



- 注意： (i) 請用黑色或藍色筆以正楷填寫本授權書。  
Please complete this form in BLOCK letters  
using black or blue pen.
- Note: (ii) 領取此表格毋須繳費。  
This form is issued free of charge.
- (iii) \* 請將不適用者刪去。  
\* Please delete where inappropriate.

填寫本授權書前，請詳閱背頁授權書須知。 Please read the Guidance Notes on Authorisation overleaf carefully before completing this form.

**授權書 Authorisation**

本人 \_\_\_\_\_, 授權 \_\_\_\_\_ \*先生／太太／小姐／女士即香港身份證／旅行證件  
\_\_\_\_\_ 號的持有人，代本人領取：

\* 本人／本人子女的新身份證，號碼是 \_\_\_\_\_，及交還

\* (i) 申請香港身份證收據 (表格 \*ROP 140 / ROP 140A)；或

\* (ii) \* 本人／本人子女現有的身份證。

\* 本人／本人子女 (姓名: \_\_\_\_\_) 的 \*香港特別行政區護照 \*及香港永久性居民身份證／簽證身份書。

I, \_\_\_\_\_, authorise \*Mr / Mrs / Miss / Ms \_\_\_\_\_

holding Hong Kong identity card / travel document number \_\_\_\_\_ to collect:

\* the new identity card number \_\_\_\_\_ of \* mine / my child and on my behalf surrender

\* (i) the Acknowledgement Form for Application for a Hong Kong Identity Card (Form \*ROP 140 / ROP 140A); or

\* (ii) \* my / my child's existing identity card.

\* the \* Hong Kong Special Administrative Region (HKSAR) passport \*and Hong Kong permanent identity card / Document of Identity for  
Visa Purposes of \* mine / my child (name: \_\_\_\_\_) on my behalf.

簽署 Signature \_\_\_\_\_

姓名 Name in Block Letters \_\_\_\_\_

日期 Date \_\_\_\_\_

**確認書 Acknowledgement Receipt**

**此欄由本處職員填寫 For Official Use**

\*本人已領取新身份證 \_\_\_\_\_ 號。

\*I have collected the new identity card number \_\_\_\_\_.

\* 本人已領取香港特別行政區護照／簽證身份書  
\_\_\_\_\_ 號。

I have collected the HKSAR passport / Document of Identity for Visa  
Purposes number \_\_\_\_\_.

簽署 Signature \_\_\_\_\_

代取人姓名

Representative's name \_\_\_\_\_

香港身份證／旅行證件號碼

Hong Kong identity card / travel document number  
\_\_\_\_\_

日期 Date \_\_\_\_\_

授權獲接納，惟須符合本背頁說明中第三項的規定。

Authorisation accepted provided that the requirements in  
Note 3 overleaf have been met.

簽署 Signature \_\_\_\_\_

辦理職員的姓名及職級 Name & Rank of processing  
officer  
\_\_\_\_\_

日期 Date \_\_\_\_\_

## 授權書須知

填寫本表格前，請詳閱下列說明：

- 一、 如你是以郵遞、投遞方式或經網上遞交護照申請書或以郵遞或投遞方式遞交簽證身份書申請書，你須親身前來領取旅行證件，並須同時出示附於申請書內的證明文件的正本，以資核對。
- 二、 你的身份證／旅行證件是非常重要的文件，須妥為保管，在通常情況下不應交予他人。因此，你若授權他人代表你領取身份證／旅行證件，你須自行承擔有關風險。
- 三、 如你在可領取證件期間不能親身前來領取身份證／旅行證件，可授權他人代取，但須注意下列各點：
  - (甲) 小心選擇代取人，近親較為適當。
  - (乙) 代取人須年滿十八歲，並須出示其有效身份證明文件，例如香港身份證、護照或回港證。
  - (丙) (I) 代取身份證的辦法：  
以授權方式取證時，須交回下列文件：
    - (i) 申請香港身份證收據 (表格 ROP 140 / ROP 140A)；或
    - (ii) 你／你的子女的現有的身份證。同時，代取人須出示你／你的子女的新身份證領證通知書 (表格 ROP 161)。  
不過，你把上述文件交給代取人取證時，必須確保自己攜帶其他認可的身份證明文件。
  - (II) 代取旅行證件的辦法：  
以授權方式取證時，代取人須出示你的領取旅行證件的通知書或收據，並必須交出你的舊旅行證件(如有)，以便註銷。
- (丁) 授權取證的申請倘獲得接納，並不表示你毋須親身前來辦理進一步手續。在此情況下，你的授權書當視作無效。
- (戊) 授權書和申請書上的簽署式樣必須相同。

## Guidance Notes on Authorisation

Please read the following notes carefully before completing this form:

1. If you have submitted your passport application by post, drop-in or on-line submission or Document of Identity for Visa Purposes application by post or drop-in, you must collect the travel document in person and produce originals of the supporting documents, enclosed with your application, for verification.
2. Your identity card / travel document is a very important document. It must be handled with care and should not be left in someone else's possession under normal circumstances. Therefore, it is at your own risk to authorise a representative to collect your identity card / travel document on your behalf.
3. If you are unable to collect the identity card / travel document in person during the period of collection, you may authorise someone to do it on your behalf. However, you are required to note the following points:
  - (a) Select your representative carefully. A close relative is preferred.
  - (b) The authorised person must have attained 18 years of age and has to produce his / her valid proof of identity e.g. Hong Kong identity card, passport or Hong Kong Re-entry Permit.
  - (c) (I) For collection of identity card by authorisation, the following document(s) must be surrendered upon collection:
    - (i) the Acknowledgement Form for Application for a Hong Kong Identity Card (Form ROP 140 / ROP 140A); or
    - (ii) your / your child's existing identity card. The authorised person has to produce your / your child's Notice of Collection (Form ROP 161) at the same time.  
However, before giving the aforesaid document to your authorised representative for collection, you should ensure that you carry other acceptable proof of identity.
  - (II) For collection of travel document:  
The authorised person has to present the collection notice or receipt. He / She must also produce your old travel document (if you are holding one) for cancellation.
- (d) The acceptance of an authorisation does not preclude the possibility that you may be required to attend in person. In this case, your authorisation is void.
- (e) The signature on the authorisation must be identical to the signature on the application form.

## 收集資料的目的

你在本授權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用途：

- (甲) 辦理你授權他人代你領取身份證／旅行證件；
- (乙) 實施／執行《香港特別行政區護照條例》(第539章)、《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；
- (丙) 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；
- (丁) 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，不會以能辨識各有關資料當事人或其中任何人的身份的形式提供；以及
- (戊) 作法例規定、授權或准許的其他合法用途。

在本授權書內提供個人資料純屬自願。如果你未能提供充分的資料，本處可能無法接納有關授權。

## 資料披露對象的類別

為了上述目的，你在本授權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》(第486章)第18及22條，以及附表1第6項原則，你有權要求查閱和改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在授權書內所提供個人資料的副本。

如對本授權書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：

### 授權領取身份證

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

### 授權領取旅行證件

香港中環統一碼頭道三十八號海港政府大樓二樓  
總入境事務主任(證件管理)  
電話：2852 3646

## Purpose of Collection

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

- (a) to process your authorisation to a representative for the collection of your identity card / travel document on your behalf;
- (b) to administer / enforce relevant provisions of the Hong Kong Special Administrative Region Passports Ordinance (Chapter 539), 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 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;
- (d) 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
- (e) for any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to accept your authorisation.

## Classes of Transferees

The personal data provided in this form may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

## Access to Personal Data

You have the right to request access to and correction of your personal data as provided 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.

Enquiries concerning the personal data collected by means of this form, including making access and corrections, should be addressed to:

### Authorisation for Collection of Identity Card

Executive Officer (Registration of Persons) Support  
12<sup>th</sup> Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong  
Tel: 2829 3429

### Authorisation for Collection of Travel Document

Chief Immigration Officer (Documents Management)  
2<sup>nd</sup> Floor, Harbour Building, 38 Pier Road, Central, Hong Kong  
Tel: 2852 3646