

# 辦理違規裁罰應備證件一覽表

## Requirements for Handling Traffic Violation Fines

項目 Items 應備證件 Requirements	窗口裁決 Adjudication at Counter	吊扣銷駕(牌)照 Cancellation & Suspension of Driving License or Plate	未滿 18 歲違規 Violation of Teenagers (under 18-year-old)	分期付款 Installment Payment	退款 Reimbursement	違規申訴 Appeal for the Violation	吊扣駕(牌)照期 滿執行單遺失
違規通知單 Traffic Ticket	V		V	V		V	
裁決書 Notice of Judgment		V	V				
罰鍰 Fines	V		V	V			
號牌及行照 (或駕照) Driving Permit & Number Plates		V					
分期繳納申請書 Application Form for Installment Payment				V			
印章 Seal				V	V		V
身分證明正本 Original copy of Id Card				V	V		V
退款申請書或公文 Reimbursement Application Form or Documents					V		
收據正本 Original Copy of Receipt					V		
法定監護人身分證明 Tutor's Identification Papers			V				
陳述(申訴)書 Appeal Documents						V	
採證照片或佐證資料 Evidential Photos or Documents						V	
吊扣執行單							
委任書							V
委任人身分證明正本							V
委任人印章							V

備註：

Notes：

裁處未帶駕照者，請持駕照正本核驗。

For those charged for "Driving without carrying driving license", please produce your original valid driving licenses for identification.



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