Eligibility

A person is eligible for a HKSAR passport (passport) if he/she is:

a) a Chinese citizen;

b) a permanent resident of the HKSAR; and

c) a holder of a valid Hong Kong permanent identity card.

Validity

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

Documentary Requirements and Fee

i. Completed passport application form (ID841);

ii. Applicant’s Hong Kong permanent identity card / Acknowledgement of application for a Hong Kong permanent identity card (Acknowledgement) (ROP140);

iii. One recent colour photograph (must be with white background) (Please refer to the Photograph Requirements Leaflet); and

iv. Application fee [Please refer to Fees Notice (ID851) and payment methods at Note 5].

Other Requirements

v. For passport application due to damage or loss, the applicant has to submit the application in person and complete the form ID645; 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 passport application in person. As the personal particulars in the passport should be identical to those shown on the Hong Kong 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 Chinese Diplomatic and Consular Missions (CDCMs)’ the Mainland Offices of the HKSAR Government (Mainland Offices).

Additional Requirements (For applicants aged 16 and 17)

viii. Consenting parent or legal guardian’s Hong Kong identity card, valid travel document or other identity document; and

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; or

x. If the applicant is a minor, the only marriage certificate is required [Please refer to Remarks (b)]; Parental or legal guardian’s consent and item (vii) and (x) are not required.

Remarks:

a) Additional documents or information may be required if necessary, An application with insufficient information 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 Internet / Immigration Department Mobile Application

Eligible applicant holding a valid Hong Kong permanent identity card / Acknowledgement (ROP140) may submit the application via the Internet or Immigration Department Mobile Application. Please refer to the 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:

1. the passport has been damaged or defaced;

2. the passport has been lost or is otherwise not available; or

3. the applicant needs to amend his/her personal particulars in the passport.

Eligible applicant holding a valid Hong Kong permanent identity card / Acknowledgement (ROP140) may submit the application at the Travel Document Submission Kiosk / Personal Documentation Submission Kiosk at any one of the Immigration Offices that handles travel document application without a need to make an appointment.

4.2 In Person

Please make an appointment through the Internet at www.gov.hk/dlbooking, Immigration Department Mobile Application or the telephone booking system at 2598 0888 for passport application at the 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:

1. the passport has been damaged or defaced;

2. the passport has been lost or is otherwise not available; or

3. the applicant needs to amend his/her personal particulars in the passport.

4.3 By Post

Applicant may send the application by post to the Travel Documents and Nationality (Application) Section

2nd Floor, Administration Tower, Immigration Headquarters,

61 Po Yap Road, Tsuen Kwan O, New Territories

Remarks: Underpaid mail items will not be accepted by the Immigration Department. Please pay the postage 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 deposition it is 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 the collection of the new passport for verification and cash, no original documents or previous travel documents should be sent along with the application.

5. Payment Methods

<table>
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<th>Means of Application</th>
<th>Fee payment by</th>
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<td>Internet</td>
<td>FPS / EPS / VISA / Master Card / UnionPay / JCB</td>
</tr>
<tr>
<td>Immigration Department Mobile Application</td>
<td>FPS / VISA / Master Card / UnionPay / JCB</td>
</tr>
<tr>
<td>At Counter</td>
<td>Cash / Octopus / EPS / Cheque / FPS</td>
</tr>
<tr>
<td>Travel Document Submission Kiosk</td>
<td>Octopus / EPS</td>
</tr>
<tr>
<td>Personal Documentation Submission Kiosk</td>
<td>Octopus / EPS</td>
</tr>
<tr>
<td>By Post / Drop-in</td>
<td>Cheque</td>
</tr>
</tbody>
</table>

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

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<thead>
<tr>
<th>Means of Application</th>
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<tbody>
<tr>
<td>Internet / Immigration Department Mobile Application</td>
<td>Collect the passport in person at the collection counter / Passport Collection Kiosk / Personal Documentation Collection Kiosk (if applicable) of the selected collection office / CDCM / Mainland Office</td>
</tr>
<tr>
<td>In Person at Counter</td>
<td>Collect the passport in person at the collection counter / Passport Collection Kiosk / Personal Documentation Collection Kiosk (if applicable) of the selected collection office / CDCM / Mainland Office</td>
</tr>
<tr>
<td>In Person at Travel Document Submission Kiosk / Personal Documentation Submission Kiosk</td>
<td>Collect the passport in person at the collection counter / Passport Collection Kiosk / Personal Documentation Collection Kiosk (if applicable) of the selected collection office / CDCM / Mainland Office</td>
</tr>
<tr>
<td>By Post / Drop-in / Authorised person at Counter</td>
<td>Collect the passport in person at the collection counter / Passport Collection Kiosk / Personal Documentation Collection Kiosk (if applicable) of the selected collection office / CDCM / Mainland Office</td>
</tr>
</tbody>
</table>

8. Other Information

8.1 Urgent Application for Passport

An applicant has to forego the processing time of obtaining a passport, 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 (ID841) stating the reason(s) in writing and producing evidence to support the request. The applicant may be required to collect the passport at the Travel Documents Submission Kiosk (Section) (see overleaf for the address). Generally, requests from pleasure trippers for urgent issue of a passport will not be entertained.

8.2 Take Care of the Passport

Illegal transfer of 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 lost or stolen must be applied for within 60 days of the date of loss or theft. In the event that the applicant is an HKSAR resident and the passport is lost, the applicant may contact the Immigration Department’s Assistance to HKSAR 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, Tsuen Kwan O, New Territories

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.
Guide to fill up the Passport Application Form (ID 841)

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
Renewal – 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 (ID 645)
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:

0 1
Hong Kong Island Travel Documents Issuing Office*
2nd Floor, Harbour Building,
38 Pier Road, Central, Hong Kong
Tel: 2852 3047

0 2
East Kowloon Office
Level 2, Sceneway Plaza,
Sceneway Garden, 1 – 17 Sceneway Road, Lam Tin, Kowloon
Tel: 2347 3492

0 3
West Kowloon Office*
Ground Floor, 28 Kimberley Street,
Tsim Sha Tsui, Kowloon
Tel: 2359 4426

0 4
Sha Tin Office
3rd Floor, Sha Tin Government Offices,
1 Sheung Wo Che Road,
Sha Tin, N.T.
Tel: 2158 6419

0 5
Fo Tan Office
Shops 405 – 407, 4th Floor,
Jubilee Square,
2 – 18 Lok King Street,
Fo Tan, N.T.
Tel: 2651 8644

0 6
Yuen Long Office
1st Floor, Yuen Long Government Offices, 2 Kiu Lok Square,
Yuen Long, N.T.
Tel: 2475 4145

0 7
Travel Documents (Issue) Section*
1st Floor, Administration Tower,
Immigration Headquarters,
61 Po Yap Road,
Tseung Kwan O, New Territories
(Personal Documentation Collection Kiosks are located on the 1st floor and counter services are available on the 1st floor.)
Tel: 2829 3039

0 8
Tuen Mun Office*
1st and 2nd Floors,
Tuen Mun Siu Lun Government Complex,
19 Siu Lun Street, Tuen Mun, N.T.
(The Self-Service Station is located on the 1st floor and counter services are available on the 2nd floor.)
Tel: 2797 0872

Collection at Chinese Diplomatic and Consular Missions / Mainland Offices
(For collection at Chinese Diplomatic and Consular Missions / Mainland Offices only and a completed form ID 853A is required)

* Installed with Passport Collection Kiosks / Personal Documentation Collection Kiosks
Applicable to applicants who 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 this service by indicating in Part 3 and refer to the Immigration website for the service hours.

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

Travel Documents (Issue) Section:
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

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 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.

ID (E)18414 (6/2024)
Immigration Department
The Government of the HKSAR
Application for HKSAR Passport (For persons 16 years of age or above applying in Hong Kong)

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
- 换領 Renewal

3. 領取方式 Means of Collection

- 於以下領取服務站
  At collection office below

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

- 姓 (中文) Surname in Chinese
- 名 (中文) Given names in Chinese
- 姓 (英文) Surname in English
- 名 (英文) Given names in English

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

- 香港身份證號碼 HK identity card no.
- 出生日期 Date of birth
- 簽發日期 Date of Issue
- 出生地點 Place of Birth
- 中國 China
- 香港 Hong Kong
- 澳門 Macao
- 台灣 Taiwan
- 其他國家 Other Country

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

I, the undersigned, declare that:
(1) 本人是申請人的
  My relationship with the applicant is
  - 母母 mother
  - 父親 father
  - 法定監護人 legal guardian (by court order)
  - 該獲授權的監護人 legal guardian (by authorisation)

- 中文姓名 Name in Chinese
- 英文姓名 Name in English
- 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

7. 申請人聲明書 Declaration of Applicant

I, the undersigned, declare that:
(1) 我是中國公民和本人從未向入境事務處作出變更國籍的聲明。
  I am a Chinese citizen and I have not made any declaration of change of nationality to the Immigration Department.
(2) 本人作此申請時身在香港特別行政區。
  I am present in the Hong Kong Special Administrative Region when I make this application.
(3) 我是大陸地區出生。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.
(4) 本人同意為處理此項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.

Signature

Please complete this form in BLOCK letters using black or blue pen.
Please sign within border.

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

Travel Documents and Nationality (Application) Section
2nd Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tsing Kwan O, New Territories
(Personal Documentation Collection Kiosks are located on the ground and 2nd floors, and counter services are available on the 2nd floor.)

Travel Documents (Issue) Section
1st Floor, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, N.T.
(Personal Documentation Collection Kiosks are located on the UG and 1st floors, and counter services are available on the 1st floor.)

Travel Documents (Issue) Section
Tel: 2829 3039

Chinese Diplomatic and Consular Missions / Mainland Offices
(Application) Section
For collection at Chinese Diplomatic and Consular Missions / Mainland Offices only and a completed form ID853A is required.

Office hours: (Closed on Sundays and public holidays)
- Hong Kong Island Travel Documents Issuing Office:
  - Monday to Friday: 9:00 a.m. to 4:30 p.m.
  - Saturday: 9:00 a.m. to 12:30 p.m.

- Travel Documents and Nationality (Application) Section
  - Monday to Friday: 8:45 a.m. to 4:30 p.m.
  - Saturday: 9:00 a.m. to 11:30 a.m.

- Other Immigration Office:
  - Monday to Friday: 9:00 a.m. to 4:30 p.m.
  - Saturday: 9:00 a.m. to 4:30 p.m.

- Travel Documents (Issue) Section:
  - Monday to Friday: 9:00 a.m. to 12:45 p.m.
  - Monday to Friday: 1:00 p.m. to 4:30 p.m.

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