



### AUTHORISATION FOR COLLECTION OF IDENTITY CARD/TRAVEL DOCUMENT

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THIS FORM

1. If you have submitted your passport application by post, drop-in or on-line submission, you must collect your passport in person and produce originals of the supporting documents, enclosed with your application, for verification.
2. Your identity card/travel document is a very important document. It must be handled with care and should not be left in someone else's possession under normal circumstances. Therefore, it is at your own risk to authorise a representative to collect your identity card/travel document on your behalf.
3. If you are unable to collect the identity card/travel document during the period of collection, you may authorise someone to do it on your behalf. However, you are required to observe the following points:
  - (a) Select your representative carefully. A close relative is preferred.
  - (b) The authorised person must have attained 18 years of age and has to produce his/her valid proof of identity e.g. Hong Kong identity card, passport or Hong Kong Re-entry Permit.
  - (c) (I) For collection of identity card:  
The Acknowledgement Form for Application for a Hong Kong Identity Card (Form ROP 140/ROP 140A) must be surrendered when making collection by authorisation. However, before giving the aforesaid documents to your authorised representative for collection, you should ensure that you carry other acceptable proof of identity.
  - (II) For collection of travel document:  
Your old travel document (if you are holding one) and the card/letter notifying you of the date and office for collection of your travel document must be produced when making collection by authorisation.
  - (d) The acceptance of an authorisation does not preclude the possibility that you may be required to attend in person. In this event, your authorisation is void.
  - (e) The signature of the authorisation must be identical to the signature on the application form.
4. This form is issued free of charge.

<b>AUTHORISATION</b>	
<p>I, _____, authorise *Mr/Mrs/Miss/Ms _____ holding identity card number _____ and residing at _____ (telephone number _____) to collect:</p> <p>*my/my child's new identity card number _____ and surrender the Acknowledgement Form for Application for a Hong Kong Identity Card (Form *ROP 140/ROP 140A) on my behalf.</p> <p>*my/my child's ( _____ name of child ) Hong Kong Special Administrative Region passport *and Hong Kong permanent identity card/Document of Identity on my behalf.</p> <p style="text-align: right;">Signature _____</p> <p style="text-align: right;">Name in Block Letters _____</p> <p style="text-align: right;">Date _____</p>	
<p><b>For Official Use</b></p> <p>Authorisation accepted subject to the requirements in Note 3 above are met.</p> <p>Signature _____</p> <p>Name &amp; Rank _____</p> <p>Date _____</p>	<p>* New identity card number _____ issued and receipt acknowledged.</p> <p>* Hong Kong Special Administrative Region passport/Document of Identity number _____ issued and receipt acknowledged.</p> <p>Signature _____</p> <p>Representative's name _____</p> <p>Identity card number _____</p> <p>Date _____</p>

\* Delete where inappropriate



## 領取身份證／旅行證件授權書

填寫本表格前，請詳閱下列說明：

- 一、如你是用郵遞、投遞方式或經網上遞交護照申請書，你須親身前來領取護照，並須同時出示附於申請書內的證明文件的正本，以資核對。
- 二、你的身份證／旅行證件是非常重要的文件，須妥為保管，在通常情況下不應交予他人。因此，你若授權他人代表你領取身份證／旅行證件，你本身須負全責。
- 三、如你在領取證件期間不能親身前來領取身份證／旅行證件，可授權他人代取，但須注意下列數點：
  - (甲) 小心選擇代取人，近親較為適當。
  - (乙) 代取人須年滿十八歲，並須出示其有效的身份證明文件，例如香港身份證、護照或回港證。
  - (丙) (I) 代取身份證的辦法：  
以授權方式取證時，須交出申請香港身份證收據(表格 ROP 140/ROP 140A 款)。不過，當你將上述文件交給代取人時，你須確保自己攜帶認可的其他身份證明文件。
  - (II) 代取旅行證件的辦法：  
以授權方式取證時，須交出你的舊旅行證件(如有者)及領取旅行證件的通知咭／信。
  - (丁) 授權取證的申請倘獲得接納，並不表示你毋須親身前來辦理進一步手續。如有此情況，你的授權書當視作無效。
  - (戊) 授權書和證件申請書上的簽署式樣必須相同。
- 四、領取此表格毋須繳費。

授權書	
本人 _____，授權 _____ * 先生／太太／小姐／女士 即身份證 _____ 號的持有人，現居於 _____ _____ (電話號碼： _____) 代本人領取： *本人／本人子女的新身份證，號碼是 _____，及交還申請香港身份證收據(表格 *ROP 140/ROP 140A 款)。 *本人／本人子女(姓名： _____) 的香港特別行政區護照 * 及香港永久性居民身份證／簽證身份書。	
簽署： _____	
姓名： _____	
日期： _____	
本節由本處職員填寫 授權獲接納，惟須符合上述說明中第三項的規定。  簽署： _____  姓名及職級： _____  日期： _____	* 新身份證第 _____ 號已發出，並已簽名證明收到。 * 香港特別行政區護照／簽證身份書第 _____ 號經已發出，並已簽名證明收到。  簽署： _____  代取人姓名： _____ 身份證號碼： _____  日期： _____

\* 將不適用者刪去