
元朗政府合署 1 樓
(港鐵朗屏站 E 出口)
(輕鐵康樂路站)

Address:

3rd Floor, Administration Tower,
Immigration Headquarters,
61 Po Yap Road,
Tseung Kwan O, New Territories
(MTR Tseung Kwan O Station – Exit B1)

Address:

1/F, Yuen Long Government Offices,
2 Kiu Lok Square, Yuen Long
(MTR Long Ping Station – Exit E)
(Light Rail Hong Lok Road Stop)

電話：2755 9545

電話：2475 4114

Tel.: 2755 9545

Tel.: 2475 4114

(b) 郵寄地址：新界將軍澳寶邑路六十一號入境事務處總部行政大樓九樓人事登記紀錄組

Mailing Address: Registration of Persons Records Section, 9th Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories

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：—

- 根據《人事登記條例》(第 177 章)及其附屬規例，辦理你的申請；
- 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；
- 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；
- 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
- 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。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
寶邑路六十一號
入境事務處總部行政大樓一樓
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。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)，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:—

- to process your application under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations;
- 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;
- 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;
- 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
- for any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data 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 to 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. 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.