



## 說明事項 Guidance Notes

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### 繳費方法 Payment Methods

1. 翻查結婚登記記項的費用須在遞交申請書時繳交。  
Fee for a search of entry of a marriage is payable at the time of application.
2. 領取結婚證書核證副本的費用須在領取證書時繳交。  
Fee for a certified copy of marriage certificate is payable at the time of collection of certificate.
3. 該核證副本如需郵寄予香港特別行政區以外地方的收件人，須另加費用；該核證副本如需以空郵寄出，則須額外繳付相等於一般空郵郵費。  
If the certified copy is required to be posted to an addressee outside the HKSAR, an additional fee will be levied. If the certified copy is required to be sent by airmail, an additional amount equal to the airmail postage at the normal rate will be charged.
4. 繳費可用現金，亦可用劃線支票或銀行本票以港幣付款（每項費用以獨立支票／本票支付），抬頭人請註明為「香港特別行政區政府」。若以郵遞方式申請，請勿郵寄現金。  
Payment may be made by cash, crossed cheque(s) or cashier order(s) (one for each amount) in Hong Kong currency payable to 'The Government of the Hong Kong Special Administrative Region'. Payment in cash is not accepted for postal application.
5. 有關翻查結婚紀錄及領取結婚證書核證副本的費用，請參閱收費通告（MR 60）。  
Please see the fees for a search of marriage record and the issue of a certified copy of marriage certificate in the Fees Notice (MR 60).

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### 收集資料的目的 Purpose of Collection

申請書內所提供的個人資料會供入境事務處會用作下列一項或多項的用途：—  
The personal data provided in the application form will be used by Immigration Department for one or more of the following purposes:—

1. 辦理婚姻登記、翻查及簽發婚姻紀錄及有關申請；  
to process the marriage registration, search and issue of marriage records, or related applications;
2. 執行有關婚姻登記的法例；  
to administer the marriage registration related ordinances;
3. 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；  
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;
4. 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，把你的資料供作核對用途；  
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
5. 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識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  
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
6. 供作法例規定、授權或准許的其他合法用途。  
any other legitimate purposes as may be required, authorised or permitted by law.

在申請書內提供個人資料純屬自願。如果你未能提供足夠的資料，本處可能無法辦理你的申請，或無從翻查或不能正確地辨別有關記項。

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 process your application or to conduct the record search or positively identify the record.

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### 資料轉交的類別 Classes of Transferees

為達到上述的目的，你在申請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。  
The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

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### 查閱個人資料 Access to Personal Data

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 原則，你有權要求查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請書內所提供的個人資料的副本。  
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.

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### 查詢 Enquiries

如欲查詢申請書內的個人資料，包括查閱或改正，可向下列人員提出：—  
Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:—

香港  
金鐘道六十六號  
金鐘道政府合署低座三樓  
總入境事務主任（生死及婚姻登記）執行  
電話：2867 2781

Chief Immigration Officer (Births, Deaths and Marriage Registration) Operations  
3rd Floor, Low Block  
Queensway Government Offices  
66 Queensway, Hong Kong  
Tel. No.: 2867 2781