



1 Eligibility

A person is eligible for a HKSAR Document of Identity for Visa Purposes (Document of Identity for Visa Purposes) if he / she meets one of the following requirements:

- a) he / she is on limit of stay in the HKSAR and is unable to obtain a national passport or a travel document of any other country or territory;
- b) he / she is on unconditional stay but does not have the right of abode in the HKSAR, and is unable to obtain a national passport or a travel document of any other country or territory; or
- c) he / she is not of Chinese nationality who has the right of abode in the HKSAR and holds a permanent identity card of the Region but is unable to obtain a national passport or a travel document of any other country or territory.

2 Validity

A Document of Identity for Visa Purposes is normally valid for 7 years from date of issue unless otherwise specified.

3 Documentary Requirements and Fee

- i. Completed Document of Identity for Visa Purposes application form (ID(E)437);
- ii. Applicant's Hong Kong identity card;
- iii. Documentary evidence of applicant's legal residence in the HKSAR;
- iv. For application for replacement of Document of Identity for Visa Purposes, please produce applicant's existing Document of Identity for Visa Purposes;
- v. One recent colour photograph (must be with white background) [Please refer to the Photograph Requirements Leaflet and Remarks (a)];
- vi. Application fee [Please refer to Fee Leaflet (ID912) and payment methods at Note 5].

Other Requirements

- vii. For application for Document of Identity for Visa Purposes due to damage or loss, the applicant has to submit the application **in person** and complete the form ID645; for application for Document of Identity for Visa Purposes due to damage, the applicant has to produce the damaged Document of Identity for Visa Purposes for inspection.

Additional Requirements (For applicants aged 16 or 17)

- viii. Consenting parent or legal guardian's Hong Kong identity card or valid travel document;
- ix. Birth certificate of the applicant to prove the relationship between the consenting parent and the applicant [Please refer to Remarks (b)], or a court order, if appropriate, to prove that the consenting legal guardian has custodial rights in respect of the applicant;
- x. If the applicant is married, only the marriage certificate is required [Please refer to Remarks (b)]. Parental or legal guardian's consent and items (viii) - (ix) are not required.

Remarks:

- a) Additional documents or information may be required if necessary. An application with insufficient supporting documents or sub-standard photograph will not be processed and will be returned to the applicant.
- b) If the applicant was born or got married in Hong Kong, furnishing of birth certificate or marriage certificate is not required.

4 Means of Application

4.1 New arrivals holding Exit Permit for Proceeding to Hong Kong and Macao (also known as One-way Permit)

New arrivals holding One-way Permit can submit the application **in person** at the Registration of Persons – Kowloon Office upon first registration for a Hong Kong identity card. The prepared Document of Identity for Visa Purposes and Hong Kong identity card should be collected at the Registration of Persons – Kowloon Office within the period stated. Please see the address below:

3rd Floor, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon

4.2 In Person

Please make an appointment through the Internet <http://www.gov.hk/tdbooking>, Immigration Department Mobile Application or the telephone booking system at 2598 0888 for submitting the application at one of the Immigration Offices. For detailed addresses of the offices, please refer to the back of application form (ID(E)437).

Under the following circumstances, the applicant is required to submit the application **in person** at counter with the original documents listed at Note 3 above:

- the Document of Identity for Visa Purposes has been damaged or defaced;
- the Document of Identity for Visa Purposes has been lost or is otherwise not available;
- the applicant has to apply for extension of stay at the same time; or
- the applicant needs to amend his/her personal particulars in the Document of Identity for Visa Purposes.

4.3 By Post

Applicant may send the application by post to:

Travel Documents and Nationality (Application) Section
2nd Floor, Administration Tower, Immigration Headquarters,
61 Po Yap Road, Tseung Kwan O, New Territories

Remarks: *Underpaid mail items will not be accepted by the Immigration Department. Please pay sufficient postage and provide a return address before posting to ensure successful delivery.*

4.4 Drop-in

During office hours, applicant may place the application in a drop-in box at any one of the Immigration Offices that handles travel document applications.

Points to note:

If the applicant submits the application by post or depositing it into a drop-in box, please send in the application form, photograph and cheque along with photocopies of the supporting documents listed at Note 3 above, except Hong Kong identity card(s). All photocopies submitted should be made on A4 size (210mm x 297mm) paper and will not be returned. **Applicant has to provide the original Hong Kong identity card(s) and submitted supporting documents, if any, upon collection of the new Document of Identity for Visa Purposes for verification. No cash, original documents or previous travel documents should be sent along with the application.**

5 Payment Methods

Means of Application	Fee payment by
At Counter	Cash/Octopus/EPS/Cheque/FPS
By Post / Drop-in	Cheque

Fee for Document of Identity for Visa Purposes is payable at the time of application. The collection of fee does not constitute any assurance that the application for Document of Identity for Visa Purposes will be approved. If the applicant makes the payment by cheque, it should be a crossed cheque and payable to "The Government of the Hong Kong Special Administrative Region". Post-dated cheque is not accepted. **Up-to-date charges are available in the Fee Leaflet (ID912).**

6 Means of Collection

- a) Upon receipt of the Collection Notice issued by the Immigration Department notifying the applicant the period and office for collecting the Document of Identity for Visa Purposes, unless receiving further notice, the applicant can collect the new Document of Identity for Visa Purposes at the selected office according to the prescribed details in the Collection Notice.

Means of Application	Means of Collection
By Post/Drop-in/ Authorised person at Counter	Applicant must attend the selected office in person to collect the Document of Identity for Visa Purposes.
In Person at Counter	Applicant may attend the selected collection office in person or authorise a representative in writing to collect the Document of Identity for Visa Purposes.

- b) The original supporting documents should be produced for verification if they had not been seen upon application.
- c) If the applicant has previously held a Document of Identity for Visa Purposes, such document should be produced for cancellation upon collection of the new Document of Identity for Visa Purposes.
- d) The authorisation form (ID678) is available at Immigration Offices or downloadable from <http://www.immd.gov.hk>. Applicant's signature on the authorisation form must be the same as that on the application form.

7 Processing Time

The Immigration Department pledges to complete the process of an application in 5 working days after all necessary documents, application fee and a photograph are received (Working days denote Monday to Friday excluding General Holidays). For postal/drop-in applications, an extra 2 to 3 working days may be required.

The processing time may be longer for Document of Identity for Visa Purposes application due to loss/damaged or amendment of personal particulars. Whether this pledge can be met will also depend on the circumstances of individual applications and the number of applications received at a particular time. **If applicant has any travel plans, please apply early.**

8 Other Information

8.1 Urgent Application for Document of Identity for Visa Purposes

If the applicant has an urgent need for obtaining a Document of Identity for Visa Purposes, he/she has to submit an application **in person** at counter at any one of the Immigration Offices listed at the back of application form (ID(E)437) stating the reasons in writing and producing evidence to support the request. The applicant may be required to collect Document of Identity for Visa Purposes at the Travel Documents (Issue) Section (see overleaf for the address). **Generally, requests from pleasure trippers for urgent issue of a Document of Identity for Visa Purposes will not be entertained.**

8.2 Take Good Care of the Document of Identity for Visa Purposes

Illegal transfer of Document of Identity for Visa Purposes is a criminal offence. Any person who is guilty of the offence shall be liable to imprisonment for 14 years and to a fine of \$150,000. Application for Document of Identity for Visa Purposes due to loss takes time and money. In the event of loss of Document of Identity for Visa Purposes while he/she is outside Hong Kong, applicant may contact the Immigration Department's Assistance to Hong Kong Residents Unit 24-hour hotline at (852) 1868 for assistance.

8.3 Enquiry

Information & Liaison Section

UG Floor, Administration Tower, Immigration Headquarters,
61 Po Yap Road, Tseung Kwan O, New Territories

Tel.: 2824 6111

Fax: 2877 7711

E-mail: enquiry@immd.gov.hk

Website: <http://www.immd.gov.hk>

This Guidance Notes (ID(E)437), the relevant forms and Photograph Requirements Leaflet are issued free of charge.

Guide to fill up the Document of Identity for Visa Purposes Application Form (ID(E)437)

Part 1 – Type of Document of Identity for Visa Purposes

Please select the type of Document of Identity for Visa Purposes as appropriate.

Part 2 – Type of Application

Please select the type of application as appropriate.

First application – For applicants who have never been issued with a Document of Identity for Visa Purposes.

Replacement – For applicants who were issued with a Document of Identity for Visa Purposes before.

Application due to loss/ damage – Must submit the application **in person** and complete an additional application form (ID645).

Application due to amendment of personal particulars – Must submit the application **in person**.

Part 3 – Means of Collection

Please enter the 2-digit collection office code into to choose an office listed below for collecting your new Document of Identity for Visa Purposes:

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**Hong Kong Island
Travel Documents Issuing Office**
2nd Floor, Harbour Building,
38 Pier Road, Central,
Hong Kong
Tel: 2852 3047

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East Kowloon Office
Level 2, Sceneway Plaza,
Sceneway Garden,
1-17 Sceneway Road,
Lam Tin, Kowloon
Tel: 2347 3492

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West Kowloon Office
Ground Floor,
28 Kimberley Street,
Tsim Sha Tsui, Kowloon
Tel: 2359 4426

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Sha Tin Office
3rd Floor, Sha Tin
Government Offices,
1 Sheung Wo Che Road,
Sha Tin, New Territories
Tel: 2158 6419

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Fo Tan Office
Shops 405-407, 4th Floor,
Jubilee Square,
2-18 Lok King Street,
Fo Tan, New Territories
Tel: 2651 8644

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Yuen Long Office
1st Floor, Yuen Long
Government Offices,
2 Kiu Lok Square,
Yuen Long, New Territories
Tel: 2475 4145

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**Travel Documents
(Issue) Section**
1st Floor, Administration Tower,
Immigration Headquarters,
61 Po Yap Road,
Tseung Kwan O, New Territories
Tel: 2829 3039

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Tuen Mun Office
2nd Floor, Tuen Mun Siu Lun
Government Complex,
19 Siu Lun Street,
Tuen Mun, New Territories
Tel: 2797 0872

Office hours: (Closed on Sundays and public holidays)

Hong Kong Island Travel Documents Issuing Office:	<table border="0"><tr><td>┌ Mondays to Fridays:</td><td>9:00 a.m. to 4:30 p.m.</td></tr><tr><td>└ Saturdays:</td><td>9:00 a.m. to 12:30 p.m.</td></tr></table>	┌ Mondays to Fridays:	9:00 a.m. to 4:30 p.m.	└ Saturdays:	9:00 a.m. to 12:30 p.m.	Other Immigration Offices:	<table border="0"><tr><td>┌ Mondays to Fridays:</td><td>9:00 a.m. to 12:45 p.m. and 2:00 p.m. to 4:30 p.m.</td></tr><tr><td>└ Saturdays:</td><td>9:00 a.m. to 12:30 p.m.</td></tr></table>	┌ Mondays to Fridays:	9:00 a.m. to 12:45 p.m. and 2:00 p.m. to 4:30 p.m.	└ Saturdays:	9:00 a.m. to 12:30 p.m.
┌ Mondays to Fridays:	9:00 a.m. to 4:30 p.m.										
└ Saturdays:	9:00 a.m. to 12:30 p.m.										
┌ Mondays to Fridays:	9:00 a.m. to 12:45 p.m. and 2:00 p.m. to 4:30 p.m.										
└ Saturdays:	9:00 a.m. to 12:30 p.m.										
Travel Documents (Issue) Section:	<table border="0"><tr><td>┌ Mondays to Fridays:</td><td>8:45 a.m. to 4:30 p.m.</td></tr><tr><td>└ Saturdays:</td><td>9:00 a.m. to 11:30 a.m.</td></tr></table>	┌ Mondays to Fridays:	8:45 a.m. to 4:30 p.m.	└ Saturdays:	9:00 a.m. to 11:30 a.m.						
┌ Mondays to Fridays:	8:45 a.m. to 4:30 p.m.										
└ Saturdays:	9:00 a.m. to 11:30 a.m.										

The telephone numbers listed above are for contact with the respective offices only. For enquiries on travel documents, please call 2824 6111.

Part 4 – Personal Particulars

All personal particulars in this section must be the same as those shown on the applicant's Hong Kong identity card.

If the applicant was born in the Mainland, he/she should provide the name of the province, municipality or autonomous region (e.g. Guangdong) at which he/she was born at the "Place of Birth" column.

If the applicant was born overseas, he/she should provide the country name (e.g. Canada). For non-country name, the applicant may be required to submit relevant supporting document.

Part 5 – Additional Information (if any)

If the applicant wishes to give additional information regarding this application, please provide information here.

The applicant may choose to have a Document of Identity for Visa Purposes with braille printing (applicable to the visually impaired person).

Part 6 – Consent from Parent or Legal Guardian of Applicant Aged 16 and 17

If the applicant is under 18, unless he/she is married and can produce his/her marriage certificate, his/her parent or legal guardian should complete and sign Part 6.

Father/Mother — who has rights in respect of the applicant and such rights have not been limited in any way by the order of any court.

Legal guardian (by court order) — a court order has to be produced to show that he/she has custodial rights in respect of the applicant.

Legal guardian (by authorisation) — an authorisation letter has to be produced to show that he/she is being authorised by either the consenting parent or legal guardian to apply for a Document of Identity for Visa Purposes on behalf of the applicant. The consenting parent/legal guardian should have rights in respect of the applicant and such rights have not been limited in any way by the order of any court. For authorisation by legal guardian, a court order has to be produced to show that the legal guardian has the custodial rights in respect of the applicant.

Part 7 – Declaration of Applicant

The applicant should complete and sign before he/she submits the application.

香港特別行政區政府入境事務處
Immigration Department, the Government of
the Hong Kong Special Administrative Region
香港特別行政區簽證身份書申請書
(適用於十六歲或以上人士)
Application for HKSAR Document of Identity
for Visa Purposes
(For persons 16 years of age or above)



注意 (i) 填寫本申請書前，請先閱讀背頁的「收集個人資料的目的」。
Before completing this form, please read the "Statement of Purpose" overleaf.
(ii) 請用黑色或藍色筆以正楷填寫本申請書。
Please complete this form in BLOCK letters using black or blue pen.
(iii) 請在適當方格內填上「✓」號。
 Please tick as appropriate.
(iv) 有「#」號的項目不適用於持有「前往港澳通行證」人士在首次登記身份證並同時辦理簽證身份書的申請。
Items with '#' are not applicable to holders of Exit Permit for Proceeding to Hong Kong and Macao who are applying for the Document of Identity for Visa Purposes upon their first registration of Hong Kong identity card.

警告 如就此項申請作出虛假陳述或填報失實資料，即屬違法。
Warning: It is an offence in law to furnish any false statement or information relating to this application.

1. 簽證身份書類別 Type of Document of Identity for Visa Purposes	<input type="checkbox"/> 四十四頁 44 pages <input type="checkbox"/> 九十二頁 92 pages	2. 申請類別 Type of application	<input type="checkbox"/> 首次申請 First application # <input type="checkbox"/> 換領 Replacement <input type="checkbox"/> 因遺失/損毀/更改個人資料的申請 Application due to loss/damage/amendment of personal particulars. [見備註(iv) see Note (iv)]
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3. 領證方式 Means of Collection	於以下辦事處領取 At collection office below	
[見備註(iv) see Note (iv)]	領證辦事處號碼 # <input type="text"/>	(有關領證辦事處號碼，請參閱申請書背頁) (Please see the back of the application form for collection office code)

4. 個人資料 (以香港身份證所載者為準) Personal Particulars (As stated on Hong Kong identity card)

姓 (中文) Surname in Chinese		姓 (英文) Surname in English	
名 (中文) Given names in Chinese		名 (英文) Given names in English	
性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出生日期 Date of birth	<input type="text"/> 日 dd <input type="text"/> 月 mm <input type="text"/> 年 yyyy
香港身份證號碼 HK identity card no.	<input type="text"/>	簽發日期 Date of issue	<input type="text"/> 日 dd <input type="text"/> 月 mm <input type="text"/> 年 yy
出生地點 Place of birth	<input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 澳門 Macao <input type="checkbox"/> 台灣 Taiwan <input type="checkbox"/> 其他國家 Other country		
中國 China	<input type="checkbox"/> 內地 Mainland (請註明省、直轄市或自治區名稱 Please state the name of the province, municipality or autonomous region)		
現時持有旅行證件的種類和編號 Type and travel document no. presently held	<input type="text"/>	簽發日期 Date of issue	<input type="text"/> 日 dd <input type="text"/> 月 mm <input type="text"/> 年 yy

此欄由辦理
機關處理
For Official
Use Only

住址或電郵地址 (請於邊界內填寫) Address or Email Address (Please fill in within border)	聯絡電話號碼 Contact telephone no.
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5. 附加資料 (如有) Additional Information (if any)
<input type="checkbox"/> 本人申領帶有點字的簽證身份書 (視障人士適用) I apply for a Document of Identity for Visa Purposes with braille printing (applicable to the visually impaired person)

6. 十六及十七歲申請人的父、母或合法監護人同意書 Consent from Parent or Legal Guardian of Applicant Aged 16 and 17

本人，即下開簽署人，現謹此聲明：
I, the undersigned, declare that:

(1) 本人乃申請人的： My relationship with the applicant is:
 母親 mother 父親 father 法庭頒令監護人 legal guardian (by court order) 獲授權的監護人 legal guardian (by authorisation)

中文姓名 Name in Chinese 香港身份證號碼： HK identity card no.:

英文姓名 Name in English 如非香港居民，請填寫旅行證件類別及號碼： For non-HK resident, please state travel document type and no.:

日期 Date 日 dd 月 mm 年 yyyy 簽署 Signature

7. 申請人聲明書 (* 請將不適用者刪去) Declaration of Applicant (* Please delete where inappropriate)

本人，即下開簽署人，現謹此聲明： I, the undersigned, declare that:

(1) 本人從未在香港以外任何國家獲得居留身份。 I have not obtained any residence in any country outside Hong Kong.

(2) *本人過往從未申請、持有或被拒發簽證身份書或由香港或任何其他地區簽發的任何其他種類的旅行證件。
*I have not previously applied for, held or been refused a Document of Identity for Visa Purposes, or any other form of travel document issued either in Hong Kong or any other territory.

(3) *除*隨附/現已報失/目前未能出示的*簽證身份書/入境許可證/旅行證件第 號外，以往發給本人的簽證身份書或由香港或任何其他地區簽發的任何種類的旅行證件已交還當局；而自獲發*隨附/已遺失/目前未能出示的*簽證身份書/入境許可證/旅行證件後，本人再無申請其他簽證身份書。
*Any Document of Identity for Visa Purposes, or travel document of any kind issued either in Hong Kong or any other territory previously granted to me has been surrendered other than *Document of Identity for Visa Purposes/Entry Permit/travel document no. which *is now attached/has been reported lost/is not available, and that I have not made an application for a Document of Identity for Visa Purposes since the *attached/lost/unavailable *Document of Identity for Visa Purposes/Entry Permit/travel document was issued to me.

(4) 就本人所知及相信，此申請書所填報的資料均屬正確無誤。
The information given in this application is correct to the best of my knowledge and belief.

(5) 本人同意為處理此申請而須進行的任何查詢。
I consent to the making of any enquiries necessary for the processing of this application.

日期 Date 日 dd 月 mm 年 yyyy 申請人簽署 Signature of Applicant

(請於邊界內簽署 Please sign within border)



申請／領取新簽證身份書的辦事處的簡碼及地址 Application/Collection Office Code and Location

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港島區簽發旅行證件辦事處
香港中環統一碼頭道 38 號
海港政府大樓 2 樓
電話：2852 3047

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東九龍辦事處
九龍藍田匯景道 1 至 17 號
匯景花園匯景廣場第 2 層
電話：2347 3492

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西九龍辦事處
九龍尖沙咀
金巴利街 28 號地下
電話：2359 4426

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沙田辦事處
新界沙田上禾輦路 1 號
沙田政府合署 3 樓
電話：2158 6419

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火炭辦事處
新界火炭樂業街 2 至 18 號
銀禧薈 4 樓 405 至 407 號舖位
電話：2651 8644

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元朗辦事處
新界元朗橋樂坊 2 號
元朗政府合署 1 樓
電話：2475 4145

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旅行證件及國籍（申請）組
新界將軍澳寶邑路 61 號
入境事務處總部行政大樓 2 樓

旅行證件（簽發）組
新界將軍澳寶邑路 61 號
入境事務處總部行政大樓 1 樓
電話：2829 3039

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屯門辦事處
新界屯門兆麟街 19 號
屯門兆麟政府綜合大樓 2 樓
電話：2797 0872

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Hong Kong Island Travel Documents Issuing Office
2nd Floor, Harbour Building,
38 Pier Road, Central, Hong Kong
Tel: 2852 3047

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East Kowloon Office
Level 2, Sceneway Plaza,
Sceneway Garden, 1 - 17 Sceneway Road,
Lam Tin, Kowloon
Tel: 2347 3492

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West Kowloon Office
Ground Floor, 28 Kimberley Street,
Tsim Sha Tsui, Kowloon
Tel: 2359 4426

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Sha Tin Office
3rd Floor, Sha Tin Government Offices,
1 Sheung Wo Che Road, Sha Tin, New Territories
Tel: 2158 6419

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Fo Tan Office
Shops 405 - 407, 4th Floor, Jubilee Square,
2 - 18 Lok King Street, Fo Tan, New Territories
Tel: 2651 8644

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Yuen Long Office
1st Floor, Yuen Long Government Offices,
2 Kiu Lok Square, Yuen Long, New Territories
Tel: 2475 4145

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Travel Documents and Nationality (Application) Section
2nd Floor, Administration Tower,
Immigration Headquarters, 61 Po Yap Road,
Tseung Kwan O, New Territories

Travel Documents (Issue) Section
1st Floor, Administration Tower,
Immigration Headquarters, 61 Po Yap Road,
Tseung Kwan O, New Territories
Tel: 2829 3039

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Tuen Mun Office
2nd Floor,
Tuen Mun Siu Lun Government Complex,
19 Siu Lun Street, Tuen Mun, New Territories
Tel: 2797 0872

辦公時間：（星期日及公眾假期休息）

港島區簽發

旅行證件辦事處：

旅行證件及國籍（申請）組

／旅行證件（簽發）組：

Hong Kong Island Travel Documents

Issuing Office:

Travel Documents and Nationality

(Application) Section /

Travel Documents (Issue) Section:

星期一至星期五：	上午 9 時至下午 4 時 30 分
星期六：	上午 9 時至下午 12 時 30 分
星期一至星期五：	上午 8 時 45 分至下午 4 時 30 分
星期六：	上午 9 時至下午 11 時 30 分

Mondays to Fridays:	9:00 a.m. to 4:30 p.m.
Saturdays:	9:00 a.m. to 12:30 p.m.
Mondays to Fridays:	8:45 a.m. to 4:30 p.m.
Saturdays:	9:00 a.m. to 11:30 a.m.

Office hours: (Closed on Sundays and public holidays)

其他辦事處：

星期一至星期五：	上午 9 時至下午 12 時 45 分 及 下午 2 時至 4 時 30 分
星期六：	上午 9 時至下午 12 時 30 分

Other Immigration Offices:

Mondays to Fridays:	9:00 a.m. to 12:45 p.m. and 2:00 p.m. to 4:30 p.m.
Saturdays:	9:00 a.m. to 12:30 p.m.

以上電話號碼只供聯絡各辦事處之用。有關旅行證件的查詢，請致電查詢熱線 2824 6111。

The telephone numbers listed above are for contact with the respective offices only. For enquiries on travel documents, please call 2824 6111.

收集個人資料的目的 Statement of Purpose

收集資料的目的

申請書內所提供的個人資料，會供入境事務處作下列一項或多項用途：

- 一、 辦理你的申請；
- 二、 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；
- 三、 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，將你的資料供作核對用途；
- 四、 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識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
- 五、 供作法例規定、授權或准許的其他合法用途。

就有關申請提供個人資料純屬自願。若你未能提供足夠資料，入境事務處可能無法辦理你的申請。

資料轉交的類別

為了上述目的，你在本申請書內所提供的個人資料，或會向其他政府決策局和部門及其他機構披露。

查閱個人資料

根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條，以及附表 1 第 6 項原則，你有權要求查閱及改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在本申請書內所填報的個人資料的副本。

查詢

如對本申請書所收集的個人資料有任何查詢，包括查閱及改正有關資料，可向下列人員提出：

新界將軍澳寶邑路 61 號入境事務處總部行政大樓 2 樓
總入境事務主任（旅行證件及國籍）申請
電話：2829 3083

Purpose of Collection

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

- (a) to process your application;
- (b) 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;
- (c) to process other's application for immigration facilities in which you are named as a sponsor or referee;
- (d) 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
- (e) for 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, Immigration Department may not be able to process your application.

Classes of Transferees

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

Access to Personal Data

According to sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486), you have the right to request access to and correction of your personal data. Your right of access includes the right to obtain a copy of your personal data provided in this application form subject to payment of a fee.

Enquiries

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

Chief Immigration Officer
(Travel Documents and Nationality) Application
2nd Floor, Administration Tower, Immigration Headquarters,
61 Po Yap Road, Tseung Kwan O, New Territories
Tel: 2829 3083





新增繳費方法

自二零二四年九月二十七日起，香港特別行政區旅行證件的申請人可選擇以內地電子錢包（只接受支付寶、微信支付及雲閃付 App）繳付有關費用。

香港特別行政區政府
入境事務處



New Payment Method

With effect from 27 September 2024, applicants may choose to use the Mainland e-wallets (Alipay, WeChat Pay and UnionPay App only) in making payment for applications for the Hong Kong Special Administrative Region travel documents.

Immigration Department
The Government of the Hong Kong
Special Administrative Region