



婚姻監禮人委任／續期委任申請書  
Application for Appointment/Renewal of  
Appointment as a Civil Celebrant of Marriages

- 注意： (i) 在填寫本申請書前，請參閱說明事項。 Please read guidance notes before completing this form.  
Note: (ii) 請用黑色或藍色筆以正楷填寫本申請書。  
Please complete this form in BLOCK letters using black or blue pen.  
(iii) 領取本申請書無須繳費。 This form is issued free of charge.  
(iv)  請在適當方格內填上「✓」號。 Please tick as appropriate.  
(v) \* 請將不適用者刪去。 Please delete where inapplicable.  
(vi) # 只適用於非永久性居民身份證持有人。 Applicable to holder of non-permanent HK identity card only.

警告：任何人士為促致任何人獲委任為婚姻監禮人或將婚姻監禮人的委任續期提供假資料，而該等資料是他明知是虛假的或沒有理由相信是真實的，即屬犯罪。

Warning: Any person who provides any false information which he knows to be false or he has no reasonable ground to believe to be true in procuring the appointment of any person as a civil celebrant or renewal of such appointment shall be guilty of an offence.

<b>1. 申請人資料 Particulars of Applicant</b>											
姓名 (中文) (如適用) Name in Chinese (if applicable)	婚前姓氏 (如適用) Maiden surname (if applicable)										
姓 (英文) Surname in English											
名 (英文) Given names in English											
別名 (如有) Alias (if any)	(中文) in Chinese	姓 (英文) Surname in English	名 (英文) Given names in English								
性別 Sex	<input type="checkbox"/> 男 Male	<input type="checkbox"/> 女 Female	出生日期 Date of birth	日 dd	月 mm	年 yyyy					
香港身份證號碼 HK identity card no.		( )	香港身份證簽發日期 Date of issue of HK identity card	日 dd	月 mm	年 yyyy					
持有的旅行證件 Travel document held #											
類別 Type	號碼 Number		簽發地點 Place of issue								
簽發日期 Date of issue	日 dd	月 mm	年 yyyy	屆滿日期 Date of expiry	日 dd	月 mm	年 yyyy	獲准在港逗留至 Permitted to remain until	日 dd	月 mm	年 yyyy
現時委任為婚姻監禮人的屆滿日期(如適用) Expiry date of current appointment as a civil celebrant (if applicable)	日 dd	月 mm	年 yyyy								
聯絡電話號碼 Contact telephone no.		內線 Ext.		傳真號碼 Fax no.							
電郵地址 (如有) E-mail address (if any)											
香港地址 Address in Hong Kong											
公司名稱 (如有) Company name (if any)	(中文) in Chinese	(英文) in English									
公司地址 (如有) Company address (if any)	(中文) in Chinese	(英文) in English									
希望選擇的培訓課程語言 Language of the training course preferred	<input type="checkbox"/> 中文 Chinese	<input type="checkbox"/> 英文 English									
就本人所知及相信，本頁所填報的資料均詳盡正確。 The information given in this page is correct and complete to the best of my knowledge and belief.											
日期 Date		申請人簽署 Signature of applicant									



**2. 連同申請書所遞交的文件影印本及其他項目 Photocopy of documents and other items accompanying the application**

<input type="checkbox"/> *香港身份證／旅行證件 *Hong Kong identity card/travel document	<input type="checkbox"/> 香港國際公證人協會發出的現行會員證明書（只適用於符合《婚姻條例》附表4第1(b)(ii)段所訂條件的申請） a current certificate of membership issued by Hong Kong Society of Notaries (for application by virtue of meeting paragraph 1(b)(ii) of Schedule 4 to the Marriage Ordinance only)
<input type="checkbox"/> *律師／公證人的無條件執業證書，有效期至_____。 The * solicitor's/notary's unconditional practising certificate valid until _____	<input type="checkbox"/> 根據《婚姻條例》第5A(4a)條發出的委任通知書 the written notice of appointment issued under section 5A(4a) of the Marriage Ordinance (只適用於將委任續期的申請) (for application for renewal of appointment only)
<input type="checkbox"/> 香港律師會根據《婚姻條例》附表4第1(a)(ii)段簽發的證書(只適用於符合附表4第1(a)段所訂條件的申請) a certificate issued by the Law Society of Hong Kong under paragraph (1)(a)(ii) of Schedule 4 to the Marriage Ordinance (for application by virtue of meeting paragraph (1)(a) of Schedule 4 only)	

其他 Others

<input type="checkbox"/> 簽署樣本卡 specimen signature cards	<input type="checkbox"/> 郵寄標籤 mailing labels	<input type="checkbox"/> 認收通知卡 acknowledgement card	<input type="checkbox"/> 劃線支票 crossed cheque
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**3. 聲明 Declaration**

本人，  
I, \_\_\_\_\_, 現申請\*委任為婚姻監禮人／將婚姻監禮人的委任續期，並聲明：  
apply for \* appointment as a Civil Celebrant of Marriages/renewal of appointment as a Civil Celebrant of Marriages, do hereby declare that —

- 本人是一名律師，持有根據《法律執業者條例》(第159章)第6條發給的現行執業證書，而除須遵從《專業進修規則》(第159章，附屬法例W)及《法律執業者(風險管理教育)規則》(第159章，附屬法例Z)的條件外，該執業證書是無條件的；及香港律師會發出的證明書，\*證明我曾執業為律師／證明我曾在我的姓名列於《法律執業者條例》(第159章)所指的律師登記冊上期間，受僱向我的僱主提供法律服務，為期一段不少於7年的期間或多於一段合計不少於7年的期間。  
I am a solicitor holding a current practising certificate issued under section 6 of the Legal Practitioners Ordinance (Chapter 159) which is unconditional save as to the condition of compliance with the Continuing Professional Development Rules (Chapter 159 sub. leg. W); and the Legal Practitioners (Risk Management Education) Rules (Chapter 159 sub. leg. Z); and a certificate issued by The Law Society of Hong Kong certifying that I \* have practised as a solicitor/have been employed while my name is on the roll of solicitors within the meaning of the Legal Practitioners Ordinance (Chapter 159) to provide legal service to the employer, for a period or periods in aggregate of not less than 7 years.
   
 本人是一名公證人，持有根據《法律執業者條例》(第159章)第40E條發給的無條件的現行執業證書。  
I am a notary public holding a current practising certificate issued under section 40E of the Legal Practitioners Ordinance (Chapter 159) which is unconditional.
   
 本人是一名公證人，憑藉《法律執業者條例》(第159章)第40D條第(2)款而根據該條第(1)款有資格以公證人身份執業。  
I am a notary public qualified to practise as a notary public under subsection (1) of section 40D of the Legal Practitioners Ordinance (Chapter 159) by virtue of subsection (2) of that section.
- 在緊接申請要求獲委任為婚姻監禮人或申請將婚姻監禮人的委任續期的日期前的3年內，本人  
During the 3 years immediately preceding the date of the application for appointment as civil celebrant or renewal of appointment as civil celebrant, I
   
 不是根據《法律執業者條例》(第159章)第9B條組成的律師紀律審裁組根據該條例第10(2)條所作出的有效命令所針對的人；  
have not been the subject of a valid order made under section 10(2) of the Legal Practitioners Ordinance (Chapter 159) by a Solicitors Disciplinary Tribunal constituted under section 9B of that Ordinance;
   
 在2005年6月30日前不曾被根據在當時有效的《法律執業者條例》(第159章)第42條從公證人註冊紀錄冊上將姓名刪除或剔除；  
have not been removed from or struck off the register of notaries public before 30 June 2005 under section 42 of the Legal Practitioners Ordinance (Chapter 159) as then in force;
   
 在2005年6月30日前不曾被根據在當時有效的《法律執業者條例》(第159章)第42條暫時吊銷公證人的執業資格；或  
have not been suspended from practice as a notary public before 30 June 2005 under section 42 of the Legal Practitioners Ordinance (Chapter 159) as then in force; or
   
 不是根據《法律執業者條例》(第159章)第40I條組成的公證人紀律審裁組根據該條例第40J(2)條所作出的有效命令所針對的人。  
have not been the subject of a valid order made under section 40J(2) of the Legal Practitioners Ordinance (Chapter 159) by a Notaries Public Disciplinary Tribunal constituted under section 40I of that Ordinance.

本人同意登記官為處理本人的申請而進行任何有關查詢。  
I consent to the Registrar's making of any enquiries necessary for processing of my application.  
本人已閱讀此申請書夾附的「說明事項」並完全明白其內容。  
I have read the "Guidance Notes" attached to this form and fully understand its content.

日期 \_\_\_\_\_ 申請人簽署 \_\_\_\_\_  
Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_



## 1

### 填寫申請書 Completion of Form



本申請書可用中文或英文填寫。  
This form may be completed in Chinese or English.

## 2

### 繳費方法 Payment Methods



遞交申請時須繳付兩項費用— (i) 處理要求委任為婚姻監禮人或將委任續期的申請的訂明費用，以及 (ii) 委任為婚姻監禮人或婚姻監禮人委任續期的訂明費用。有關費用的詳情載於收費表 (MR 60)。如婚姻登記官拒絕某項申請，委任為婚姻監禮人或婚姻監禮人委任續期的訂明費用將退還予申請人。  
There are two levels of fee to be charged when you submit this application – (i) prescribed fee for processing an application for appointment as a civil celebrant, or for renewal of such appointment; and (ii) prescribed fee for appointment as a civil celebrant, or renewal of appointment as civil celebrant. Details of the fees are shown in the Fee Leaflet (MR 60). If an application is refused by the Registrar of Marriages, the prescribed fee for appointment as a civil celebrant, or renewal of appointment as a civil celebrant shall be refunded to the applicant.

## 3

### 遞交申請時所需提供的項目 Items to be Submitted on Application



遞交申請時，你須連同以下項目一併遞交：—

You should submit the following items when you send in your application:—

- (a) 填妥的申請書 (MR 67) ;  
a duly completed application form (MR 67);
- (b) 你的證明文件 ;  
your supporting documents;
  - (i) 如你是一名律師並憑藉符合《婚姻條例》(第 181 章) 附表 4 第 1(a) 段所訂明的條件提出申請：—  
if you are a solicitor who applies by virtue of meeting the criteria prescribed in paragraph 1(a) of the eligibility criteria specified in Schedule 4 to the Marriage Ordinance (Chapter 181) :—
    - (1) 你的香港身份證影印本 ;  
photocopy of your Hong Kong identity card;
    - (2) 如非香港永久性居民身份證持有人，你的旅行證件的影印本，該影印本須載列你的個人資料及入境處處長批准你在港逗留的期限 ;  
for a non-permanent Hong Kong identity card holder, photocopy of your travel document showing your personal particulars and the limitation of stay granted by the Director of Immigration;
    - (3) 你的現行執業證書影印本，該證書是根據《法律執業者條例》(第 159 章) 第 6 條簽發 ; 及  
photocopy of your current practising certificate issued under section 6 of the Legal Practitioners Ordinance (Chapter 159); and
    - (4) 香港律師會根據《婚姻條例》(第 181 章) 附表 4 第 1(a)(ii) 段簽發的證書的影印本。  
photocopy of the certificate issued by the Law Society under paragraph 1(a)(ii) of the eligibility criteria specified in Schedule 4 to the Marriage Ordinance (Chapter 181).
  - (ii) 如你是一名公證人並憑藉符合《婚姻條例》(第 181 章) 附表 4 第 1(b)(i) 段所訂明的條件提出申請：—  
if you are a notary public who applies by virtue of meeting the criteria prescribed in paragraph 1(b)(i) of the eligibility criteria specified in Schedule 4 to the Marriage Ordinance (Chapter 181) :—
    - (1) 上述第 (i) 段第 (1) 及 (2) 項所述的文件 ; 及  
the documents mentioned in (1) and (2) of (i) above; and
    - (2) 你的現行執業證書影印本，該證書是根據《法律執業者條例》(第 159 章) 第 40E 條簽發。  
photocopy of your current practising certificate issued under section 40E of the Legal Practitioners Ordinance (Chapter 159).
  - (iii) 如你是一名公證人並憑藉符合《婚姻條例》(第 181 章) 附表 4 第 1(b)(ii) 段所訂明的條件申請：—  
if you are a notary public who applies by virtue of meeting the criteria prescribed in paragraph 1(b)(ii) of the eligibility criteria specified in Schedule 4 to the Marriage Ordinance (Chapter 181) :—
    - (1) 上述第 (i) 段第 (1)、(2) 及 (3) 項所述的文件 ; 及  
the documents mentioned in (1), (2) and (3) of (i) above; and
    - (2) 香港國際公證人協會發給你的現行會員證明書的影印本。  
photocopy of your current certificate of membership issued by the Hong Kong Society of Notaries.
- (c) 兩份填妥的簽署樣本卡 (MR 68) ;  
2 sets of duly completed specimen signature cards (MR 68);
- (d) 兩份填妥的郵寄標籤 (ID 839) ;  
2 sets of duly completed mailing labels (ID 839);
- (e) 一份填妥回郵地址的認收通知卡 (MR 69) ;  
a duly completed self-addressed acknowledgement card (MR 69);
- (f) 處理要求委任 / 委任續期的訂明費用須以港幣劃線支票繳付，抬頭人註明為「香港特別行政區政府」(只限郵遞申請)。現金繳費將不獲接納 ; 及  
the prescribed fees for processing application and for appointment/renewal of appointment in Hong Kong currency in the form of crossed cheque made payable to 'The Government of the Hong Kong Special Administrative Region' (For postal application only). Payment in cash is not accepted; and
- (g) 如申請將委任續期，須遞交由婚姻登記官根據《婚姻條例》(第 181 章) 第 5A(4a) 條發給你的現行委任通知書的影印本。  
If you are applying for a renewal of appointment, photocopy of the current notice of appointment issued by the Registrar of Marriages under section 5A(4a) of the Marriage Ordinance (Chapter 181).

## 4

### 申請途徑 Application Channels



#### 1. 郵遞申請 By post

請填妥此申請書連同上文第三項所列的文件一併郵寄至新界將軍澳寶邑路 61 號入境事務處總部行政大樓 12 樓生死及婚姻登記 (支援) 組。  
Please complete this application form and submit it with documents listed at ③ to Births, Deaths and Marriage Registration (Support) Section, 12th Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories.

#### 2. 網上申請 Through internet

請於網上 (網址 : [www.gov.hk](http://www.gov.hk)) 填妥申請書及根據指示提交申請。  
Please complete online application form at [www.gov.hk](http://www.gov.hk) and submit application according to the instructions.

5

**有關申請的其他資料 Further Information Regarding the Application**

本處會在接獲你的申請後五個工作天內寄上認收通知。如果你符合《婚姻條例》(第 181 章)附表 4 的資格條件第 1 及 2 段的申請人，會獲邀請參加為施行該條例而籌辦的培訓。屆時請出示以上第 3(b) 段所指明的證明文件的正本，作核實之用。

如有任何有關此申請的查詢，請致電 (852) 2829 3580，或傳真至 (852) 2824 0417，或電郵至 [bdmas@immd.gov.hk](mailto:bdmas@immd.gov.hk)。

After receiving your application, an acknowledgement will be sent to you within 5 working days. If you have met paragraphs 1 and 2 of the eligibility criteria in Schedule 4 to the Marriage Ordinance (Chapter 181), you will be invited to attend the training organised for the purpose of the same ordinance. You must produce the original of the documents in paragraph 3(b) above for verification when you attend the training.

If you have any enquiries regarding your application, please telephone (852) 2829 3580; or fax to (852) 2824 0417; or e-mail to [bdmas@immd.gov.hk](mailto:bdmas@immd.gov.hk).

6

**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作下列一項或多項用途：—

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

1. 辦理要求委任為婚姻監禮人或將委任續期的申請；  
to process the application for appointment or renewal of appointment as a civil celebrant;
2. 編製婚姻監禮人名單，並透過互聯網或其他途徑刊登，供公眾人士查閱；  
to compile a list of civil celebrants for information of members of the public to be published through the Internet or other means;
3. 向有關專業團體澄清、核對及徵詢你提出申請時提供的資料；  
to clarify, verify and seek consultation from professional bodies on the information provided in relation to your application;
4. 實施及執行有關婚姻及婚姻登記的法律及法例；  
to administer and enforce marriage and marriage registration related law and legislation;
5. 實施／執行《入境條例》(第 115 章)及《入境事務隊條例》(第 331 章)的相關條文規定，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;
6. 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;
7. 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
8. 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。若你未能提供足夠的資料，本處可能無法辦理你的申請。

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.

7

**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.

8

**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填報的個人資料的副本。

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.

9

**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:—

新界將軍澳  
寶邑路 61 號  
入境事務處總部行政大樓 12 樓  
總入境事務主任(生死及婚姻登記)支援  
電話：2829 3577

Chief Immigration Officer (Births, Deaths and Marriage Registration) Support  
12th Floor, Administration Tower, Immigration Headquarters,  
61 Po Yap Road,  
Tseung Kwan O, New Territories  
Tel. No. : 2829 3577

# 簽署樣本卡

## Specimen Signature Card



本人， \_\_\_\_\_，現附上本人的簽署樣本，作為履行婚姻監禮人的職責時之用。

I, \_\_\_\_\_, append below my specimen signature which is to be used during the discharge of the duties of a civil celebrant of marriages.

簽署樣本 Specimen Signature

此欄由辦理機關填寫

**FOR OFFICIAL USE ONLY**

婚姻監禮人編號

Civil Celebrant Code \_\_\_\_\_

# 簽署樣本卡

## Specimen Signature Card



本人， \_\_\_\_\_，現附上本人的簽署樣本，作為履行婚姻監禮人的職責時之用。

I, \_\_\_\_\_, append below my specimen signature which is to be used during the discharge of the duties of a civil celebrant of marriages.

簽署樣本 Specimen Signature

此欄由辦理機關填寫

**FOR OFFICIAL USE ONLY**

婚姻監禮人編號

Civil Celebrant Code \_\_\_\_\_

檔號 Reference \_\_\_\_\_

( 日後與本處通信時請註明此檔號 / Please quote this reference in your future correspondence )



香港特別行政區政府入境事務處  
Immigration Department, The Government of the Hong Kong Special Administrative Region  
認收通知卡 Acknowledgement Card

申請人姓名 Applicant's name \_\_\_\_\_ ( 請在此處填寫申請人的姓名 / Please enter the applicant's name here )

- 上述人士遞交的申請書已經收到。

This is to acknowledge receipt of the application from the abovenamed.

- 處理 1) 要求委任申請人為婚姻監禮人／將委任續期的申請及 2) 委任申請人為婚姻監禮人／婚姻監禮人委任的續期這兩項訂明費用已經收取。現隨函附上收據正本，以供保存。

The prescribed fees for processing 1) application for appointment / renewal of appointment as a civil celebrant of marriages and 2) appointment as civil celebrant / renewal of appointment as civil celebrant have been collected. The original receipt is enclosed for retention.

- 為使要求委任為婚姻監禮人的申請人符合《婚姻條例》附表 4「婚姻監禮人的資格條件」(「資格條件」)第 3 段所述的條件，婚姻登記官會邀請符合資格條件第 1 及第 2 段所述條件的申請人參加婚姻登記官為施行《婚姻條例》而籌辦的培訓課程。

To enable applicant for appointment as a civil celebrant of marriages to meet paragraph 3 of the Eligibility Criteria for Civil Celebrants ("eligibility criteria") in Schedule 4 to the Marriage Ordinance, the Registrar of Marriages will invite applicants who have satisfied paragraphs 1 and 2 of the eligibility criteria to attend a training course organised by the Registrar of Marriages for the purpose of the Marriage Ordinance.

- 審批婚姻監禮人委任的申請一般會在申請人完成《婚姻條例》附表 4 第 3 段所指明的培訓後四至六星期內完成。

Processing of application for appointment as a civil celebrant of marriages will normally be completed within 4 – 6 weeks after the applicant has completed the training as specified in paragraph 3 of Schedule 4 to the Marriage Ordinance.

- 至於婚姻監禮人的委任續期的申請，如申請及申請表上指明的文件是在現時的委任期屆滿前兩個月或之前收到，審批工作一般會在現時的委任期屆滿前完成。申請人如符合資格條件第 1 及第 2 段所述的條件，但在現時的委任期內／過去五年間(適用於在遞交申請時委任期已屆滿的申請人)未曾提供任何證婚服務，將會獲安排參加婚姻登記官籌辦的複修課程，以使有關申請人符合資格條件第 3 段所述的條件。

For application for renewal of appointment as a civil celebrant of marriages, processing will normally be completed before the expiry of the current appointment if the application and the documents specified in the application form are received on or before 2 months preceding the expiry. Applicant who has satisfied paragraphs 1 and 2 of the eligibility criteria but had not provided any marriage solemnization service during their current appointment periods / in the past 5 years (for applicants whose appointment periods have already expired upon application) will be arranged to attend a refresher training course as organised by the Registrar of Marriages in order to meet paragraph 3 of the eligibility criteria.

- 如有查詢，請與以下人員聯絡：

In case of enquiry, please contact the following staff:

姓名 Name: \_\_\_\_\_

電話 Tel: \_\_\_\_\_

(請在以下空位填寫申請人的姓名及在香港的地址，並在背頁填寫申請人的姓名。此通知卡應與申請書一併遞交。)  
( Please enter the applicant's name and Hong Kong address on the space provided below, and the applicant's name on the reverse side. This card should be submitted together with the relevant application.)

姓名

Name

---

地址

Address

---

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## Mailing Label 郵寄標籤

為方便本處日後與你以書信聯絡，請填寫下列的郵寄標籤，然後連同申請書，一併交回本處。

In order to facilitate our subsequent correspondence with you, please complete the following mailing labels and return this sheet with your application.

姓名

Name \_\_\_\_\_

地址

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

入境事務處 Immigration Department

姓名

Name \_\_\_\_\_

地址

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

入境事務處 Immigration Department



入境事務處  
Immigration Department

# APPLICATION FOR BECOMING A CIVIL CELEBRANT OF MARRIAGES



Immigration Department  
website

# 1 Preamble

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Under the Marriage Ordinance, Cap. 181 (“the Ordinance”), the Registrar of Marriages (“the Registrar”) is empowered to appoint any person who meets the Eligibility Criteria for Civil Celebrants as specified in Schedule 4 (“eligibility criteria”) as a civil celebrant to celebrate marriages at any time and at any place in Hong Kong other than the marriage registries and licensed places of worship. This pamphlet aims to highlight certain relevant provisions in the Ordinance on how to become a civil celebrant and the obligations of a civil celebrant. You are advised to read through the contents of this pamphlet before submitting the application for appointment or renewal of appointment as a civil celebrant. For the detailed provisions governing civil celebrants, please refer to the Ordinance.

## 2 Application Procedures

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### Eligibility Criteria

Any person who meets the eligibility criteria [Appendix A] is eligible to apply for appointment or renewal of appointment as a civil celebrant. In accordance with section 5H(2), if a civil celebrant ceases to meet any criterion prescribed in Schedule 4 of the Ordinance as in force (a) at the time of his appointment; or (b) at the time of the latest renewal of his appointment, as may be appropriate, the civil celebrant shall, within 14 days of such cessation, notify the Registrar of Marriages in writing of such cessation. Any civil celebrant who without reasonable excuse contravenes section 5H(2) shall be guilty of an offence and shall be liable to a fine at level 3, HK\$10,000.

### Application Form

Any eligible person who wishes to apply for appointment or renewal of appointment as a civil celebrant should complete the application form (MR 67). The form is issued free of charge at any marriage registry or office of the Hong Kong Immigration Department listed at Appendix B.

The form can also be downloaded from the Immigration Department website - [www.immd.gov.hk](http://www.immd.gov.hk)

## Form Submission

Applicant may submit application form —

(i) By post to —  
Births, Deaths and Marriage  
Registration (Support) Section,  
12th Floor, Administration Tower,  
Immigration Headquarters,  
61 Po Yap Road, Tseung Kwan O,  
New Territories

(ii) Through internet —  
Complete online application  
form at [www.gov.hk](http://www.gov.hk)  
and submit application  
according to the instructions.

For postal submission, all necessary supporting documents together with the prescribed fees should be enclosed with the application. Please refer to the “Guidance Notes” of the application form for details of the items to be submitted on application.

## Processing

All applications are processed by the Registrar. In processing the application, the Registrar may consult the professional body to which the applicant belongs such as The Law Society of Hong Kong or the Hong Kong Society of Notaries, on whether the applicant meets any criterion.

## Training

Paragraph 3 of the eligibility criteria provides that any person who wishes to be appointed as a civil celebrant will need to have completed a training course organized by the Registrar for the purposes of the Marriage Ordinance. During the processing of the applications, the Registrar may invite those applicants who have satisfied paragraphs 1 and 2 of the eligibility criteria to attend a training course. The content of the training course covers the procedures of giving of Notice of Intended Marriage and celebration of marriage, potential offences and penalties relevant to marriage registration, identification of forged documents of identity, etc. The “Guidance Notes for Civil Celebrants of Marriages”, “Information Leaflets for the Marrying Parties” and “DOs and DON’Ts for CCM” will be issued to applicants during the training.

For application for renewal of appointment as a civil celebrant, the Registrar will, after receipt of the applications, arrange those applicants who have not provided any marriage solemnization service in the current appointment period / past 5 years (for applicants whose appointment periods have already expired upon application) and have satisfied paragraphs 1 and 2 of the eligibility criteria to attend a refresher training course organized by the Registrar in order to meet paragraph 3 of the eligibility criteria. The content of the refresher course covers the procedures of giving of Notice of Intended Marriage and celebration of marriage, potential offences and penalties relevant to marriage registration, identification of forged documents of identity as well as recent cases sharing.

### 3 Tenure of an Appointment

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The tenure of an appointment as a civil celebrant is five years.

### 4 Fees

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There are two levels of fee to be charged on submitting an application — (i) prescribed fee for processing an application for appointment as a civil celebrant, or for renewal of such appointment; and (ii) prescribed fee for appointment as a civil celebrant, or renewal of appointment as a civil celebrant. Details of the fees are shown in the fee leaflet (MR 60). If an application is refused by the Registrar, the prescribed fee for appointment as a civil celebrant, or renewal of appointment as a civil celebrant shall be refunded to the applicant. In such circumstances the application processing fee will not be refunded.

### 5 Quota

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There is no ceiling or quota set on the number of civil celebrants to be appointed.

### 6 List of Civil Celebrants

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A list of civil celebrants will be compiled for information of members of the public. The list can be found in the Immigration Department website - [www.immd.gov.hk](http://www.immd.gov.hk)

## 7 Further Information

A civil celebrant is obliged to comply with the provisions in the Ordinance in relation to civil celebrants and the Code of Practice for Civil Celebrants of Marriages issued by the Registrar (Appendix C). Non-compliance with the statutory requirement may be an offence under the Ordinance for which the civil celebrant concerned may be liable to prosecution. If convicted, a civil celebrant may have his appointment cancelled. For any contravention of the Code of Practice, a civil celebrant may have his appointment suspended or cancelled and may be liable to disciplinary proceedings by his professional body.

Any person or civil celebrant who is aggrieved by a decision of the Registrar to refuse his application for appointment, suspension or cancellation of the appointment may appeal to the Civil Celebrant of Marriages Appointment Appeal Board. Please refer to the Civil Celebrant of Marriages Appointment Appeal Board Regulation (Cap. 181A) for details on the procedure in lodging an appeal.

## 8 Enquiries

For general enquiries, please contact the Information and Liaison Section of the Hong Kong Immigration Department.



2824 6111



2877 7711



[enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk)

For enquiries on the application submitted, please contact the Births, Deaths and Marriage Registration (Support) Section.



2829 3580



2824 0417



[bdmas@immd.gov.hk](mailto:bdmas@immd.gov.hk)

For other application information, please visit the Immigration Department website.



[www.immd.gov.hk/eng/services/marriage/Civil\\_Celebrants\\_of\\_Marriage\\_Scheme\\_apply.html](http://www.immd.gov.hk/eng/services/marriage/Civil_Celebrants_of_Marriage_Scheme_apply.html)



[Immigration Department website](http://www.immd.gov.hk)

## Appendix A

# Eligibility Criteria For Civil Celebrants


1. Being —
  - (a) a solicitor —
    - (i) holding a current practising certificate issued under section 6 of the Legal Practitioners Ordinance (Cap. 159) which is unconditional save as to the condition of compliance with the Continuing Professional Development Rules (Cap. 159 sub. leg. W); and the Legal Practitioners (Risk Management Education) Rules (Cap. 159 sub. Leg. Z); and
    - (ii) holding a certificate issued by The Law Society of Hong Kong —
      - (A) certifying that he has practised as a solicitor; or
      - (B) upon a statutory declaration by him in such form as the Council of The Law Society of Hong Kong may determine certifying that he has been employed while his name is on the roll of solicitors within the meaning of the Legal Practitioners Ordinance (Cap. 159) to provide legal service to the employer, for a period or periods in aggregate of not less than 7 years; or
  - (b) a notary public —
    - (i) who holds a current practising certificate issued under section 40E of the Legal Practitioners Ordinance (Cap. 159) which is unconditional; or
    - (ii) who is qualified to practise as a notary public under subsection (1) of section 40D of the Legal Practitioners Ordinance (Cap. 159) by virtue of subsection (2) of that section.
2. Has not been —
  - (a) the subject of a valid order made under section 10(2) of the Legal Practitioners Ordinance (Cap. 159) by a Solicitors Disciplinary Tribunal constituted under section 9B of that Ordinance;
  - (b) removed from or struck off the register of notaries public before 30 June 2005 under section 42 of the Legal Practitioners Ordinance (Cap. 159) as then in force;
  - (c) suspended from practice as a notary public before 30 June 2005 under section 42 of the Legal Practitioners Ordinance (Cap. 159) as then in force; or
  - (d) the subject of a valid order made under section 40J(2) of the Legal Practitioners Ordinance (Cap. 159) by a Notaries Public Disciplinary Tribunal constituted under section 40I of that Ordinance, during the 3 years immediately preceding the date of the application for appointment as civil celebrant or renewal of appointment as civil celebrant, as may be appropriate.
3. Having completed such training organized for the purposes of this Ordinance as the Registrar may specify.

## Appendix B

# List of Marriage Registries / Offices of the Hong Kong Immigration Department

HONG KONG

### Marriage Registration & Records Office

 3rd Floor, Low Block, Queensway Government Offices,  
66 Queensway, Hong Kong.


 2867 2787

 Monday - Friday 8:45 a.m. - 4:45 p.m.

Saturday 9:00 a.m. - 11:30 a.m.

### City Hall Marriage Registry


 1st Floor, High Block, City Hall, Central.

 2523 0725

 Monday - Friday 8:45 a.m. - 12:45 p.m.  
2:00 p.m. - 4:45 p.m.

Saturday 9:00 a.m. - 12:30 p.m.

### Cotton Tree Drive Marriage Registry

 Ground Floor, Rawlinson House,  
19 Cotton Tree Drive, Central.

 2869 0500

 Monday - Friday 8:45 a.m. - 12:45 p.m.  
2:00 p.m. - 4:45 p.m.


Saturday 9:00 a.m. - 11:30 a.m.



## Tsim Sha Tsui Marriage Registry


 3rd Floor, Administration Building,  
Hong Kong Cultural Centre,  
10 Salisbury Road, Tsim Sha Tsui.


 2312 0929

 Monday - Friday      8:45 a.m. - 12:45 p.m.  
2:00 p.m. - 4:45 p.m.

Saturday      9:00 a.m. - 11:30 a.m.

## Information and Liaison Section


 Upper Ground Floor, Administration Tower,  
Immigration Headquarters, 61 Po Yap Road,  
Tseung Kwan O, New Territories.


 2824 6111


 Monday - Friday      8:45 a.m. - 4:30 p.m.

Saturday      9:00 a.m. - 11:30 a.m.

## Sha Tin Marriage Registry

 Ground Floor, Sha Tin Town Hall,  
1 Yuen Wo Road, Sha Tin.

 2604 6974

 Monday - Friday      8:45 a.m. - 12:45 p.m.  
2:00 p.m. - 4:45 p.m.

Saturday      9:00 a.m. - 11:30 a.m.

## Tseung Kwan O Marriage Registry



2nd Floor, Administration Tower,  
Immigration Headquarters, 61 Po Yap Road,  
Tseung Kwan O, New Territories.



3861 7572



Monday - Friday

8:45 a.m. - 4:30 p.m.

Saturday

9:00 a.m. - 11:30 a.m.

## Tuen Mun Marriage Registry



Ground Floor, Tuen Mun Siu Lun Government Complex,  
19 Siu Lun Street, Tuen Mun.



2618 3789



Monday - Friday

8:45 a.m. - 12:45 p.m.  
2:00 p.m. - 4:45 p.m.

Saturday

9:00 a.m. - 11:30 a.m.



# Appendix C

## Code Of Practice for Civil Celebrants Of Marriages

(Issued by the Registrar of Marriages under section 5C(1) of the Marriage Ordinance (Cap. 181))

### **1. Interpretation of this Code of Practice**

Words and expressions used in this Code of Practice shall, unless the context otherwise requires, have the same meaning as in the Marriage Ordinance (Cap.181).

### **2. Compliance with Marriage Ordinance and other laws**

- 2.1 A civil celebrant shall, in performing his functions as such, comply with —
  - (a) the provisions of the Marriage Ordinance (Cap. 181) applicable in relation to civil celebrants; and
  - (b) all other laws applicable in relation to celebration of marriages.
- 2.2 A civil celebrant shall not celebrate a marriage if holding the marriage ceremony at the venue concerned constitutes an offence.

### **3. Professional conduct**

- 3.1 A civil celebrant who is a solicitor shall comply with the requirements prescribed by the Law Society of Hong Kong and laws relating to the professional conduct of solicitors.
- 3.2 A civil celebrant who is a notary public shall comply with the requirements prescribed by the Hong Kong Society of Notaries and laws relating to the professional conduct of notaries public.
- 3.3 A civil celebrant shall not do anything that will bring the office of civil celebrants into disrepute.

### **4. Duty to ensure absence of vitiating factors**

- 4.1 A civil celebrant must, before performing his functions as such, take reasonable steps to ensure that there do not exist any circumstances which would render the marriage concerned void or voidable under law.
- 4.2 For the purposes of paragraph 4.1, a civil celebrant shall not, in case of doubt, celebrate the marriage.

### **5. Privacy and confidentiality**

- 5.1 A civil celebrant shall protect the privacy of the parties to the marriage and shall, subject to any order of a court of competent jurisdiction, maintain confidentiality in relation to their affairs.
- 5.2 Notwithstanding paragraph 5.1, a civil celebrant may disclose to a party to a marriage for the purposes of celebration of the marriage personal information of the other party obtained by the civil celebrant for the purposes of celebration of the marriage.

## **6. Standard of service**

A civil celebrant shall perform his functions promptly, effectively and with due care in accordance with, as far as reasonably practicable, the wishes of the parties to the marriage.

## **7. Ensure solemnity**

A civil celebrant shall perform his functions as regards celebration of marriage in such manner that does not undermine the due solemnity of marriage.

## **8. Inability to act**

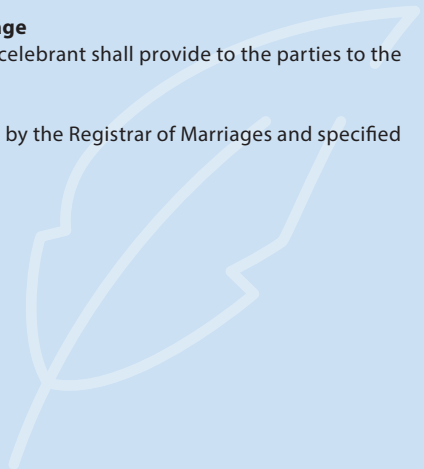
- 8.1 If a civil celebrant becomes aware that it is likely that he may not be able to perform any function as a civil celebrant, he shall, as soon as reasonably practicable, inform either of the parties to the marriage concerned.
- 8.2 If the parties to the marriage so request, the civil celebrant shall use reasonable endeavours to assist in finding another civil celebrant to perform the function concerned.

## **9. Fees**

- 9.1 Before agreeing to celebrate a marriage, a civil celebrant shall give the parties to the marriage a notice in writing of —
  - (a) the amount of the fees he will charge for his service;
  - (b) where applicable, the method of calculation of such fees;
  - (c) the time and manner of payment of such fees; and
  - (d) the circumstances, if any, in which fees paid will be or will not be refunded.
- 9.2 A civil celebrant shall not charge any fee in a way that is inconsistent with the notice given under paragraph 9.1.

## **10. Provide information to parties to the marriage**

- Upon agreeing to celebrate a marriage, a civil celebrant shall provide to the parties to the marriage —
- (a) a copy of this Code of Practice; and
  - (b) a copy of any information leaflet prepared by the Registrar of Marriages and specified by him for the purposes of this paragraph.



## **11. Handling of documents**

- 11.1 This paragraph applies to all documents received, collected, prepared or issued by a civil celebrant for the purposes of a marriage or intended marriage.
- 11.2 A civil celebrant shall keep all documents that come into his possession in safe custody and handle them in accordance with the requirements of the laws of Hong Kong and this Code of Practice.
- 11.3 A civil celebrant shall not, without lawful justification, withhold any document from the parties to the marriage.
- 11.4 A civil celebrant shall return to the Registrar —
- (a) all notices of intended marriage supplied to him under section 8 of the Marriage Ordinance (Cap. 181) which are not required by him for the purpose of performing his function; and
  - (b) all marriage certificates supplied to him under section 20A of that Ordinance which have not been issued and are not required by him, before the expiry of his appointment.
- 11.5 Paragraph 11.4 does not apply if the appointment of a civil celebrant is renewed and is to take effect immediately after the expiry of the current appointment.

## **12. Advertisements**

A civil celebrant shall not advertise his practice in such manner or suffer his practice to be advertised in such manner —

- (a) that implies or suggests that the quality of the service provided by him is better than that of the service provided by any other civil celebrant; or
- (b) that is capable of undermining the respect of the public for the office of civil celebrants.

## **13. Notify change of address**

If there is any change in the address of a civil celebrant previously supplied to the Registrar of Marriages, the civil celebrant shall, without undue delay, notify the Registrar of the change.

## **14. Notify the parties to the marriage of notices received**

If a civil celebrant receives a notice under section 5D(4) (notice of intention to cancel appointment as civil celebrant) or section 5E(3) (notice of intention to suspend appointment as civil celebrant) of the Marriage Ordinance (Cap. 181) before celebrating a marriage, the civil celebrant shall, without undue delay, notify either of the proposed parties to the marriage of such notice.