



北角協同中學 Concordia Lutheran School - North Point

地址：香港北角雲景道二十號
Address: 20 Cloud View Road, North Point, Hong Kong

電話/Tel: 2570-0331 傳真/Fax: 2566-0192
網址/Website: <http://www.clsnp.edu.hk/>

家長通函第 2526/035 號
申請香港公共圖書館圖書證

敬啟者：

本校為響應公共圖書館舉辦的一生一卡計劃，鼓勵學生善用公共圖書館資源及養成閱讀習慣，計劃為學生集體申請公共圖書館圖書證。

請家長填妥回條及圖書證申請表，將圖書證申請表、申請人的身份證明文件複本、擔保人的香港身份證複本和最近 3 個月發出的住址證明文件，於 **2025 年 9 月 25 日(四)**或之前交回班主任。家長如對本函有任何疑問，請致電 2570 0331 向鄭慧賢老師查詢。

此致
貴家長

校長

謹啟

李健廉

二零二五年九月二十二日

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回條
家長通函第 2526/035 號
申請香港公共圖書館圖書證
(請於 **2025 年 9 月 25 日(四)**或之前透過 eClass Parent App 簽回)

敬覆者：

本人已知悉「申請香港公共圖書館圖書證」詳情，並遞交所需資料。

此覆
北角協同中學校長

學生姓名：_____ 班別：_____()

家長姓名：_____

家長簽署：_____

家長聯絡電話：_____

學生聯絡電話：_____

二零二五年 月 日



圖書證申請表
LIBRARY CARD APPLICATION FORM

請用黑色墨水筆或原子筆，以正楷填寫下列各項。申請人遞交表格時必須出示有效的身份證明及最近3個月發出的住址證明文件。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 the following items in BLOCK LETTERS and in BLACK INK. The applicant is required to produce valid proof of identity and residential address issued within the last 3 months upon submission of the application form. If you fail to provide the required personal data, we will be unable to process your application.
* 請刪去不適用者 * Delete whichever is inapplicable

申請人
Applicant

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
姓氏 Surname 名字 Other Names
出生日期 Date of Birth
day month year

* 香港身份證/出生證明書/旅遊證件號碼 * HKID Card/Birth Certificate/Travel Document No.
簽發地點 Place of Issue ☐ 香港 Hong Kong ☐ 其他 (請註明) Others (Please specify)

遞交表格時請出示最近3個月發出的住址證明文件(例如水/電/煤氣/電話費單等)，以供核實。
Upon submission of the application form, please produce proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

圖書館專用欄
For Library Use Only

香港住址 Residential Address in Hong Kong
(申請人必須填寫最新住址 Applicant must fill in his/her updated residential address.)

District: Pcode:
1 ☐ Central & Western 11 ☐ Sham Shui Po
2 ☐ Eastern 12 ☐ Southern
3 ☐ Islands 13 ☐ Tai Po
4 ☐ Kowloon City 14 ☐ Tsuen Wan
5 ☐ Kwai Tsing 15 ☐ Tuen Mun
6 ☐ Kwan Tong 16 ☐ Wan Chai
7 ☐ Reserved 17 ☐ Wong Tai Sin
8 ☐ North 18 ☐ Yau Tsim Mong
9 ☐ Sai Kung 19 ☐ Yuen Long
10 ☐ Sha Tin 20 ☐ Others

通訊地址 Correspondence Address (可選擇是否填寫 Optional)

住所電話號碼 Residential Telephone No. 手提電話號碼 Mobile Phone No.
電郵地址 Email Address

☐ 本人選擇以電郵收取通知書，並已閱讀和同意遵守「電郵通知書服務使用條款」。
I prefer to receive notifications by email. I have read and agree to abide by the "Conditions of Use for Email Notification Service".

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

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 申請人簽署 Signature of Applicant

擔保書 GUARANTEE

如申請人未滿18歲，其家長(父親或母親)或監護人必須填寫此擔保書。如家長(父親或母親)或監護人因任何理由而未能作為擔保人，則須提供一名成年的香港居民作為擔保人。
If the Applicant is under the age of 18, this Guarantee should be completed by his/her parent (father or mother) or guardian. If his/her parent or guardian is unable to become the guarantor for whatever reasons, the Applicant should produce an adult resident of Hong Kong to be his/her guarantor. If the Applicant is a non-resident of the Hong Kong Special Administrative Region e.g. an overseas visitor, this Guarantee should be completed by an adult resident of Hong Kong (For details, please refer to the item on Non-residents of the Hong Kong Special Administrative Region in the "Notes on Application for Library Card" overleaf). The guarantor shall be liable for all liabilities incurred by the Applicant under Section 21, 27 or 28 of the Libraries Regulation.

擔保人 Guarantor

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
姓氏 Surname 名字 Other Names

香港身份證號碼 HKID Card No.

香港住址 Residential Address in Hong Kong (如與申請人不同，請填寫此項 If different from the Applicant's)

通訊地址 Correspondence Address (可選擇是否填寫 Optional)

住所電話號碼 Residential Telephone No. 手提電話號碼 Mobile Phone No.

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 查詢 Enquiries: 2922 4155 擔保人簽署 Signature of Guarantor



收集個人資料聲明

- (a) 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 in 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 this form, including the requests for access and correction.

圖書證申請須知

香港特別行政區居民

年滿 18 歲人士

1. 填妥申請表格並親自把表格交回任何一間公共圖書館。
2. 遞交表格時必須出示香港身份證正本和最近 3 個月發出的住址證明文件(例如水/電/煤氣/電話費單等)，以供核實。

未滿 18 歲人士

1. 填妥申請表格並把表格交回任何一間公共圖書館。
2. 由家長(父親或母親)或監護人填寫及簽署申請表格的「擔保書」部分。如家長(父親或母親)或監護人因任何理由而未能作為擔保人，則須提供一名成年的香港居民作為擔保人。
3. 遞交表格時必須出示申請人的身份證明文件、擔保人的香港身份證正本或複本和最近 3 個月發出的住址證明文件，以供核實。未領有身份證的申請人可出示出生證明書複本。

非香港特別行政區居民

1. 填妥申請表格並親自把表格交回任何一間公共圖書館。
2. 提供一名成年的香港居民作為擔保人，由該擔保人填寫及簽署申請表格的「擔保書」部分。如沒有擔保人，18 歲或以上的非香港特別行政區居民仍可外借最多 10 項圖書館資料，但須按每項外借資料繳付保證金。
3. 遞交表格時必須出示申請人的有效旅遊證件、擔保人的香港身份證正本或複本和最近 3 個月發出的住址證明文件，以供核實。

外借數目限制

申請人在辦妥申請手續後會獲發圖書證乙張，憑該圖書證可外借最多 10 項圖書館資料，為期 14 天。

遺失圖書證

如遺失圖書證，必須親往任何一間公共圖書館辦理報失手續，但在辦理報失手續前可先致電通知香港公共圖書館，以防失證被盜用。

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：
www.hkpl.gov.hk/update

Notes on Application for Library Card

Residents of the Hong Kong Special Administrative Region Persons aged 18 or above

1. Complete an application form and submit it in person to any public library.
2. Present the application form together with an original copy of your Hong Kong Identity Card and proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

Persons under the age of 18

1. Complete an application form and submit it to any public library.
2. The "Guarantee" part of the form is to be completed and signed by your parent (father or mother) or guardian. If your parent (father or mother) or guardian is unable to become the guarantor for whatever reasons, you should produce an adult resident of Hong Kong to be your guarantor.
3. Present the application form together with your proof of identity, an original copy or a photocopy of your guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification. Applicants who do not have an identity card may produce photocopies of their birth certificates.

Non-residents of the Hong Kong Special Administrative Region

1. Complete an application form and submit it in person to any public library.
2. Produce an adult resident of Hong Kong to be the guarantor. The "Guarantee" part of the form is to be completed and signed by the guarantor. In case of the absence of a guarantor, non-residents of the Hong Kong Special Administrative Region aged 18 or above may still borrow a maximum of 10 items of library materials by paying a deposit for each item borrowed.
3. Present the application form together with your valid travel document, an original copy or a photocopy of the guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification.

Borrowing Limit

After completion of the application, the applicant will be issued a library card which may be used to borrow a maximum of 10 items of library materials for a period of 14 days.

Loss of Library Card

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

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:
www.hkpl.gov.hk/update

申請圖書證填表須知

| 部 | 欄目 | 注釋 |
|----------|------------------------|---|
| 甲 | 申請人資料 | 申請人是指欲申請圖書證的同學 |
| 1 | 稱謂 | - 如果申請人是男生，請選擇「先生」 - 如果申請人是女生，請選擇「小姐」 |
| 2 | 中文姓名 | - 請填上申請人香港身份證/出世紙上的中文姓名 - 如果申請人未領有香港身份證/出世紙，請填上護照內的中文姓名 - 如果申請人沒有中文姓名，則此欄不須填寫 |
| 3 | 英文姓名 | - 請填上申請人香港身份證/出世紙上的英文姓名 - 如果申請人未領有香港身份證/出世紙，請填上護照內的英文姓名 |
| 4 | 出生日期 | - 請依日日/月月/年年年的次序及格式填上申請人的出生日期 |
| 5 | 香港身份證/出生證明書/ 旅遊證件號碼 | - 請填上申請人的香港身份證號碼 - 如果申請人未領有香港身份證，請填上申請人的香港出生證明書號碼 - 如果申請人未領有香港身份證/出生證明書，請填上旅遊證件號碼 |
| 6 | 簽發地點 | - 如果申請人持有的證件為香港身份證/出生證明書，請選擇「香港」 - 如果申請人持有的證件為護照，請選擇「其他」，並註明護照的簽發國家 |
| 7 | 香港住址 | - 請以英文填寫最新住址，樓宇層數請按照升降機所用的樓層數字或以西式計算樓層的方式填寫 |
| 8 | 電話號碼 | - 請填上申請人的（1）住宅電話號碼及（2）手提電話號碼 |
| 9 | 電郵地址 | - 請填上申請人的電郵地址 - 如果申請人選擇以電郵收取通知書，請在方格加上剔號，並確認已閱讀和同意遵守「電郵通知書服務使用條款」* |
| 10 | 職業 | - 請選擇「學生」 |
| 11 | 申請人簽名/日期 | - 請申請人在此欄簽名，並填上當日日期 |
| 乙 | 擔保書 | 擔保人須為申請人的父或母親或合法監護人，並且持有香港身份證 |
| 12 | 家長或擔保人稱謂 | - 請選擇其中一項 |
| 13 | 家長或擔保人中文姓名 | - 請填寫家長或擔保人香港身份證上的中文姓名 - 如果家長或擔保人沒有中文姓名，則此欄不須填寫 |
| 14 | 家長或擔保人英文姓名 | - 請填寫家長或擔保人香港身份證上的英文姓名 |
| 15 | 家長或擔保人香港身份證號碼 | - 請填寫家長或擔保人的香港身份證號碼 |
| 16 | 家長或擔保人香港住址 | - 請填寫家長或擔保人的住址（如與申請人不同） |
| 17 | 家長或擔保人電話號碼 | - 請填寫家長或擔保人的（1）住宅電話號碼及（2）手提電話號碼 |
| 18 | 家長或擔保人簽名/日期 | - 請家長或擔保人在此欄簽名，並填上當日日期 |



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

樣本 SAMPLE

Library Card No. 23838

圖書館申請表
LIBRARY CARD APPLICATION FORM

請用黑色墨水填寫此表，以正確填寫各項資料。申請人須在表格背面提供有效住址證明文件，並附上最近三個月內所繳納的水、電、煤氣或電話費單。如未能提供有關資料，我們將無法處理申請。
Please complete the following items in BLOCK LETTERS and in BLACK INK. The applicant is required to produce valid proof of identity and residential address issued within the last 3 months upon submission of the application form. If you fail to provide the required personal data, we will be unable to process your application.
* 請刪去不適用者 * Delete whichever is inapplicable

申請人
Applicant

中文姓名 Name in Chinese 英文姓名 Name in English
☒ 先生 Mr ☐ 太太 Mrs ☐ 小姐 Miss ☐ 女士 Ms
姓氏 Surname 名字 Other Names
出生日期 Date of Birth
10/10/2010

香港身分證/出生證明/旅遊證件號碼 HKID Card/Birth Certificate/Travel Document No. 2356 2324
簽發地點 Place of Issue ☒ 香港 Hong Kong ☐ 其他 (請註明) Others (Please specify)

提交表格時請於最近三個月發出的住址證明文件(例如水/電/煤氣/電話費單等)，以供核實。
Upon submission of the application form, please produce proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

香港住址 Residential Address in Hong Kong
(申請人必須填寫最新住址。Applicant must fill in his/her updated residential address.)
FLAT 16/F, GOODVIEW MANSION,
1 VICTORY ROAD, HONG KONG
通訊地址 Correspondence Address (可選擇是否填明) Optional

住宅電話號碼 Residential Telephone No. 2356 2324 手提電話號碼 Mobile Phone No. 1234 5678

電郵地址 Email Address
11213@hkpl.hk

☐ 本人願以電郵收取通知書，並已閱讀和同意遵守「電郵通知書服務使用條款」。
I prefer to receive notifications by email. I have read and agree to abide by the "Conditions of Use for Email Notification Service".

職業 Occupation ☒ 學生 Student ☐ 在職 Employed ☐ 主婦 Housewife ☐ 退休 Retired ☐ 其他 Others

本人已閱讀《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 10-9-2024 申請人簽名 Signature of Applicant 徐子康

擔保書 GUARANTEE

如申請人未滿18歲，其家長(父親或母親)或監護人必須填寫此擔保書。如家長(父親或母親)或監護人因任何理由而不能作為擔保人，則須提供一名成年香港居民作為擔保人。如申請人為非香港居民(例如外地人士、旅遊團成員等)，則須由一名成年香港居民填寫此擔保書。有關詳情請參閱《圖書館申請表》背面。如申請人為非香港居民，則須參閱《非居民申請人須知》。
If the Applicant is under the age of 18, this Guarantee should be completed by his/her parent (father or mother) or guardian. If his/her parent or guardian is unable to become the guarantor for whatever reasons, the Applicant should produce an adult resident of Hong Kong to be his/her guarantor. If the Applicant is a non-resident of the Hong Kong Special Administrative Region e.g. an overseas visitor, this Guarantee should be completed by an adult resident of Hong Kong (For details, please refer to the item on Non-residents of the Hong Kong Special Administrative Region in the "Notes on Application for Library Card" overleaf). The guarantor shall be liable for all liabilities incurred by the Applicant under Section 21, 27 or 28 of the Libraries Regulation.

擔保人 Guarantor

中文姓名 Name in Chinese 英文姓名 Name in English
☒ 先生 Mr ☐ 太太 Mrs ☐ 小姐 Miss ☐ 女士 Ms
姓氏 Surname 名字 Other Names
徐樂天

香港身分證號碼 HKID Card No. 101 421313157(7)

香港住址 Residential Address in Hong Kong (如與申請人不同，請填寫此項) If different from the Applicant's

通訊地址 Correspondence Address (可選擇是否填明) Optional

住宅電話號碼 Residential Telephone No. 2356 2324 手提電話號碼 Mobile Phone No. 1234 5678

本人已閱讀《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 10-9-2024 擔保人簽名 Signature of Guarantor Alan Lam

收集個人資料聲明

Personal Information Collection Statement

- (a) 在這表格內填報的個人資料只供處理是次申請，郵寄圖書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填報的個人資料。你的查詢權包括索取有關資料的複本，但須按健康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。

- (a) The personal data provided in 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 this form, including the requests for access and correction.

圖書證申請須知

Notes on Application for Library Card

香港特別行政區居民

年滿18歲人士

- 填妥申請表格並親自把表格交回任何一間公共圖書館。
- 遞交表格時必須出示香港身份證正本和最近3個月發出的住址證明文件(例如水/電/煤氣/電話費單等)，以供核實。

未滿18歲人士

- 填妥申請表格並把表格交回任何一間公共圖書館。
- 由家長(父親或母親)或監護人填寫及簽署申請表格的「擔保書」部分。如家長(父親或母親)或監護人因任何理由而不能作為擔保人，則須提供一名成年的香港居民作為擔保人。
- 遞交表格時必須出示申請人的身份證明文件，擔保人的香港身份證正本或複本和最近3個月發出的住址證明文件，以供核實。未領有身份證的申請人可出示出生證明書複本。

非香港特別行政區居民

- 填妥申請表格並親自把表格交回任何一間公共圖書館。
- 提供一名成年的香港居民作為擔保人，由該擔保人填寫及簽署申請表格的「擔保書」部分。如沒有擔保人，18歲或以上的非香港特別行政區居民仍可外借最多10項圖書館資料，但須按每項外借資料繳付保證金。
- 遞交表格時必須出示申請人的有效旅遊證件，擔保人的香港身份證正本或複本和最近3個月發出的住址證明文件，以供核實。

外借數目限制

申請人在辦妥申請手續後會獲發圖書館乙張，憑該圖書館證可外借最多10項圖書館資料，為期14天。

遺失圖書館證

如遺失圖書館證，必須親往任何一間公共圖書館辦理報失手續，但在辦理報失手續前可先致電通知香港公共圖書館，以防失證被盜用。

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：

www.hkpl.gov.hk/update

Residents of the Hong Kong Special Administrative Region Persons aged 18 or above

- Complete an application form and submit it in person to any public library.
- Present the application form together with an original copy of your Hong Kong Identity Card and proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

Persons under the age of 18

- Complete an application form and submit it to any public library.
- The "Guarantee" part of the form is to be completed and signed by your parent (father or mother) or guardian. If your parent (father or mother) or guardian is unable to become the guarantor for whatever reasons, you should produce an adult resident of Hong Kong to be your guarantor.
- Present the application form together with your proof of identity, an original copy or a photocopy of your guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification. Applicants who do not have an identity card may produce photocopies of their birth certificates.

Non-residents of the Hong Kong Special Administrative Region

- Complete an application form and submit it in person to any public library.
- Produce an adult resident of Hong Kong to be the guarantor. The "Guarantee" part of the form is to be completed and signed by the guarantor. In case of the absence of a guarantor, non-residents of the Hong Kong Special Administrative Region aged 18 or above may still borrow a maximum of 10 items of library materials by paying a deposit for each item borrowed.
- Present the application form together with your valid travel document, an original copy or a photocopy of the guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification.

Borrowing Limit

After completion of the application, the applicant will be issued a library card which may be used to borrow a maximum of 10 items of library materials for a period of 14 days.

Loss of Library Card

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

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:

www.hkpl.gov.hk/update