1 Eligibility
A child 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 5 years from the date of issue unless otherwise specified.

3 Documentary Requirements and Fee
i. Completed passport application form (ID842);

ii. The child’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 Remarks (a));

iv. Consenting parent or legal guardian of the child Hong Kong identity card, valid travel document or other identity document;

v. The child’s birth certificate to prove the relationship between the consenting parent or legal guardian and the child (Remarks (b));

vi. Any assurance that the passport application will be approved. If applicant makes the payment by cheque, it should be a crossed cheque 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).

4 Other Requirements

4.1 Internet / Immigration Department Mobile Application
Application: The child should 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 with the child at Counter
If the child needs to amend his/her personal particulars in the passport.

4.3 By Post
If the child is holding a valid Hong Kong permanent identity card /Acknowledgement of application (ROP140/140A) was produced upon 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>FPS / 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 / Cheque</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 applicant makes the payment by cheque, it should be a crossed cheque 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

6.1 Internet / Immigration Department Mobile Application
Applicant may make an appointment through the Internet 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 child’s passport (Appointment is not applicable to collection at CDCM / Mainland Office).

6.2 In Person with the child at Counter
Applicant may collect the passport directly at the specific Immigration Office.

6.3 By Post / Drop-in / Authorised person at Counter
Applicant may collect the passport by post, drop-in, Internet or Immigration Department Mobile Application.

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 photograph(s) are submitted. 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 depend on the circumstances of individual applications and the number of applications received at a particular time. If the child has any travel plans, please apply early.

8 Other Information

8.1 Urgent Application for Passport
If the child has an urgent need for obtaining a passport, applicant has to submit an application in person at counter at any one of the Immigration Offices listed at the back of application form (ID842) stating the reasons in writing and producing evidence to support the urgency. The applicant should be accompanied by the child or the child’s parent and or legal guardian. The applicant may request the Immigration Department to send the child’s Hong Kong permanent identity card together with the passport to the relevant Consular Office in Mainland China. If approval is granted, the child’sAcknowledgement (ROP140/140A) should be returned for cancellation. For applicant who did not make such request, the child’s original Hong Kong permanent identity card should be produced for verification upon collection of passport.

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 applicant should be aware that it is a criminal offence to transfer his/her passport to Hong Kong residents Unit 24-hour hotline (852) 1868 for assistance.

8.3 Query channels

| Information & Liaison Section | 2/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong |

This Guidance Notes ID(E)842A, 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 children who have never been issued with a passport
Renewal – For children who were issued with a passport before
Application due to loss / damage – Must submit the child’s application in person and complete an additional application form (ID645)
Application due to amendment of personal particulars – Must submit the child’s 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>Code</th>
<th>Office Name</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Hong Kong Island Travel Documents Issuing Office</td>
<td>2/F, Harbour Building, 38 Pier Road, Central, Hong Kong</td>
<td>Tel: 2852 3047</td>
</tr>
<tr>
<td>02</td>
<td>East Kowloon Office</td>
<td>Level 2, Sceneway Plaza, Sceneway Garden, 1 – 17 Sceneway Road, Lam Tin, Kowloon</td>
<td>Tel: 2347 3942</td>
</tr>
<tr>
<td>03</td>
<td>West Kowloon Office</td>
<td>G/F, 28 Kimberley Street, Tsim Sha Tsui, Kowloon</td>
<td>Tel: 2359 4426</td>
</tr>
<tr>
<td>04</td>
<td>Sha Tin Office</td>
<td>3/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.</td>
<td>Tel: 2158 6419</td>
</tr>
<tr>
<td>05</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>Tel: 2651 8644</td>
</tr>
<tr>
<td>06</td>
<td>Yuen Long Office</td>
<td>1/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, N.T.</td>
<td>Tel: 2475 4145</td>
</tr>
<tr>
<td>07</td>
<td>Travel Documents and Nationality (Application) Section</td>
<td>4/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong</td>
<td>Tel: 2829 3039</td>
</tr>
<tr>
<td>08</td>
<td>Tuen Mun Office</td>
<td>1/F and 2/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun, N.T.</td>
<td>Tel: 2797 0872</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)

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.
- 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.

Part 4 – Personal Particulars
All personal particulars in this section must be the same as those shown on the child’s Hong Kong permanent identity card.
If the child has not registered for a Hong Kong permanent identity card, all personal particulars in this section must be the same as those shown on his/her birth certificate.

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

Part 6 – Declaration of Parent or Legal Guardian
Parent or legal guardian should complete and sign before submitting the child’s application.
Father / Mother – who has rights in respect of the child 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 child.
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 child.

Immigration Department
The Government of the HKSAR
### Application for HK SAR Passport

**For children under 16 years of age 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
e - 更換 Renewal
   - 因遺失 / 傷損 / 更改個人資料的申請 Application due to loss / damage / amendment of personal particulars

3. **領用方式**
   - Means of Collection
   - 於以下辦事處領取
   - At collection office below
   - [注意: 請惠顧使用行內簡碼，請參閱本申請書背頁]
   - [Please tick as appropriate.]

4. **兒童的個人資料**
   - Child's Personal PARTICULARS
   - (As stated on Hong Kong permanent identity card)

   - Surname in Chinese
   - Surname in English
   - Given names in Chinese
   - 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.
   - 香港出生證明書號碼 HK birth certificate no.

   - 地點 Place of Birth
   - 香港 Hong Kong
   - 澳門 Macao
   - 台灣 Taiwan
   - (請註明區名稱 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)

   - 住址或電郵地址 Address or Email Address (Please fill in with in border)

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

   - 父 / 母及符合監護人聯絡電話號碼 Contact telephone no. of parent/legal guardian
   - (SMS) notification

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

6. **兒童的父 / 母及符合監護人聲明書**
   - Declaration of Parent or Legal Guardian

   - 本人, 姓 (中文)
   - My relationship with the child is
   - (1) 本人為上述兒童申領護照之申請人
   - (2) 本人為上述兒童的監護人
   - (3) 本人為上述兒童的監護人

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

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

   - 簽署 Signature
   - (請於邊界內簽署 Please sign within border)

   - I consent to the making of any enquiries necessary for the processing of this application.
港九離島辦事處
香港仔村道 1 號
電話：2852 3047

九龍內地辦事處
新界元朗鐵路局 2 號
電話：2474 4145

新界辦事處
九龍元朗鎮 2 號
電話：2359 4426

沙田辦事處
新界沙田馬場沙田馬場 1 號
電話：2158 6419

屯門辦事處
新界屯門兆麟街 1 號
電話：2797 0872

中國駐外使領館 / 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)

收集個人資料的目的 Statement of Purpose

收集個人資料的目的
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《入境事務條例》(第 331 章) 有關條文規定，以及履行入境管制職務，藉此協助其他政府政策和都市執行其他法規和規例；

三、 在有關人士申請入境事務處提出申請及提名你為證照人或諮詢人時，將你的資料供作核實用途；

四、 供統計及研究用途，但所得的統計數字或研究成果，不會以能辨識有關資料當事人或當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。

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