

**智能身份證專用表格**  
**For Smart Identity Card Only**



康樂及文化事務署  
Leisure and Cultural Services Department  
香港公共圖書館  
HONG KONG PUBLIC LIBRARIES

圖書館專用欄									
For Library Use Only									
22222/									

**申請將智能身份證用作圖書館適用身份證**  
**Application for Using Smart Identity Card as Identity Card Allowed for Library Purposes**

請以英文正楷填寫，並在有「\*」處刪去不適用者。申請人在交回本申請表格時，必須出示其智能身份證。  
Please complete in BLOCK LETTERS and delete inappropriate items marked with “\*”.  
Smart Identity Card must be produced when this application is made.

**甲部 Part A**

中文姓名 Name in Chinese  1 <input type="checkbox"/> 先生 Mr 2 <input type="checkbox"/> 太太 Mrs 3 <input type="checkbox"/> 小姐 Miss 4 <input type="checkbox"/> 女士 Ms		英文姓名 Name in English  姓 Surname  名 Other Names
<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>
香港身份證號碼 HK ID Card No.		

**乙部 (只供未持有香港公共圖書館簽發的圖書證#的申請人填寫)**  
**Part B (To be completed ONLY by applicant who does not hold a Library Card# issued by the Hong Kong Public Libraries)**

# 包括前市政局公共圖書館及前區域市政局公共圖書館簽發的圖書證。  
# Includes Library Card issued by Ex-Urban Council Public Libraries and Ex-Regional Council Public Libraries.

請將申請表格連同住址證明文件 (例如電費單、水費單等) 交回申請處。  
Please present the application form together with proof of your home address (e.g. electricity bill, water account etc.) at the registration counter.

中文姓名電碼 (請參照身份證) Chinese Commercial Code	出生日期 Date of Birth
<input type="text"/>	<input type="text"/>

為方便將資料輸入電腦，請以英文填寫住址。 Please complete the home address in ENGLISH for computer input.	<b>圖書館專用欄</b> For Library Use Only
*室 Flat/Room      *(字) 樓 Floor      *座 Block 大廈/樓宇名稱/地段號數 Name of Building/House/Lot Number 街道/屋苑/鄉村名稱及門牌號數 No. & Name of Street/Estate/Village 地區 District *辦事處/學校名稱 Name of Office/School 地址 Address 電話 (住宅) (住宅) Telephone No. (Home)      (辦事處) (Office)      (內線) (Ext.)	Pcode : _____ District: 1 <input type="checkbox"/> Central & Western      11 <input type="checkbox"/> Southern 2 <input type="checkbox"/> Eastern      12 <input type="checkbox"/> Tai Po 3 <input type="checkbox"/> Islands      13 <input type="checkbox"/> Tsuen Wan 4 <input type="checkbox"/> Kowloon City      14 <input type="checkbox"/> Tuen Mun 5 <input type="checkbox"/> Kwai Tsing      15 <input type="checkbox"/> Wan Chai 6 <input type="checkbox"/> Kwun Tong      16 <input type="checkbox"/> Wong Tai Sin 7 <input type="checkbox"/> North      17 <input type="checkbox"/> Yau Tsim Mong 8 <input type="checkbox"/> Sai Kung      18 <input type="checkbox"/> Yuen Long 9 <input type="checkbox"/> Sha Tin      19 <input type="checkbox"/> Others 10 <input type="checkbox"/> Sham Shui Po
職業 Occupation 1 <input type="checkbox"/> 學生 Student      2 <input type="checkbox"/> 在職人士 Employed      3 <input type="checkbox"/> 主婦 Housewife      4 <input type="checkbox"/> 退休人士 Retired      5 <input type="checkbox"/> 其他 Others	

**丙部 Part C**

本人現向香港公共圖書館申請將智能身份證用作圖書館適用身份證。  
I hereby apply to the Hong Kong Public Libraries for using Smart Identity Card as identity card allowed for library purposes.

本人現授權圖書館館長讀取儲存於本人的智能身份證內的個人資料(中文姓名、英文姓名、出生日期、香港身份證號碼及簽發日期)，以供圖書證登記之用及使用圖書館服務。本人已細閱《圖書館規例》，並同意遵守該規例。  
I hereby authorize the Librarian to read my personal data (Chinese name, English name, date of birth, HK ID card no. and date of issue) stored in my Smart Identity Card for library card registration and the use of library services. I have read the Libraries Regulation, and I agree to abide by it.

日期 Date	申請人簽署 Signature of Applicant
<input type="text"/>	<input type="text"/>

**須注意事項 Attention**  
如申請人年齡在十八歲以下，其家長或監護人須填寫背頁丁部的保證書。  
If the applicant is under 18 years of age, Guarantee at Part D (overleaf) should be completed by his/her parent or guardian.

丁部 (保證書)  
Part D (GUARANTEE)

請將申請表格連同家長或監護人身份證副本及住址證明文件交回申請處。

Please present the application form together with photocopy of your parent's or guardian's identity card and proof of home address at the registration counter.

家長或監護人姓名  
Parent's / Guardian's Name

中文姓名  
Name in Chinese

英文姓名  
Name in English

- 1  先生 Mr  
2  太太 Mrs  
3  小姐 Miss  
4  女士 Ms

姓

Surname

名

Other Names

中文姓名電碼 (請參照身份證)

Chinese Commercial Code

香港身份證號碼

HK ID Card No.

住址 (如與申請人不同, 請填寫此欄)

Home Address (If different from the Applicant's)

電話 (住宅)

Telephone No. (Home)

(辦事處)

(Office)

(內線)

(Ext.)

本人已細閱《圖書館規例》，並同意遵守該規例。

I have read the Libraries Regulation, and I agree to abide by it.

日期

Date

擔保人簽署

Signature of Guarantor

**《個人資料 (私隱) 條例**  
**通知書**

**Personal Data (Privacy) Ordinance**  
**Notification**

- (a) 你在本表格內提供的個人資料，只供本署處理這項申請和郵寄圖書館通知書給你之用。
- (b) 根據《個人資料 (私隱) 條例》第 18 和 22 條及附表 1 第 6 原則的規定，你有權要求查閱及更正所提供的個人資料。如欲索取有關資料的副本，須按康樂及文化事務署的規定繳付所需費用。
- (c) 如對在本表格內提供的個人資料有任何查詢，包括要求查閱或更正資料，請與圖書館人員聯絡。

- (a) The personal data provided by means of this form will be used for the purpose of the application and for posting library notices only.
- (b) You have the right to request access to and correct the personal data as stated in this form in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The provision of a copy of the data may be subject to a charge as prescribed by the Leisure and Cultural Services Department.
- (c) Please contact the library staff if you have enquiries concerning the personal data collected by means of this form, including requests for access to and corrections of the personal data.

**將智能身份證用作圖書館適用身份證**  
**申請辦法簡介**

**How to Apply for Using Smart Identity Card as**  
**Identity Card Allowed for Library Purposes**

**十八歲或以上人士**

- 填妥申請表格；
- 將申請表格連同智能身份證及住址證明文件 (例如電費單、水費單等) 交回申請處。(如你已持有香港公共圖書館、前市政局公共圖書館或前區域市政局公共圖書館簽發的圖書證，則無需出示住址證明文件。)

**十八歲以下人士**

- 填妥申請表格；
- 請家長(父親或母親)或監護人在申請表格上的「保證書」簽署；
- 將申請表格連同申請人的智能身份證、家長或監護人的身份證副本及住址證明文件交回申請處。

**外借數目限制**

辦妥申請手續的人士可外借最多六項圖書館資料，為期十四日。

**遺失圖書館適用身份證**

圖書館適用身份證持有人如遺失身份證，應立即以書面向香港公共圖書館報失。

**更改地址**

圖書館適用身份證持有人的地址如有更改，請以書面通知任何一間香港公共圖書館。

**Persons aged 18 or above**

- Complete an application form;
- Present the application form together with your Smart Identity Card and proof of your home address (e.g. electricity bill, water account etc.) at the registration counter. (If you hold a library card issued by the Hong Kong Public Libraries, Ex-Urban Council Public Libraries or Ex-Regional Council Public Libraries, you are not required to produce proof of your home address.)

**Persons under the age of 18**

- Complete an application form;
- Have the guarantee section of the form signed by your parent (father or mother) or guardian;
- Present the application form together with your Smart Identity Card, photocopy of your parent's or guardian's identity card and proof of home address at the registration counter.

**Borrowing limit**

Any person who has completed the application procedure can borrow up to a maximum of 6 items of library materials at one time for a period of 14 days.

**Loss of Identity Card Allowed for Library Purposes**

Holders of identity card allowed for library purposes should report loss of their cards at once in writing to the Hong Kong Public Libraries.

**Change of Address**

Holders of identity card allowed for library purposes should notify their change of address in writing to any Hong Kong Public Libraries.