



# Guidance Notes on Application for HKSAR Passport (For persons 16 years of age or above applying outside Hong Kong)

ID(E) 843A

## 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 the date of issue unless otherwise specified.

## 3 Documentary Requirements and Fee

- i. Completed passport application form (ID843);
- ii. For passport application submitted to Chinese Diplomatic and Consular Missions (CDCM)/Immigration Division of Mainland Offices, completed Fee Payment Form (ID853);
- iii. For applicant who submits passport application by post directly to HKSAR Immigration Department (Immigration Department) and chooses to collect the passport at CDCM, completed Form (ID853A);
- iv. Applicant's Hong Kong permanent identity card / Acknowledgement of application for a Hong Kong permanent identity card (Acknowledgement) (ROP140/140A) [Please refer to Remarks (a)];
- v. For first time application for a passport, the applicant's previous HKSAR Document of Identity for Visa Purposes, if any;
- vi. For application for a replacement passport, the applicant's existing passport;
- vii. Three recent colour photographs (must be with white background) [Please refer to the Photograph Requirements Leaflet and Remarks (b)]; and
- viii. Application fee [Please refer to Fees Notice (ID852) and payment methods at Note 5].

### Other Requirements

- ix. For passport application due to loss or damage, the applicant has to submit the application **in person** and complete the form ID645; For passport application due to damage, the applicant has to produce the damaged passport for inspection.
- x. 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.

### Additional Requirements (For applicants aged 16 and 17)

- xi. Consenting parent or legal guardian's Hong Kong identity card, valid travel document or other identity document; and
- xii. Birth certificate of the applicant to prove the relationship between the consenting parent and applicant [Please refer to Remarks (c)], or a court order, if appropriate, to prove that the consenting legal guardian has custodial rights in respect of the applicant; or
- xiii. If the applicant is married, only the marriage certificate is required [Please refer to Remarks (c)]. Parental or legal guardian's consent and item (xi) and (xii) are not required;

### Additional Requirements (For applicants who do not hold Hong Kong permanent identity cards)

- xiv. An additional photograph (i.e. four identical photographs should be submitted in total);
- xv. Completed application form for a Hong Kong permanent identity card (ROP143 for applicant aged 18 or above; ROP144 for applicant aged under 18 duly completed and signed by consenting parent or legal guardian of the applicant.); and
- xvi. Documents in support of the applicant's right of abode in Hong Kong.

### Remarks:

- a) Acknowledgement is accepted for application submitted directly to the Immigration Department only.
- b) 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.
- c) 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 Submit directly to the Immigration Department

#### a. 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.gov.hk/passport> for details.



#### b. 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.

### 4.2 Through CDCM

Applicant may submit the application and the supporting documents listed at Note 3 above to the nearest CDCM. The application will be forwarded to the Immigration Department for processing.

### 4.3 Through Immigration Division of Mainland Offices

**(Only replacement application for passport by an applicant holding a valid Hong Kong permanent identity card will be accepted)**

Applicant may submit the application and the supporting documents listed at Note 3 above in person or by post to Immigration Division of Mainland Offices. The application will be forwarded to the Immigration Department for processing.

## Points to note:

If applicant submits the application by post, please send in the application form, photographs and cheque/bank draft 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

### 5.1 Payment Methods

Means of Application	Fee payment by
Internet	PPS / VISA / Master Card / UnionPay / JCB
Immigration Department Mobile Application	VISA / Master Card / UnionPay / JCB
By Post	Cheque
Submit to CDCM / Immigration Division of Mainland Offices	Cheque / Bank Draft / Referee in Hong Kong

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.

Applicant may assign a referee in Hong Kong to pay the fees on his/her behalf. Please provide the referee's name, address and contact telephone number in the application form (ID843) for this purpose. Referee in Hong Kong may attend Travel Documents and Nationality (Application) Section of Immigration Department (Address: 4/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong) in person to pay the passport fee and delivery charge by cash or cheque. Referee in Hong Kong may also send the cheque by post to Travel Documents and Nationality (Application) Section of Immigration Department.

### 5.2 Passport Fee and Additional Charge

Means of Application	Pay to Immigration Department		Pay to CDCM
	Passport fee	Delivery charge	Handling charge
Internet/ Immigration Department Mobile Application / By Post to Immigration Department	✓	✓#	-
Submit to CDCM	✓	✓	✓
Submit to Immigration Division of Mainland Offices	✓	✓	-

### Remarks:

- a) Delivery charge refers to the additional charge for delivery of the passport from Hong Kong to the respective CDCM or Immigration Division of Mainland Office.
  - b) Handling charge includes the cost in forwarding the application to the Immigration Department and any associated handling charges. Applicant may enquire about the up-to-date charges from the CDCM in his/her place of domicile.
- # Only applicable to those who choose to collect the passport at CDCM.

**Up-to-date charges are available in Fee Notice (ID852).** For payment made by crossed cheque or bank draft in Hong Kong dollar or US dollar, it should be payable to "The Government of the Hong Kong Special Administrative Region". Post-dated cheque is not accepted. For cheque or bank draft not drawn on a bank in the HKSAR or not in the HKSAR currency, a bank handling charge [please refer to form ID853/ID853A] is required.

## 6 Means of Collection

Means of Application	Means of Collection
Internet/Immigration Department Mobile Application/By post to Immigration Department	<b>Collection in HK</b> The Immigration Department will post/email the applicant a notification of the date for the collection of the passport at counter of <u>Travel Documents (Issue) Section of Immigration Department</u> (Address: 4/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong).
	<b>Collection in CDCM</b> The passport will be delivered by double registered airmail or express despatch service to the selected CDCM for issue. Applicant should confirm with relevant CDCM for collection arrangement.  Applicant must collect the passport <b>in person</b> . The consenting parent or legal guardian of an unmarried applicant under 18 who submitted the application through the Internet/Immigration Department Mobile Application <b>must also accompany the applicant</b> upon collection for appending his/her signature on the application form.
Submit to CDCM	The passport will be delivered by double registered airmail or express despatch service to the <u>selected CDCM</u> for issue.  Please confirm with relevant CDCM for collection arrangement.

Means of Application	Means of Collection
Submit to Immigration Division of Mainland Offices	The passport will be delivered by double registered airmail or express despatch service to the relevant Mainland Office for issue. If applicant submits the application in person at the Mainland Office, he/she may authorise a representative in writing to collect the passport on his/her behalf. The applicant must collect the passport in person at the Mainland Office if he/she has not attended the office when submitting the application.

- a) For applicant submitting application directly to Immigration Department who chooses to collect the passport in Hong Kong, if only the Acknowledgement (ROP140/140A) was produced/available upon application, the original Hong Kong permanent identity card should be produced for verification upon collection of passport.
- b) For applicant submitting application directly to Immigration Department who chooses to collect the passport in CDCM, if only the Acknowledgement (ROP140/140A) 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 for issue. Upon collection, the Acknowledgement (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.
- c) The original supporting documents should be produced for verification if they had not been seen 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 downloadable from [www.immd.gov.hk](http://www.immd.gov.hk). Applicant's signature on the authorisation form must be the same as that on the application form.

#### 7 Processing Time

An application without standard photographs, full supporting documents or payment will not be processed. After all necessary documents, application fee and photographs are received, the processing time will be as follows:

Means of Application	Normal Processing Time	Remark
Internet/Immigration Department Mobile Application	5 working days*	An extra 2 to 3 working days may be required for handling formalities. [Applicant should hold a valid permanent identity card/ the Acknowledgement (ROP140/140A)]
By Post to Immigration Department	4 to 6 weeks#	-
Submit to CDCM	4 to 6 weeks#	It will take about <b>6 to 8 weeks</b> for processing a passport application if the applicant does not have a valid permanent identity card.
Submit to Immigration Division of Mainland Offices	4 to 6 weeks#	-

\* Working days denote Monday to Friday excluding General Holidays.

#The time for forwarding the application from CDCM/Mainland Offices to Immigration Department and despatching the prepared passport from Hong Kong to CDCM/Mainland Offices is excluded.

The processing time 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 should state the request and the reason on the application form as "additional information", and seek advice from the nearest CDCM/Immigration Division of Mainland Offices. In case of emergency, for example, applicant wishes to return to Hong Kong immediately after he/she has lost his/her passport, he/she may approach the nearest CDCM for assistance. Applicant may also contact the Immigration Department's Assistance to Hong Kong Residents Unit 24-hour hotline at (852) 1868 for assistance. **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 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.: (852) 2824 6111 Fax: (852) 2877 7711  
E-mail: [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk) Website: [www.immd.gov.hk](http://www.immd.gov.hk)

##### 8.4 Address and contact details of CDCMs

You may access the website: [www.fimprc.gov.cn](http://www.fimprc.gov.cn)

##### 8.5 Address and contact details of Immigration Division of Mainland Offices

###### a) Office of the Government of the HKSAR in Beijing ("BJO")

No. 71 Di'anmen Xidajie, Xicheng District, Beijing  
Postal Code: 100009  
Tel.: (86 10) 6657 2880, ext. 311 Fax: (86 10) 6657 2823  
E-mail: [bjohksar@bjo-hksarg.org.cn](mailto:bjohksar@bjo-hksarg.org.cn) Website: <http://www.bjo.gov.hk>

###### b) Hong Kong Economic & Trade Office in Shanghai ("SHETO")

21/F, The Headquarters Building, 168 Xizang Road (M), Huangpu District, Shanghai  
Postal Code: 200001  
Tel.: (86 21) 6351 2233, ext. 160 Fax: (86 21) 6351 9368  
E-mail: [enquiry@sheto.gov.hk](mailto:enquiry@sheto.gov.hk) Website: <http://www.sheto.gov.hk>

###### c) Hong Kong Economic & Trade Office in Chengdu ("CDETO")

38/F, Tower 1, Plaza Central, 8 Shuncheng Street, Yan Shi Kou, Chengdu  
Postal Code: 610016  
Tel.: (86 28) 8676 8301, ext. 330 Fax: (86 28) 8676 8300  
E-mail: [general@cdeto.gov.hk](mailto:general@cdeto.gov.hk) Website: <http://www.cdeto.gov.hk>

###### d) Hong Kong Economic & Trade Office in Guangdong ("GDETO")

Flat 7101, 71/F, Citic Plaza, 233 Tian He North Road, Guangzhou  
Postal Code: 510613  
Tel.: (86 20) 3891 1220, ext. 638 Fax: (86 20) 3891 1221  
E-mail: [general@gdeto.gov.hk](mailto:general@gdeto.gov.hk) Website: <https://www.gdeto.gov.hk/>

###### e) Hong Kong Economic & Trade Office in Wuhan ("WHETO")

Unit 4303, Tower I, New World International Trade Tower,  
568 Jianshe Avenue, Jiangnan District, Wuhan  
Postal Code: 430022  
Tel.: (86 27) 6560 7300, ext. 7334 Fax: (86 27) 6560 7301  
E-mail: [enquiry@wheto.gov.hk](mailto:enquiry@wheto.gov.hk) Website: <http://www.wheto.gov.hk>

This Guidance Notes ID(E)843A, the relevant forms and Photograph Requirements Leaflet are issued free of charge.

### Guide to fill up the Passport Application Form (ID843)

<p><b>Part 3 – Personal Particulars</b> 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.</p>
<p><b>Part 4 – Additional Information (if any)</b> 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).</p>
<p><b>Part 5 – Hong Kong Referee's Information (if applicable)</b> Please provide the referee's name, address and contact telephone number.</p>
<p><b>Part 6 – Consent from Parent or Legal Guardian of Applicant Aged 16 and 17</b> 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 custodial rights in respect of the applicant.</p>
<p><b>Part 7 – Declaration of Applicant</b> The applicant should complete and sign before he/she submits the application.</p>
<p><b>Part 8 – Means of Collection</b> To be completed by applicant who submits the application directly by post to the Immigration Department only.</p>

Immigration Department  
The Government of the HKSAR



- 注意 (i) 填寫本申請書前，請先閱讀背頁的「收集個人資料的目的」。  
Note: 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.

<b>1. 護照類別</b> Type of Passport <input type="checkbox"/> 三十二頁 32 pages <input type="checkbox"/> 四十八頁 48 pages	<b>2. 申請類別</b> Type of Application <input type="checkbox"/> 首次申請 First application <input type="checkbox"/> 換領 Replacement <input type="checkbox"/> 因遺失 / 損毀 / 更改個人資料的申請 Application due to loss / damage / amendment of personal particulars
<b>3. 個人資料</b> (以香港永久性居民身份證所載者為準) <b>Personal particulars</b> (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 <input type="checkbox"/> 男 Male <input type="checkbox"/> 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 <input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 澳門 Macao <input type="checkbox"/> 台灣 Taiwan <input type="checkbox"/> 其他國家 Other Country <input type="checkbox"/> 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. <input type="checkbox"/> (請註明國家名稱) Please state country name.	
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.	
<b>4. 附加資料(如有) Additional Information (if any)</b> <input type="checkbox"/> 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 person)	
<b>5. 香港諮詢人資料(如適用) Information of Referee in Hong Kong (if applicable)</b> 姓名 Name    住址 Address 電話號碼 Contact Tel. no.	
<b>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</b> 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 <input type="checkbox"/> 母親 mother <input type="checkbox"/> 父親 father <input type="checkbox"/> 法庭頒令監護人 legal guardian (by court order) <input type="checkbox"/> 獲授權的監護人 legal guardian (by authorisation) 中文姓名 Name in Chinese    香港身份證號碼 HK identity card no. 英文姓名 Name in English    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    簽署 Signature 日 dd    月 mm    年 yyyy	
<b>7. 申請人聲明書 Declaration of Applicant</b> 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 _____ (請填寫國家/地區名稱)。 I am present in _____ (Please state country / region name) when I make this application. 日期 Date    申請人簽署 Signature of Applicant 日 dd    月 mm    年 yyyy	

此欄由辦理  
機關處理  
For Official  
Use Only

(請於邊界內簽署 Please sign within border)



## 8. 領證方法 Means of Collection

只適用於直接郵寄至入境事務處的申請

For applications submitted directly by post to the Immigration Department only

**在香港領取護照**

請你到入境事務處旅行證件（簽發）組領取護照（地址：香港灣仔告士打道 7 號入境事務大樓 4 樓）。

**Collect the passport in Hong Kong**

Please collect your passport at Travel Documents (Issue) Section of the Immigration Department.  
(Address: 4/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong).

**在中國駐外國的使領館領取護照**

你必須另填寫表格 ID853A，你的新護照將會寄往你所選的中國駐外國的使領館，並由該使領館簽發。

**Collect the passport at the Chinese Diplomatic and Consular Mission (CDCM)**

You must also complete the form ID853A. Your passport will be delivered to the selected CDCM for issue.

註 如你經中國駐外國的使領館或駐內地辦事處的入境事務組遞交申請，你的護照會寄往該中國駐外國的使領館或駐內地辦事處代為簽發。因此，你無需填寫本部分。

Note If you submit your application via the CDCM / Immigration Division of Mainland Office, your passport will be delivered to the same CDCM / Immigration Division of Mainland Office for issue. Therefore, you do not need to complete this part.

### 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）的有關係文規定，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：

香港灣仔告士打道 7 號入境事務大樓 4 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  
4/F, Immigration Tower, 7 Gloucester Road  
Wan Chai, Hong Kong  
Tel: 2829 3083