

# Guidance Notes on the Appointment Booking for Birth Registration



## 1 Appointment Booking for Birth Registration

- This service is applicable to birth registration within 12 months of the birth of the child.
- This booking service is free of charge and provides round-the-clock service.
- The appointment is given on a first-come-first-served basis.
- You can make an advance booking of up to 42 calendar days (except Sundays and general holidays). The earliest available booking is on the next working day. Please confirm with the hospital to ensure the birth return of your child has been delivered to the designated births registry before your selected date of appointment; otherwise, the Registrar will not be able to process the registration.
- You may at most make an appointment for 3 newborns of same parents. If the group booking exceeds the remaining quota at the selected time slot, you will be asked to select another one.
- According to the Law of Hong Kong, no registration fee is payable if the birth is registered within a period of 42 days after birth. A prescribed fee of HKD140 will be charged if the birth is registered after the period of 42 days but within 12 months after birth. After 12 months, a birth can be registered only with the consent of the Registrar and upon payment of a prescribed fee of HKD680. For further information on post-registration of birth, please visit the website: [www.gov.hk/birthregistration](http://www.gov.hk/birthregistration).

- If you are unable to attend the concerned births registry as scheduled, please change or cancel the booking at least **ONE** day before the appointment date through the online or telephone booking appointment system, so that others can make use of the quota.
- For changing an appointment booking, the next earliest available appointment will be on the following working day (except Sundays and general holidays).
- The following original documents are required for the birth registration:
  - Parents' marriage certificate (if the marriage certificate is not written in Chinese or English, certified translation of such is required)
  - Parents' Hong Kong Permanent Identity Card; or parents' Hong Kong identity cards and valid travel documents (e.g. passport, Documents of Identity for Visa Purposes, etc.); or parents' travel documents upon their arrival in Hong Kong (e.g. passport, Exit-Entry Permit for Travelling to and from Hong Kong and Macao, etc.)
  - Additional documents or information may be required (if necessary)For documents not issued by the Hong Kong Immigration Department, copies should be provided for record purpose.

## 2 How to use the appointment booking service

- For Internet users, please visit [www.gov.hk/birthregistration](http://www.gov.hk/birthregistration).
- For users of telephone appointment booking system, a touch-tone telephone is required and the telephone number is (852) 2598 0888.

## 3 Purpose of collection

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

- to process the births and deaths registration, search and issue of births and deaths records, or related applications;
- to administer the births and deaths registration related Ordinances;
- 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;

- to process other person's application for immigration facilities in which you are named as a sponsor or referee;
- 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
- any other legitimate purposes as may be required, authorised or permitted by law.

## 4 Classes of Transferees

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

## 5 Access to Personal Data

You have the right of access including the right to obtain, upon payment of the prescribed fee, a copy of your personal data provided in this booking service.

Enquiries concerning the personal data collected in this booking service should be addressed to:

Chief Immigration Officer (Births, Deaths and Marriage Registration) Operations  
3<sup>rd</sup> Floor, Low Block  
Queensway Government Offices  
66 Queensway  
Hong Kong  
Tel. No.: (852) 2867 2781

## 6 Enquiries

If you need assistance in using the appointment booking service, you can call the Immigration e-Service Hotline at (852) 3128 8668 between 7am and 11pm daily.

For general enquiries, please call (852) 2824 6111, fax (852) 2877 7711 or e-mail to [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk).