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) (ROP140/140A);
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 (ID815) 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 passport;
vii. Completed Form (ID853A) if applicant chooses to collect the passport at Chinese Diplomatic and Consular Missions (CDMCs) or the Mainland Offices of the HKSAR Government (Mainland Offices).

Additional Requirements (For applicants aged 16 and 17)
vi. 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 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.

Means of Application
4.1 Internet / Immigration Department Mobile Application
Eligible applicant holding a valid Hong Kong permanent identity card / Acknowledgement (ROP140/140A) may submit the application via the Internet or Immigration Department Mobile Application. Please refer to http://www.immd.gov.hk/application/passport for details.

4.2 In Person
Please make an appointment through the Internet at http://www.gov.hk/tdbooking, Immigration Department Mobile Application or the telephone booking system at 2598 0888 for passport application at one of 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:
- the passport has been damaged or defaced;
- or the passport has been lost or is otherwise not available;
- or the applicant needs to amend his/her personal particulars in the passport.

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

4.3 By Post
Applicant may send the application 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 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 passport for verification. No cash, original documents or previous travel documents should be sent along with the application.

5. Payment Methods

<table>
<thead>
<tr>
<th>Means of Application</th>
<th>Fee payment by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet</td>
<td>PPS / VISA / Master Card / UnionPay / JCB</td>
</tr>
<tr>
<td>Immigration Department Mobile Application</td>
<td>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>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 will be issued. If the applicant intends to pay the passport fee by a cheque, please make 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 (ID815).

Means of Collection
a) Please make an appointment through the Internet at http://www.gov.hk/tdbooking, Immigration Department Mobile Application or the telephone booking system at 2598 0888 on the day following the date of issue of the Collection Notice issued by the Immigration Department notifying the applicant the period and office for collecting the passport. (Appointment is not applicable to collection at CDMCs/Mainland Offices and not required for collection at Passport Collection Kiosk).

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

Other Requirements
b) The original Hong Kong permanent identity card or supporting documents should be produced for verification only if not being issued upon application.

Mean of Collection
b) Please make a appointment through the Internet at http://www.gov.hk/tdbooking, Immigration Department Mobile Application or the telephone booking system at 2598 0888 on the day following the date of issue of the Collection Notice issued by the Immigration Department notifying the applicant the period and office for collecting the passport. (Appointment is not applicable to collection at CDMCs/Mainland Offices and not required for collection at Passport Collection Kiosk).

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

Other Information
b) The original Hong Kong permanent identity card or supporting documents should be produced for verification only if not being issued upon application.

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

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

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 / CDMC / Mainland Office.

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. In general, applicant can obtain the new passport on the next working day after completion of the process by the Immigration Department. If the applicant has more than one application (ie. substandard photograph was produced available upon application, the applicant may request the Immigration Department to send the Hong Kong permanent identity card together with the passport to the selected CDMC / Mainland Office for issue. Other Immigration Office (ROP140/140A) should be returned for cancellation. For applicant who did not make such request, the original Hong Kong permanent identity card should be produced for verification upon collection of passport.

Other Requirements
h) If the applicant chooses to collect his/her passport at Passport Collection Kiosk, the collection arrangement will be sent by Short Message Service (SMS) notification prior to the collection period. Depending on the circumstances, applicants who choose to collect their new passports at Passport Collection Kiosk may still be required to collect the passports at a collection counter.

8.2 Take Good 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 loss taxes and time in the event of loss of passport 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
2/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
Tel: 2881 2181
Fax: 2891 0107
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 (ID841)

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 (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>Office Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hong Kong Island Travel Documents Issuing Office</td>
<td>01</td>
</tr>
<tr>
<td>East Kowloon Office</td>
<td>02</td>
</tr>
<tr>
<td>West Kowloon Office*</td>
<td>03</td>
</tr>
<tr>
<td>Sha Tin Office</td>
<td>04</td>
</tr>
<tr>
<td>Fo Tan Office</td>
<td>05</td>
</tr>
<tr>
<td>Yuen Long Office</td>
<td>06</td>
</tr>
<tr>
<td>Travel Documents and Nationality (Application) Section / Travel Documents (Issue) Section*</td>
<td>07</td>
</tr>
<tr>
<td>Tuen Mun Office*</td>
<td>08</td>
</tr>
</tbody>
</table>

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

* 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.
Travel Documents and Nationality (Application) Section / Travel Documents (Issue) Section: Mondays to Fridays: 8:45 a.m. to 3:30 p.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.
香港特別行政區護照申請書
(適用於十六歲或以上人士在香港的申請)
Application for HK SAR 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
☐ 因遺失 / 損毀 / 更改個人資料的申請 Application due to loss / damage / amendment of personal particulars

3. 領證方式
Means of Collection
☐ 於以下服務站領取
At collection office below
☐ 省時領證服務
Quick Collection Service

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

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

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

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

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

7. 申請人聲明書
Declaration of Applicant

注意
(i) 填寫本申請書前，請先閱讀背面的「收集個人資料的目的」。
(ii) 請用黑色或藍色筆以正楷填寫本申請書。
(iii) 請完成此表單於旅行證件(簽發)及西九龍辦事處及屯門辦事處
(iv) 請在適當格內填上「✓」號。
(v) 請勾選適當服務。
警告
如需此表單作出虛假陳述或提供虛假資料，即屬違法。

Guide to fill up the Passport Application Form (ID841)
申請／領取新護照的辦事處的簡碼及地址  
Application/Collection Office Code and Location

香港入境事務處 
Hong Kong Immigration Department

申請個人資料的目的  
Statement of Purpose

收集個人資料的目的  
Purpose of Collection

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

(a) to process your application;
(b) to administer/entre relevant provisions of the Hong Kong Special Administrative Region Passports Ordinance (Chapter 539), the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other government Regulations or by other government bureaus and departments through carrying out immigration control duties;
(c) to process other 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 bureaus, 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
4/F, Immigration Tower, 7 Gloucester Road
Wan Chai, Hong Kong
Tel: 2829 3083