1. Eligibility
A person is eligible for a HK SAR passport (passport) if he/she is:
(a) a Chinese citizen;
(b) a permanent resident of the HK SAR; and
(c) a holder of a valid HK SAR permanent identity card.

2. Validity
A passport is normally valid for 10 years from date of issue unless otherwise specified.

3. Documentary Requirements and Fee
Complimentary passport application form (ID841):

- ii. Applicant’s HK SAR permanent identity card / Acknowledgement of application for a HK SAR permanent identity card (Acknowledgement) (ROP140/140A);
- iii. One recent and up-to-date passport photograph (Please refer to Photograph Requirements Leaflet);
- iv. Application fee [Please refer to Fees Notice (ID851) and payment methods at Note 2].

Other Requirements:

- v. For passport application due to damage or loss, the applicant has to submit the application in person and complete the Form ID845. For application due to damage, the applicant has to produce the damaged passport for inspection;
- vi. For passport application due to amendment of personal particulars in the passport, the applicant is required to submit the personal particulars in the passport should be identical to those shown on the HK SAR permanent identity card, the applicant is required to apply for amendment to the registered particulars at the Registration of Persons Office before submitting the application for amendment to the personal particulars in the passport;
- vii. Completed Form (ID853A) if applicant chooses to collect the passport at the Hong Kong and Macau Consular Missions (CVM).

Additional Requirements (For applicants aged 16 and 17):

- viii. Consent of parent or legal guardian of the applicant; or
- ix. Birth certificate of the applicant to prove the relationship between the consenting parent and the applicant [Please refer to Section 16.2.2.2(b)]. Parental or legal guardian’s consent and item (viii) and (ix) are required to be filled in the application form.
- x. If the applicant is married, only the marriage certificate is required [Please refer to Remarks (b)]. Parental or legal guardian’s consent and item (viii) and (ix) are not required.
- xi. If the applicant is a foreign national, an official document proving the nationality is required.

4. Means of Application

4.1 Internet / Immigration Department Mobile Application
Eligible applicant holding a valid HK SAR permanent identity card / Acknowledgement (ROP140/140A) can apply for a passport online via the Internet or Immigration Department Mobile Application. Please refer to http://www.gov.hk/passport for details.

4.2 By Post
Please make an appointment through the Internet at http://www.gov.hk/idbooking, or via the immigration department mobile application or the telephone booking system at 2981 0500 for passport application at Immigration Offices. For detailed addresses of the offices, please refer to the back of application form (ID841). 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:
- if the passport has been damaged or defaced;
- if the passport has been lost or is otherwise not available; or
- if the applicant needs to amend his/her personal particulars in the passport.

Eligible applicant holding a valid HK SAR permanent identity card/Acknowledgement (ROP140/140A) may submit the application at the Travel Document Submission Kiosk at any of the Immigration Offices that handles travel document applications without a need to make an appointment.

4.3 By Post
Applications are sent by the applicant by post to:
Travel Documents and Nationality (Application) Section
4/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

Remarks: Underpaid mail items will not be accepted by the Immigration Department. Please pay requisite 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.

Notes to point:
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 (vii) and (x) listed above, except Hong Kong identity card (iv). All photocopies submitted should be made on A4 size (210mm x 297mm) paper and will not be returned.

5. Payment Methods

- Means of Application
- Fee payment by
  - Internet: PPS / VISA / Master Card / UnionPay / JCB
  - Immigration Department Mobile Application: VISA / Master Card / UnionPay / JCB
- At Counter: Cash / Octopus / EPS / Cheque

Passport fee is payable at the time of application. The collection of fee does not constitute any assurance that the passport application 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 Fees Notice (ID851).

6. Means of Collection

- Means of Application
- Means of Collection

- Internet / Immigration Department Mobile Application
- In Person at
  - Counter / Travel Document Submission Kiosk
- By Post / Drop-in / Authorised person at Counter

Collect the passport in person at the collection counter / Passport Collection Kiosk (if applicable) of the selected collection office or CDMC.

Collect the passport in person at the collection counter / Passport Collection Kiosk (if applicable) of the selected collection office or CDMC.

Collect the passport by authorising a representative in writing at the collection counter of the selected collection office / CDMC.

Collect the passport in person at the collection counter / Passport Collection Kiosk (if applicable) of the selected collection office / CDMC.

8.1 Urgent Application for Passport
If the applicant has an urgent need for obtaining a passport, he/she has to submit an application in person at counter at any one of the Immigration Offices listed in the second column of table above. The applicant should provide all the necessary documents and produce evidence to support the request. The applicant may be required to collect the passport at the collection counter / Passport Collection Kiosk (if applicable) at the same office where the application was submitted.

8.2 Take Good Care of the Passport
Illegal transfer of a passport 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. Passport application due to loss takes time and money. In the event of loss of the passport while he/she is outside Hong Kong, the applicant may contact the Immigration Department’s Assistance to Hong Kong Residents Unit 24-hour hotline at (852) 8688 for assistance.

8.3 Enquiry
Information & Liaison Section
4/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
Tel: 2874 6111
Fax: 2877 7711
E-mail: enquiry@immd.gov.hk
Website: www.immd.gov.hk

This Guidance Notes ID(E)841A, the relevant forms and Photograph Requirements Leaflet are issued free of charge.
**Part 1 – Type of Passport**
Please select the type of passport 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 passport
- **Replacement** – For applicants who were issued with a passport 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 passport:

<table>
<thead>
<tr>
<th>☐☐</th>
<th>Office Name</th>
<th>Address</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 1</td>
<td>Hong Kong Island Travel Documents Issuing Office</td>
<td>2/F, Harbour Building, 38 Pier Road, Central, Hong Kong</td>
<td>2852 3047</td>
</tr>
<tr>
<td>0 2</td>
<td>East Kowloon Office</td>
<td>Level 2, Sceneway Plaza, Sceneway Garden, 1 – 17 Sceneway Road, Lam Tin, Kowloon</td>
<td>2347 3492</td>
</tr>
<tr>
<td>0 3</td>
<td>West Kowloon Office*</td>
<td>G/F, 28 Kimberley Street, Tsim Sha Tsui, Kowloon</td>
<td>2359 4426</td>
</tr>
<tr>
<td>0 4</td>
<td>Sha Tin Office</td>
<td>3/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.</td>
<td>2158 6419</td>
</tr>
<tr>
<td>0 5</td>
<td>Fo Tan Office</td>
<td>Shops 405 - 407, 4/F, Jubilee Square, 2 – 18 Lok King Street, Fo Tan, N.T.</td>
<td>2651 8644</td>
</tr>
<tr>
<td>0 6</td>
<td>Yuen Long Office</td>
<td>1/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, N.T.</td>
<td>2475 4145</td>
</tr>
<tr>
<td>0 7</td>
<td>Travel Documents and Nationality (Application) Section / Travel Documents (Issue) Section*</td>
<td>4/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong</td>
<td>2829 3039</td>
</tr>
<tr>
<td>0 8</td>
<td>Chinese Diplomatic and Consular Missions (CDCM)</td>
<td>(For overseas collection only and a completed form ID853A is required)</td>
<td></td>
</tr>
</tbody>
</table>

* Installed with Passport Collection Kiosks

Applicable to applicants who are aged 18 or above holding a valid Hong Kong permanent identity card (except application due to damage or from applicant holding a 92-page HKSAR Document of Identity for Visa Purposes). The applicant may choose to use the Passport Collection Kiosk to collect his/ her passport.

**Office hours:** (Closed on Sundays and public holidays)

- **Hong Kong Island Travel Documents Issuing Office:** Mondays to Fridays: 9:00 a.m. to 4:30 p.m. Saturdays: 9:00 a.m. to 12:30 p.m.
- **Travel Documents and Nationality (Application) Section / Travel Documents (Issue) Section:** Mondays to Fridays: 8:45 a.m. to 4:30 p.m. Saturdays: 9:00 a.m. to 11:30 a.m.

**Part 4 – Personal Particulars**
All personal particulars in this section must be the same as those shown on the applicant’s Hong Kong permanent 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.
- The applicant may provide a contact telephone number which can receive SMS notifications in relation to the application from the Immigration Department.

**Part 5 – Additional Information (if any)**
If the applicant wishes to give additional information regarding this application, please provide information here. For example, if the applicant wishes to add his/her alias on the new passport, please provide information and produce relevant proof of identity to support his/her request.

The applicant may choose to have a passport 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 passport 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.

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**Immigration Department**
The Government of the HKSAR
### Guide to fill up the Passport Application Form (ID841)

**1. 護照類別**
- **Type of Passport**
  - 三十二頁 32 pages
  - 四十八頁 48 pages

**2. 申請類別**
- **Type of Application**
  - 首次申請 First application
  - 偕領 Replacement

**3. 領取方式**
- **Means of Collection**
  - 於以下辦事處領取
    - At collection office below
  - 於「領取護照服務站」領取
    - [for Travel Documents (Issue) Section and West Kowloon Office only]

**4. 個人資料**
- **Personal Particulars**
  - (As stated on Hong Kong permanent identity card)

<table>
<thead>
<tr>
<th>性別</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>男</td>
<td></td>
<td>女</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>出生日期</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>dd</td>
<td>mm</td>
</tr>
<tr>
<td>yyyy</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>出生地點</th>
<th>Place of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>中國</td>
<td>China</td>
</tr>
<tr>
<td>香港</td>
<td>Hong Kong</td>
</tr>
<tr>
<td>澳門</td>
<td>Macao</td>
</tr>
<tr>
<td>台灣</td>
<td>Taiwan</td>
</tr>
<tr>
<td>內地</td>
<td>Mainland</td>
</tr>
<tr>
<td>其他國家</td>
<td>Other Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>住址或電郵地址</th>
<th>Address or Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(請於邊界內填寫)</td>
<td>Please fill in within border</td>
</tr>
</tbody>
</table>

**5. 附加資料(如有) Additional Information (if any)**

- 電話號碼 Contact telephone no.
  - 此電話號碼可接收短信
    - This telephone number can receive Short Message Service (SMS) notification

**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**

<table>
<thead>
<tr>
<th>中文姓名</th>
<th>Name in Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>英文姓名</td>
<td>Name in English</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>日期</th>
<th>Date</th>
</tr>
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<td>dd</td>
<td>mm</td>
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<tr>
<td>yyyy</td>
<td></td>
</tr>
</tbody>
</table>

香港身份證號碼 HK identity card no.

如非香港居民，請填寫旅行證件類別及號碼
- 需要多國旅行證件的香港居民
  - For non-HK resident, please state travel document type and no.

**7. 申請人聲明書**
- **Declaration of Applicant**

<table>
<thead>
<tr>
<th>申請人簽署</th>
<th>Signature of Applicant</th>
</tr>
</thead>
</table>

(請於邊界內簽署 Please sign within border)
The telephone numbers listed above are for contact with the respective offices only. 有关旅行证件的查询，请致电查询热线 2824 6111.

Access to Personal Data

Under the following circumstances, the applicant is required to submit the application:

- (a) For passport application due to amendment of personal particulars in the passport;
- (b) For passport application due to loss;
- (c) For passport application due to damage or loss;
- (d) For passport application due to expiry;
- (e) For passport application due to change of name;
- (f) For passport application due to change of address.

The Hong Kong permanent identity card should be produced upon application.

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
4/F, Immigration Tower, 7 Gloucester Road
Wan Chai, Hong Kong
Tel: 2829 3083
增設屯門辦事處啓事

本處將於二零二一年三月一日(星期一)增設屯門辦事處，地址為:

屯門兆麟街 19 號
屯門兆麟政府綜合大樓 1 樓及 2 樓

(自助服務站設於 1 樓，櫃檯服務設於 2 樓)

如選擇於屯門辦事處領取新護照或簽證身份書，請於相關申請書填寫下列領證辦事處簡碼:

0 8

香港特別行政區政府
入境事務處

Notice of Establishment of the Tuen Mun Office

The Immigration Department will set up its Tuen Mun Office on 1 March 2021 (Monday) at the following address:

1/F and 2/F, Tuen Mun Siu Lun Government Complex,
19 Siu Lun Street, Tuen Mun

(The Self-Service Station is located on 1/F and counter services are available on 2/F)

To collect your new passport or Document of Identity for Visa Purposes at Tuen Mun Office, please enter the following Collection Office Code into the relevant application form:

0 8

Immigration Department
The Government of the Hong Kong Special Administrative Region