



申請將智能身分證用作圖書館適用身分證
Application for Using Identity Card as Identity Card Allowed for Library Purposes

請用黑色墨水筆或原子筆，以正楷填寫下列各項，並在有「*」號處刪去不適用的項目。申請人遞交表格時必須出示其智能身分證。如你未能提供所需個人資料，我們將無法處理你的申請。

Please complete in BLOCK LETTERS and in BLACK INK. Delete as appropriate items marked with “*”. The applicant is required to produce Smart Identity Card upon submission of the application form. If you fail to provide the required personal data, we will be unable to process your application.

甲部 Part A

申請人
Applicant

1 先生 Mr.

中文姓名
Name in Chinese

英文姓名
Name in English

2 太太 Mrs.

姓氏
Surname

名字
Name

Other Names

3 小姐 Miss

4 女士 Ms.

出生日期
Date of Birth

日 Day

月 Month

年 Year

香港身分證號碼
HK ID Card No.

乙部 (只供非香港公共圖書館圖書證*持有人填寫)
Part B (To be completed ONLY by non-holders of Library Cards* issued by the Hong Kong Public Libraries)

包括前市政局公共圖書館和前區域市政局公共圖書館簽發的圖書證。
Including Library Cards issued by ex-Urban Council Public Libraries and ex-Regional Council Public Libraries.

遞交表格時請出示住址證明文件(例如電費單、水費單等)，以供核實。

Upon submission of the application form, please produce proof of home address (e.g. electricity bill, water bill, etc.) for verification.

圖書館專用欄
For Library Use Only

住址 Home Address

*座/室 Flat/Room

樓 Floor

座 Block

*大廈/樓宇名稱/地段編號 Name of Building/House/Lot Number

*街道名稱及門牌號碼/屋苑或鄉村名稱 Number & Name of Street/Name of Estate or Village

地區 District

電話號碼 Telephone No.

(住宅 Home)

(其他 Others)

(可選擇不填寫 Optional)

Pcode : _____

District :

- | | |
|--|---|
| 1 <input type="checkbox"/> Central & Western | 11 <input type="checkbox"/> Sham Shui Po |
| 2 <input type="checkbox"/> Eastern | 12 <input type="checkbox"/> Southern |
| 3 <input type="checkbox"/> Islands | 13 <input type="checkbox"/> Tai Po |
| 4 <input type="checkbox"/> Kowloon City | 14 <input type="checkbox"/> Tsuen Wan |
| 5 <input type="checkbox"/> Kwai Tsing | 15 <input type="checkbox"/> Tuen Mun |
| 6 <input type="checkbox"/> Kwun Tong | 16 <input type="checkbox"/> Wan Chai |
| 7 <input type="checkbox"/> Reserved | 17 <input type="checkbox"/> Wong Tai Sin |
| 8 <input type="checkbox"/> North | 18 <input type="checkbox"/> Yau Tsim Mong |
| 9 <input type="checkbox"/> Sai Kung | 19 <input type="checkbox"/> Yuen Long |
| 10 <input type="checkbox"/> Sha Tin | 20 <input type="checkbox"/> Others |

職業 Occupation : 1 學生 Student 2 在職 Employed 3 主婦 Housewife 4 退休 Retired 5 其他 Others

丙部 Part C

本人現向香港公共圖書館申請將智能身分證用作圖書館適用身分證。

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分證內的個人資料(中文姓名、英文姓名、出生日期、香港身分證號碼和簽發日期)，以供本人登記圖書證和使用圖書館服務。本人已細閱《圖書館規例》，並同意遵守。

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 agree to abide by it.

日期
Date

申請人簽署
Signature of Applicant

注意 Attention

如申請人未滿 18 歲，其家長(父親或母親)或監護人須填寫背頁的丁部(擔保書)。

If the Applicant is under the age of 18, Part D (Guarantee) overleaf should be completed by his/her parent (father or mother) or guardian.

丁部 (擔保書)
Part D (Guarantee)

遞交表格時請出示擔保人的身分證正本或複本和住址證明文件(例如電費單、水費單等),以供核實。

Upon submission of the application form, please produce the original copy or photocopy of the Guarantor's identity card and proof of home address (e.g. electricity bill, water bill, etc.) for verification.

擔保人
Guarantor

1 先生 Mr.

中文姓名
Name in Chinese

英文姓名
Name in English

2 太太 Mrs.

姓氏
Surname

3 小姐 Miss

名字
Other Names

4 女士 Ms.

香港身分證號碼

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)

電話號碼 Telephone No.

(住宅 Home) _____ (其他 Others)
(可選擇不填寫 Optional) _____

本人已細閱《圖書館規例》,並同意遵守。

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

日期

Date _____

擔保人簽署

Signature of Guarantor _____

收集個人資料聲明

(a) 你在這表格內填報的個人資料只供處理是次申請、郵寄圖書館通知書和提供圖書館服務之用。

(b) 根據個人資料(私隱)條例(第486章)第18條、第22條和附表1內第6原則的規定,你有權要求查閱和改正所提供的個人資料。你的查閱權包括索取有關資料的複本,但須按康樂及文化事務署的規定繳付所需費用。

(c) 如對這表格收集的個人資料有疑問,包括要求查閱和改正資料,請與圖書館職員聯絡。

Personal Information Collection Statement

(a) The personal data provided by means of this form will be used for the purposes of processing the application, posting library notices and providing library services only.

(b) You have a right to request access to and correction of your personal data provided in this form in accordance with Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap 486). Your right of access includes the right to obtain a copy of such data subject to a charge as prescribed by the Leisure and Cultural Services Department.

(c) Please contact the library staff if you have any enquiries concerning the personal data collected by means of this form, including the making of access and corrections.

將智能身分證用作圖書館適用身分證

申請須知

年滿18歲人士

1. 填妥申請表格並交回任何一間公共圖書館;
2. 遞交表格時必須出示智能身分證和住址證明文件(如電費單、水費單等),以供核實。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。

未滿18歲人士

1. 填妥申請表格並交回任何一間公共圖書館;
2. 請家長(父親或母親)或監護人在申請表格丁部的「擔保書」簽署;
3. 遞交表格時必須出示申請人的智能身分證、擔保人的身分證正本或複本和住址證明文件,以供核實。

外借數目限制

申請人辦妥申請手續後可憑證外借最多六項圖書館資料,為期14天。

遺失圖書館適用身分證

如遺失圖書館適用身分證,必須親往任何一間公共圖書館辦理報失手續,但辦理報失手續前可先致電通知香港公共圖書館,以防失證被非法用於外借圖書館資料。

更改個人資料

個人資料如有更改,請通知香港公共圖書館。詳情請向圖書館職員查詢或登入下列網址: http://www.hkpl.gov.hk/c_update/

Notes on Application for Using Smart Identity Card as

Identity Card Allowed for Library Purposes

Persons aged 18 or above

1. Complete and submit an application form to any public library;
2. Present the application form together with your Smart Identity Card and proof of home address (e.g. electricity bill, water account etc.) for verification. 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 home address.

Persons under the age of 18

1. Complete and submit an application form to any public library;
2. Have the Guarantee section of the form signed by your parent (father or mother) or guardian;
3. Present the application form together with your Smart Identity Card, the original copy or photocopy of your Guarantor's identity card, and proof of home address for verification.

Borrowing limit

After completion of the application procedure, applicant can use the Smart Identity Card to borrow up to a maximum of six items of library materials for a period of 14 days.

Loss of identity card allowed for library purposes

Report of loss of identity card allowed for library purposes must be made in person at any public library. Identity card holder may, however, first report the loss by telephone to the Hong Kong Public Libraries in order to prevent unauthorised use of the lost card for borrowing purposes.

Change of personal particulars

Any change of personal particulars should be notified to the Hong Kong Public Libraries. For details, please contact our library staff or visit the following website: http://www.hkpl.gov.hk/e_update/