



APPLY FOR A JUDICIARY LIBRARY CARD

A. Local barristers / solicitors in practice or pupil barristers / trainee solicitors or government counsel

- (1) Complete the application form and send the duly completed form to the Hong Kong Bar Association / Law Society of Hong Kong / government department for certification.
- (2) Return the form to the High Court Library through the Hong Kong Bar Association/Law Society of Hong Kong / government department.
- (3) The library card will be delivered to the applicant via respective association or government department.

B. Foreign lawyers who are currently registered with the Law Society of Hong Kong, corporate lawyers, law students, and employees of a barrister/solicitor, or any person whose work is related to court cases, such as legal journalists, court case reporters, etc.

- (1) Complete the application form and return the form to the High Court Library at 1/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong in person with the following items:
 - Hong Kong identity card / HKSAR passport
 - One recent photograph
 - Supporting documents:
 - (a) certificate of registration issued by the Law Society of Hong Kong (for foreign lawyers); or
 - (b) company letter (for corporate lawyers); or
 - (c) document certifying the status of a law student* (for law students); or
 - (d) company letter stating the current employment status and reasons for using the Library (for employees of a barrister/solicitor, or any person whose work is related to court cases)

* Law student refers to a student who is taking a law degree programme conducted by a tertiary education institute or a law programme for a legal practitioner's practising certificate.
- (2) Pay the requisite annual fee at the Shroff# after application is approved:

Foreign lawyers or corporate lawyers	\$425.00
Law students	\$85.00
Employees of a barrister/solicitor, or any person whose work is related to court cases	\$170.00

Office hours of the Shroff at LG 2/F, High Court Building: Mon-Fri 08:45-13:00 & 14:00-17:30 (closed on Saturdays, Sundays and Public Holidays)

- (3) Return the franked application form to the Library service counter after payment is made.

Please note that:

- The annual fee collected is non-refundable and non-transferable under all circumstances.
- A library card will be invalidated once the library card holder is no longer eligible for application of a Judiciary library card.
- An applicant of Category B above must hold a Hong Kong identity card or HKSAR passport.
- Holders of valid library cards may use the High Court Library and the District Court Library. They may use the Court of Final Appeal Library only on the days when their cases are being heard in the Court of Final Appeal.
- Please note that library card holders of Category B are not allowed to borrow any library materials from the library.
- Please show your library card to the counter staff before access to the library.
- Any change of personal particulars should be reported to the library as soon as possible.
- The Judiciary Libraries reserve the right to refuse an application for a Judiciary Library Card. Any appeal for the refusal of a library card application may be addressed to the Complaints Officer of the Judiciary.

司法機構圖書證申請表 Judiciary Library Card Application Form

(適用於外地律師 / 公司律師 / 法律系學生 / 其他人士)

(For Foreign Lawyers / Corporate Lawyers / Law Students / Others)

近照
Recent Photo

(請用英文正楷填寫 Please complete in BLOCK letters)

☐ 先生 Mr. ☐ 女士 Ms. ☐ 太太 Mrs.

中文姓名 Name in Chinese: _____

英文姓名 Name in English: _____ (surname)

(other names)

香港身份證號碼 HK Identity Card no: _____ ()

通訊地址 Correspondence address : _____

聯絡電話 Contact telephone no.: _____

職業 Occupation: _____

公司名稱 Name of firm: _____

辦公室地址 Office address: _____

辦公室電話 Office telephone no.: _____

電子郵件 Email address: _____

(法律學生適用 For Law Students Only)

課程名稱 Name of the Course: _____

舉辦機構 Institution: _____

修讀日期 Study Period: _____

申請人簽署 Applicant's Signature: _____

日期 Date: _____

(只供圖書館使用 For Library use only)

Annual fee: **HK\$** _____

*Application is approved / not approved.

Date of issue: _____

Expiry date: _____

Application no.: _____

Barcode no.: _____

Handled by: _____

_____ for Judiciary Administrator

*Delete where appropriate

收集個人資料聲明

收集資料目的

1. 填報於本表格內的個人資料，將用作處理你的新圖書證申請 / 補領圖書證申請 / 更改個人資料申請 / 借取書籍授權、編算有關圖書館的使用統計資料，以及備存一份完整的讀者記錄。
2. 於本表格提供個人資料是純屬自願。如果你沒有提供足夠資料，本館未必能夠處理你的申請。

接受資料轉交的部門/人士

3. 沒有。

查閱個人資料

4. 根據香港法例第 486 章《個人資料(私隱)條例》，你有權要求查閱及更改在申請時提供的個人資料。
5. 如果你要查閱個人資料，便須填妥個人資料私隱專員根據《個人資料(私隱)條例》第 67 條所指明的「查閱資料要求表格」。表格可於 https://www.judiciary.hk/doc/zh/other_information/access/jud39c.pdf 下載，亦可於司法機構各詢問處索取。
6. 你的查閱權包括在繳交按照庫務署署長所公佈的費用後，索取你所提供的個人資料的副本。

查詢

7. 有關填報於本表格的個人資料查詢，包括需要查閱及更正，請向以下負責人員提出：

香港金鐘道 66 號金鐘道政府合署高座 1 樓
高等法院圖書館
圖書館館長(運作及參考)
查詢電話: 2867 2412

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in this form will be used for processing your application for a new library card/ a replacement library card/change of personal data/authorization for borrowing books, compiling library usage statistics and maintaining a complete readers' record.
2. 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.

Classes of Transferees

3. Nil

Access to Personal Data

4. You have a right to request access to and correction of your personal data provided in the application in accordance with the Personal Data (Privacy) Ordinance (Cap.486).
5. You should make your access request by completing the Data Access Request Form specified by the Privacy Commissioner for Personal Data under section 67 of the Personal Data (Privacy) Ordinance. The Form is accessible at https://www.judiciary.hk/doc/en/other_information/access/jud39e.pdf and available at all enquiry counters of the Judiciary.
6. Your right of access includes the right to obtain a copy of your personal data provided in the application subject to payment as promulgated by the Director of Accounting Services.

Enquiries

7. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Librarian (Operations & Reference)
High Court Library
1/F, High Block, Queensway Government Offices
66 Queensway, Hong Kong
Enquiry Tel: 2867 2412