



填表須知

申請香港特別行政區居留權證明書

I. 如何提出申請

居留權證明書的申請須在香港以外地區向入境事務處處長提出。聲稱根據《入境條例》(第 115 章)附表 1 第 2(c) 段是香港特別行政區永久性居民的人士，必須以下列方式提出申請。在緊接一九九七年七月一日之前已享有香港居留權的人士，則無需申請居留權證明書。

(1) 居住在中國內地的申請人：

如果你在提出申請時居住在中國內地，應通過當地的公安機關出入境管理部門提出申請。根據中國內地實施的法律向當地公安機關出入境管理部門所遞交的到香港定居的申請表，不論是在入境事務處處長於一九九九年七月十七日在憲報刊登申請居留權證明書公告之前或之後，可視為「居留權證明書」的申請表。

就申請居留權證明書而言：

- (A) 任何人士如未獲根據《入境條例》(第 115 章)第 11(1) 條給予的准許，而在香港入境，後又在未獲入境事務處處長授權的情況下在香港逗留及在緊接如此入境之前通常居於中國內地，則該人士須視為在該段逗留香港期間是居住在中國內地。
- (B) 任何人士如獲根據《入境條例》(第 115 章)第 11(1) 條給予在香港入境的准許，在如此入境後逗留香港的期間受《入境規例》(第 115A 章)第 2(1) 或 (2) 條訂明的逗留條件所規限及在緊接如此入境之前通常居於中國內地，則該人士須視為在該段逗留香港期間是居住在中國內地。

(2) 居住在海外的申請人：

如果你在提出申請時居住在海外，應通過當地的中國使領館遞交申請，或以郵遞方式直接向入境事務處處長提出。

(3) 居住在台灣或澳門特別行政區的申請人：

如果你在提出申請時居住在台灣或澳門特別行政區，應以郵遞方式直接向入境事務處處長提出。

II. 須遞交的證明文件

所須的證明文件如下：

- (1) 你的出生證明書；
- (2) 顯示你在居住地方的居留身份的證明文件；
- (3) 你的有效旅行證件；
- (4) 你父親或母親的香港永久性居民身份證；
- (5) 你父母的結婚證書（如有）；
- (6) 你父母的離婚證明文件（如有）。

儘管你已遞交上述的文件和資料，但仍可能須就你的申請提交進一步的證明文件及資料，以及接受遺傳基因測試。

III. 相片

你須附上近照一張。請將相片貼在申請表第一頁註明「照片」的方格內。相片的大小應不超過五十五乘四十五毫米及不小於五十乘四十毫米，須顯示你半身的正面，並且不得戴帽。

IV. 費用

申請香港特別行政區居留權證明書無須繳費。

V. 個人資料私隱

個人資料收集用途

對於申請表所提供的個人資料，會供入境事務處作下列一項或多項用途：

- (1) 辦理你的申請；
- (2) 實施／執行《入境條例》(第 115 章)及《入境事務隊條例》(第 331 章)的有關條文規定，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；
- (3) 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；
- (4) 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識辨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
- (5) 供作法例規定、授權或准許的其他合法用途。

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請。

資料轉介

為了執行上述的目的，你在有關申請表填報的個人資料，會轉交其他政府決策局和部門及其他機構。

查閱個人資料

根據《個人資料(私隱)條例》(第 486 章)第 18 及第 22 條以及附表 1 第 6 原則，你個人有權要求查閱及改正所提供的個人資料。你的查閱權利包括在繳交有關費用後，索取你在有關申請表所提供的個人資料副本。

如欲查詢有關申請表內的個人資料，包括查閱或改正個人資料，應向下列人員提出：

香港灣仔告士打道七號
入境事務大樓二十一樓
入境事務處
總入境事務主任(居留權證明書)
電話：(852) 2829 4150

VI. 處理申請所需時間

在通常情況下，90% 的居權證申請可在入境處接獲所需文件後三個月內完成處理，但此標準並不適用於申請人與聲稱父母關係存疑或資料存疑的個案；此外，此標準是否適用，亦須視乎當時已接獲的申請數目而定。

香港特別行政區政府
入境事務處



Guidance Notes
Application for Certificate of Entitlement
to the Right of Abode
in the Hong Kong Special Administrative Region

I. How to make an application

An application for a Certificate of Entitlement shall be made to the Director of Immigration outside Hong Kong. A person who claims to be a permanent resident of the Hong Kong Special Administrative Region under paragraph 2 (c) of Schedule 1 to the Immigration Ordinance (Chapter 115) shall apply in the manner described below. Persons who have the right of abode in Hong Kong immediately before 1 July 1997 need not apply for the Certificate of Entitlement.

(1) For applicants residing in the Mainland of China:

If you are at the time of application residing in the Mainland of China, you should apply through the offices or departments of the Exit-Entry Administration of the Public Security Bureau in the district where you are residing. An application for settlement in Hong Kong made before or after the Director of Immigration's notice for application for Certificate of Entitlement published in the Gazette on 17 July 1999 to the offices or departments of the Exit-Entry Administration of the Public Security Bureau under the laws in force in the Mainland of China may be regarded as an application for a Certificate of Entitlement.

For the Purpose of making an application for a Certificate of Entitlement:

(A) a person who stays in Hong Kong without the authority of the Director of Immigration after landing in Hong Kong without the permission under section 11(1) of the Immigration Ordinance (Chapter 115) and who was ordinarily resident in the Mainland of China immediately before such landing shall be regarded as residing in the Mainland of China during such stay in Hong Kong; and

(B) a person who has been given permission under section 11(1) of the Immigration Ordinance (Chapter 115) to land in Hong Kong and is subject to the conditions of stay stipulated in regulation 2(1) or (2) of the Immigration Regulations (Chapter 115A) during his stay after such landing and who has ordinarily resident in the Mainland of China immediately before such landing shall be regarded as residing in the Mainland of China during such stay in Hong Kong.

(2) For applicants residing overseas:

If you are at the time of application residing overseas, you should apply through the Chinese Embassy or Consulate in the country or territory where you reside, or by post to the Director of Immigration direct;

(3) For applicants residing in Taiwan or the Macao Special Administrative Region:

If you are at the time of application residing in Taiwan or the Macao Special Administrative Region, you should send your application to the Director of Immigration direct by post.

II. Documents to be submitted

The following documents are required:

- (1) your birth certificate;
- (2) paper(s) showing your immigration status at your place of residence;
- (3) your valid travel document(s);
- (4) your parents' Hong Kong permanent identity card(s);
- (5) your parents' marriage certificate (if any) ;
- (6) your parents' divorce paper (if any).

Notwithstanding that you have already furnished the documents and information stated above, you may still be required to submit further supporting documents and information in connection with your application. Genetic test may also be required.

III. Photograph

One recent photograph of yourself is required. Please affix your photograph to the box marked 'Photograph' on page 1 of the application form. The size of the photograph must not be larger than 55mm x 45mm and not smaller than 50mm x 40mm. The photograph should be taken full face and without a hat.

IV. Fees

Application for the Certificate of Entitlement to the Right of Abode in the Hong Kong Special Administrative Region is free of charge.

V. Personal Data Privacy

Purpose of Collection

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

- (1) to process your application;
- (2) 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;
- (3) to process other person's application for immigration facilities in which you are named as a sponsor or referee;
- (4) 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
- (5) Any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data in the process of your application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

Access to Personal Data

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.

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to :

Chief Immigration Officer (Certificate of Entitlement)
Immigration Department
21st Floor, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong
Tel no.: (852) 2829 4150

VI Processing time

Under normal circumstances, 90% of the applications will be finalised within 3 months upon receipt of the necessary documents. This standard, however, does not apply to applications involving doubtful claims on parent/child relationship or doubtful information and also depends on the number of applications received at the time.

**Immigration Department
The Government of the Hong Kong
Special Administrative Region**