Guidance Notes on Local Application for HKSAR Passport for Applicants Aged 16 or above

ID(E) 841A

1 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.

2 Validity

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

3 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 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.

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 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 http://www.gov.hk/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) 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 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
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 passport for verification. No cash, no original documents or previous travel documents should be sent along with the application.**

5. Payment Methods

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

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

Means of Application	Means of Collection
Internet / Immigration Department Mobile Application	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. For unmarried persons aged 16 and 17, the consenting parent or legal guardian must accompany the applicant for collection of passport **in person**, for appending his/her signature on the application form.
In Person at Counter	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. Collect the passport **by authorising a representative in writing** at the collection counter of the selected collection office / CDCM / Mainland Office.
In Person at Travel Document Submission Kiosk / Personal Documentation Submission Kiosk	Collect the passport **in person** at the collection counter / Passport Collection Kiosk / Personal Documentation Collection Kiosk (if applicable) of the selected collection office / CDCM. Collect the passport **by authorising a representative in writing** at the collection counter of the selected collection office / CDCM.
By Post / Drop-in / Authorised person at Counter	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.

b) The original Hong Kong permanent identity card or supporting documents should be produced for verification if they had not been seen upon application.
c) The Hong Kong permanent identity card should be produced upon collection if only the Acknowledgement (ROP140) was produced upon application.
d) If applicant has previously held a passport or a HKSAR Document of Identity for Visa Purposes, such document should be produced for cancellation upon collection of the new passport.
e) The authorisation form (ID678) is available at Immigration Offices or downloadable from www.immd.gov.hk. Applicant's signature on the authorisation form must be the same as that on the application form.
f) If the applicant chooses to collect the passport at CDCMs/Mainland Offices, additional charge is required for delivery of the passport from Hong Kong to the respective CDCMs/Mainland Offices.
g) For applicant who chooses to collect the passport in CDCMs/Mainland Offices, if only the Acknowledgement (ROP140) 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 CDCM / Mainland Office for issue. Upon collection, the Acknowledgement (ROP140) 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.
h) If the applicant chooses to collect his/her passport at Passport Collection Kiosk / Personal Documentation 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.

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. For applications not submitted in-person (e.g. by post, drop-in, internet or Immigration Department Mobile Application), an extra 2 to 3 working days may be required. The processing time may be longer for passport application due to loss / damage 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 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 at the back of application form (ID841) stating the reasons in writing and producing evidence to support the request. The applicant may be required to collect passport at the Travel Documents (Issue) Section (see overleaf for the address). **Generally, requests from pleasure trippers for urgent issue of a passport will not be entertained.**

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 takes time and money. In the event of loss of the 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
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: 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 UG and 1st floors, 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

[9][9]
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 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 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 / 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.
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

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.

Immigration Department
The Government of the HKSAR

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

香港特別行政區護照申請書
（適用於十六歲或以上人士在香港的申請）

Application for HKSAR Passport
(For persons 16 years of age or above applying in Hong Kong)

注意 Note:
(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.

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

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 ☐ 換領 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
於以下辦事處領取
At collection office below
( )
☐ 於「領取護照服務站／領取個人證件服務站」領取
[只適用指定領證辦事處]
At Passport Collection Kiosk / Personal Documentation Collection Kiosk
[for designated collection offices only]
[有關領證辦事處簡碼及「領取護照服務站／領取個人證件服務站」的資料，請參閱申請書背頁]
[Please see the back of the application form for collection office code and information on Passport Collection Kiosk / Personal Documentation Collection Kiosk]

4. 個人資料 (以香港永久性居民身份證所載者為準) **Personal Particulars** (As stated on Hong Kong permanent 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 ☐ 男 Male ☐ 女 Female

出生日期 Date of birth 日 dd 月 mm 年 yyyy

香港永久性居民身份證號碼 HK permanent identity card no. ( )

簽發日期 Date of Issue 日 dd 月 mm 年 yy

出生地點 Place of Birth

中國 China
☐ 香港 Hong Kong ☐ 澳門 Macao ☐ 台灣 Taiwan
☐ 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)

☐ 其他國家 Other Country
(請註明國家名稱 Please state country name)

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)

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

5. 附加資料(如有) Additional Information (if any)
☐ 本人申領帶有點字的香港特區護照(視障人士適用)
I apply for a passport with braille printing (applicable to the visually impaired persons)

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)
(2) 本人有申請人的監護權，而該監護權並未受任何法院頒令所限制。
I have rights in respect of the applicant and such rights have not been limited in any way by the order of any court.
(3) 本人同意此項護照申請。
I consent to this passport application.

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
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 Declaration of Applicant

本人，即下開簽署人，現謹此聲明:
I, the undersigned, declare that:
(1) 本人是中國公民及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) 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.
(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.

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／領取新護照的辦事處的簡碼及地址 Application/Collection Office Code and Location

0	1

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

0	5

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

0	1

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

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	2

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

0	6

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

0	2

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

0	6

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

0	3

西九龍辦事處*
九龍尖沙咀
金巴利街 28 號地下
電話：2359 4426

0	7

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
(申請個人證件服務站設於地下及 2 樓，櫃檯服務設於 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
(領取個人證件服務站設於地下高層及 1 樓，櫃檯服務設於 1 樓)
電話：2829 3039

0	3

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

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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
(Personal Documentation Submission Kiosks are located on the ground and 2nd floors, and counter services are available on the 2nd floor.)

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 UG and 1st floors, and counter services are available on the 1st floor.)
Tel: 2829 3039

0	4

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

0	8

屯門辦事處*
新界屯門兆麟街 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)
電話：2797 0872

0	4

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

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

9	9

中國駐外國的使領館／駐內地辦事處
(只限使領館／駐內地辦事處領證及須提交填妥的表格 ID853A)

9	9

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)

*** 設有「領取護照服務站／領取個人證件服務站」 [適用於持有有效的香港永久性居民身份證及十八歲或以上的申請人（因損毀或由持有 92 頁簽證身份書的申請人提出的申請除外）]**
就相關服務時間，請瀏覽本處網頁。

*** Installed with Passport Collection Kiosks / Personal Documentation 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)]**
For the service hours, please refer to the Immigration website.

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：	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
旅行證件及國籍（申請）組／旅行證件(簽發)組：	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 時至上午 11 時 30 分

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.

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《香港特別行政區護照條例》(第 539 章)、《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 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 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

「申請個人證件服務站」補領特區護照

由二零二六年三月二十三日起，18 歲或以上合資格特區護照申請人可使用設於將軍澳入境處總部的 「申請個人證件服務站」遞交因原有護照已遺失、損毀、殘破或無法使用的補領申請，無需預約。有關「申請個人證件服務站」的位置及服務時間如下：

新界將軍澳寶邑路 61 號入境事務處總部行政大樓	2 樓	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 11 時 30 分 星期日及公眾假期休息
	地下	星期一至星期五： 下午 4 時 30 分至晚上 10 時 星期六： 上午 11 時 30 分至晚上 10 時 星期日及公眾假期休息

香港特別行政區政府
入境事務處

Replacement of HKSAR Passport at Personal Documentation Submission Kiosks (PDSKs)

With effect from 23 March 2026, eligible HKSAR passport applicants aged 18 or above may use the PDSKs located at the Immigration Headquarters in Tseung Kwan O to submit replacement applications if the original passport has been lost, damaged, defaced or is not available. No appointment is required. The location and service hours of the PDSKs are as follows:-

Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories	2nd Floor	Mondays to Fridays: 8:45 am - 4:30 pm Saturdays: 9:00 am - 11:30 am Closed on Sundays and public holidays
	Ground Floor	Mondays to Fridays: 4:30 pm - 10:00 pm Saturdays: 11:30 am - 10:00 pm Closed on Sundays and public holidays

Immigration Department
The Government of the Hong Kong
Special Administrative Region