

辦理違規裁罰應備證件一覽表

Requirements for Handling Traffic Violation Fines

應備證件 Requirements	項目 Items	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 Lost Suspension Execution Notice of Driving License or Plate
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(or Driving License)			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		
法定代理人身分證明 Statutory agent'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	
委任書 Letter of Authorization								V
委任人身分證明正本 Principal' s original copy of Id Card								V
委任人印章 Principal' s Seal								V

