Guidance Notes on Application for HKSAR Passport
(Applying Outside Hong Kong)
for Applicant aged 16 or above

1 Eligibility
You are eligible for an HKSAR passport if you are:
- a) The present or a former citizen of the People's Republic of China;
- b) A permanent resident of the HKSAR; and
- c) A holder of a valid Hong Kong permanent identity card.

2 Validity
The 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 (ID 843);
- ii. For passport application submitted to Chinese Diplomatic and Consular Missions (CDCMs)/Immigration Division of the Office of the Government of the HKSAR in Beijing (“BJO”), Hong Kong Economic and Trade Office in Chengdu (“CDETO”), Hong Kong Economic and Trade Office in Guangdong (“GDETO”), and Hong Kong Economic and Trade Office in Wuhan (“WHETO”), completed Fee Payment Form (ID 853);
- iii. Your Hong Kong permanent identity card;
- iv. For first time application for a passport, your previous HKSAR Document of Identity for Visa Purposes, if any;
- v. For application for a replacement passport, your existing passport;
- vi. 3 recent colour photographs (must be with white background). (Please refer to the Photograph Requirements Leaflet); and
- vii. Application fee. (Please refer to Fees Notice (ID 852) and payment methods at note 5);

Other requirements

- viii. For passport application due to damage or loss, you have to submit the application form in person and complete the form ID 645 for passport application due to damage, you have to produce the damaged passport for inspection;
- ix. For passport application due to amendment of personal particulars in the passport, you have to submit your passport application in person as the personal particulars in the passport should be identical to those shown on the Hong Kong permanent identity card, you are required to apply for amendment to the registered particulars on the Hong Kong permanent identity card first;

Additional requirements (For applicants aged 16 or 17)

- x. Consenting parent or legal guardian’s Hong Kong identity card, valid travel document or other identity document; and
- xi. Your birth certificate to prove the relationship between the consenting parent and you, or a court order, if appropriate, to prove that the consenting legal guardian has custodial rights in respect of you; or
- xii. If you are married, only your marriage certificate is required. Parental or legal guardian’s consent and items (x) and (xi) are not required;

Additional requirements (For applicants who do not hold Hong Kong permanent identity card)

- xiii. An additional photograph (i.e. 4 identical photographs should be submitted in total);
- xiv. Application form for Hong Kong permanent identity card (Applicant of age of 18 years or above should use ROP 143. For applicant under the age of 18 years, ROP 144 should be used. The form should be duly completed and signed by the parent or legal guardian); and
- xv. Photographs in support of your right of abode in HKSAR (for example, Hong Kong birth certificate which shows Hong Kong permanent resident status was established).

Points to note:

- a) Form ID 843, ID 645, ID 853, ROP 143 and ROP 144 are downloadable at the website www.immd.gov.hk;
- 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; and
- c) If you submit your application in person, you should bring along the originals of the supporting documents listed at note 3 above for verification. You are also required to submit the photocopies of the supporting documents except the relevant forms and photographs.

4 Application Channels

4.1 Submit directly to the HKSAR Immigration Department

a) Online
If you hold a valid Hong Kong permanent identity card, you may submit your application via the internet at http://www.gov.hk/passport. Please refer to the website for details.

b) By Post
You may send your application by post to:
Travel Documents and Nationality (Application) Section
4th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

4.2 Through Chinese Diplomatic and Consular Missions (CDCMs)
You may submit your application and the supporting documents listed at note 3 above to the nearest CDCMs. The application will be forwarded to the HKSAR Immigration Department for processing.

4.3 Through Immigration Division of BJO/SHETO/CDETO/GDETO/WHETO

(Address and contact details of relevant offices are listed at note 8.5)

(Only replacement application for HKSAR passport; or an applicant holding a valid Hong Kong permanent identity card will be accepted)
You may submit your application and the supporting documents listed at note 3 above in person or by post to Immigration Division of BJO/SHETO/CDETO/ GDETO/WHETO. The application will be forwarded to the HKSAR Immigration Department for processing.

Points to note:

- If you submit your 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. All photocopies submitted should be made on A4 size (210mm × 297mm) paper and will not be returned. No cash, no original documents or previous travel documents should be sent along with the application.

5 Payment Methods

Payment fee is payable at the time of application. Payment of fee does not constitute any assurance that the passport application will be approved.

<table>
<thead>
<tr>
<th>Application Channel</th>
<th>Pay to HKSAR Immigration Department</th>
<th>Pay to CDCMs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online/By post to HKSAR Immigration Department</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Submit to CDCMs</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Submit to Immigration Division of BJO/SHETO/CDETO/GDETO/WHETO</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

If you submit your application and collect your HKSAR passport at CDCMs, you are required to pay:
- a) To CDCMs — the cost in forwarding the application to the HKSAR Immigration Department and any associated handling charges. Please enquire about the up-to-date charges from the CDCMs in your place of domicile; and
- b) To the HKSAR Government — an additional charge for the delivery of the passport from the HKSAR to the respective CDCMs.

If you submit your application and collect your HKSAR passport at Immigration Division of BJO/SHETO/CDETO/GDETO/WHETO, you are required to pay to the HKSAR Government an additional charge for the delivery of the passport from the HKSAR to BJO/SHETO/CDETO/GDETO/WHETO.

Up-to-date charges are available in Fees Notice (ID 852). Crossed cheque or bank draft for Hong Kong dollar or US dollar 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 the Fee Payment Form (ID 853)] is required. Alternatively, you may assign a referee in Hong Kong to pay the fees on your behalf. Please provide your referee’s name, address and contact telephone number in the ID 853 for this purpose.

6 Collection Methods

<table>
<thead>
<tr>
<th>Application Channel</th>
<th>Collection Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online/By post to HKSAR Immigration Department</td>
<td>The Immigration Department will post/email (online application only) you a notification of the date and office for the collection of your passport. You must attend in person to collect your passport at Travel Documents (Issue) Section of HKSAR Immigration Department (Address: 4th Floor, Immigration Tower, 5 Gloucester Road, Wan Chai, Hong Kong). If you are unmarried and aged 16 or 17 who submit the application online, the consenting parent or legal guardian is also required to attend the office in person.</td>
</tr>
<tr>
<td>Submit to CDCMs</td>
<td>Your passport will be delivered by double registered airmail or express dispatch service to relevant CDCMs for issue. Please confirm with relevant CDCMs for collection arrangement.</td>
</tr>
</tbody>
</table>

Submit to Immigration Division of BJO/SHETO/CDETO/GDETO/WHETO (“Mainland Offices”)
Your passport will be delivered by double registered airmail or express dispatch service to relevant Mainland Offices for issue. If you submit the application in person at the Mainland office, you may authorise in writing a representative to collect the passport on your behalf. The authorisation form (ID 678) is downloadable from www.immd.gov.hk. The signature in the authorisation must be the same as that on the application form. You must collect the passport in person at the Mainland office if you have not attended the office when submitting the application.

ID(E) 843A (12/2017)
Points to note for completing the Passport Application Form (ID843)

1. If you were born in Mainland, you should provide the name of the province, municipality or autonomous region (e.g. Guangdong) at which you were born at the “Place of Birth” column.

2. If you were born overseas, you should provide the country name (e.g. Canada).

3. Unless you are married and can produce your marriage certificate, if you are under 18, your parent or legal guardian should complete and sign Part 5 – Consent from Parent or Legal Guardian of Applicant under 18 Years of Age.

The parent of the applicant who signed the form should have rights in respect of the applicant which have not been limited in any way by the order of any court.

The legal guardian (by court order) who signed the form has to produce a court order to show that he/she has the custodial rights in respect of the applicant.

The legal guardian (by authorisation) who signed the form has to produce an authorisation letter to show that he/she is being authorised by either the consenting parent or legal guardian to apply for an HKSAR passport on behalf of the applicant. For authorisation by legal guardian, a court order is also required to show that he/she has the custodial rights in respect of the applicant.
8.3 Application for HKSAR Passport

Application for HKSAR Passport

For persons 16 years of age or above applying outside Hong Kong

1. 護照類別  Type of Passport

- 三十二頁 32 pages or
- 四十八頁 48 pages

2. 申請類別  Type of Application

- 首次申請 First application
- 换領 Replacement
- 因遺失 / 損毀 / 更改個人資料的申請 Application due to loss / damage / amendment of personal particulars

3. 個人資料  Personal Particulars

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

性別 Sex
男 Male
女 Female

出生日期 Date of birth
日 dd
月 mm
年 yyyy

出生地點 Place of birth

中國 China
香港 Hong Kong
內地 in Mainland
其他省份 / 市鎮或其他指定地區 Other province, municipality or autonomous region

中國香港
中國澳門

其他國家 Other country

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

現時住址 Present address (Please fill in within border)

香港諮詢人住址 Reference’s address in H.K. (if applicable)

4. 附加資料  Additional Information (if any)

電話電話號碼 Contact telephone no.

5. 未滿十八歲申請人的父、母或合法監護人同意書 Consent from Parent or Legal Guardian for Applicant under 18 Years of Age

(1) 我與申請人的關係 My relationship with the applicant is

- 母親 mother
- 父親 father
- 法庭指定監護人 legal guardian (by court order)
- 法庭指定監護人 legal guardian (by authorisation)

(2) 本人對申請人的監護權並未受任何法院頒令所限制。 My rights in respect of the applicant have not been limited in any way by the order of any court.

(3) 本人同意處理此申请。 I consent to this application for the issue of a passport to him/her.

(4) 本人同意為處理此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.

6. 申請人聲明書 Declaration of Applicant

(1) 本人是中國公民及在我申請的香港事務處作出變更國籍的聲明。本人同意為處理此申請而須進行的任何查詢。 I am a Chinese citizen and I have not made any declaration of change of nationality to the Immigration Department, Hong Kong. I consent to the making of any enquiries necessary for the processing of this application.

(2) 本人是中國公民及在我申請的香港事務處作出變更國籍的聲明。本人同意為處理此申請而須進行的任何查詢。 I am a Chinese citizen and I have not made any declaration of change of nationality to the Immigration Department, Hong Kong. I consent to the making of any enquiries necessary for the processing of this application.

警告 Warning:

如有此類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.

注意 Note:

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.

簽署 Signature

注意 Note:

請於邊界內簽署 Please sign within border
收集資料的目的 Purpose of Collection

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 實行／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)的相關條文規定，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，本處可能無法辦理你的申請。

資料轉交的類別
為了達到上述目的，你在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 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，索取你在申請書內所填報的個人資料的副本。
如欲查詢申請書內的個人資料，包括查閱或改正，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

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) 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, we may not be able to process your application.

Classes of Transferees
The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

Access to Personal Data
You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.
Enquiries concerning the personal data collected by means of the 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
由 2019 年 5 月 14 日開始，申請香港特別行政區旅行證件的有關資料更新如下:

1. **處理申請時間**：本處於收妥申請香港特別行政區護照（特區護照）／香港特別行政區簽證身份書（簽證身份書）的所需文件、費用及相片後，所需處理時間為：

<table>
<thead>
<tr>
<th>申請類別 (本地申請)</th>
<th>處理申請時間</th>
</tr>
</thead>
<tbody>
<tr>
<td>首次或換領申請</td>
<td>5 個工作天#</td>
</tr>
<tr>
<td>未滿 11 歲而並未持有香港永久性居民身份證的兒童 (只適用於特區護照的申請)</td>
<td>10 個工作天#</td>
</tr>
</tbody>
</table>
(# 工作天是指星期一至星期五，公眾假期除外)

2. **申請表**：
   - a) 申請人在申請表提供可接收短訊服務的聯絡電話號碼，如有需要，本處會把與申請有關的提示以短訊形式發送至該電話號碼。
   - b) 視障人士可在申請表的「附加資料」欄內，註明申領印有點字的特區護照／簽證身份書。

3. **證明文件**：申請人無需提交本處發出的出生證明書、結婚證書或領養證明書為證明文件。

4. **自助服務站**：自助服務站現改名為「申請證件服務站」。所有持有有效香港永久性居民身份證的申請人／兒童，可在申請證件服務站遞交特區護照申請（因遺失／損毀／需要更改護照上的個人資料而提出的申請除外）。

5. **網上及流動應用程式**：所有持有有效香港永久性居民身份證的申請人／兒童，可透過互聯網或流動應用程式遞交特區護照申請（因遺失／損毀／需要更改護照上的個人資料而提出的申請除外）。

6. **繳費方法**：

<table>
<thead>
<tr>
<th>申請途徑</th>
<th>繳費方法</th>
</tr>
</thead>
<tbody>
<tr>
<td>親身前往櫃位遞交</td>
<td>易辦事／支票／現金／八達通</td>
</tr>
<tr>
<td>親身使用申請證件服務站 (只適用於特區護照的申請)</td>
<td>易辦事／八達通</td>
</tr>
<tr>
<td>網上申請 (只適用於特區護照的申請)</td>
<td>繳費靈／VISA／萬事達卡／銀聯／JCB</td>
</tr>
<tr>
<td>流動應用程式 (只適用於特區護照的申請)</td>
<td>VISA／萬事達卡／銀聯／JCB</td>
</tr>
<tr>
<td>郵遞／投遞 (只適用於特區護照／簽證身份書的申請)</td>
<td>支票</td>
</tr>
</tbody>
</table>
With effect from 14 May 2019, the information relating to application for HKSAR Travel Documents is updated as follows:

1. **Processing Time:** The processing time of applications of HKSAR Passport or HKSAR Document of Identity for Visa Purposes after receiving all necessary documents, application fee and photograph is as follows:

<table>
<thead>
<tr>
<th>Type of Application (Local Application)</th>
<th>Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First or replacement application</td>
<td>5 working days#</td>
</tr>
<tr>
<td>Children under 11 not holding a Hong Kong permanent identity card (applicable to passport applications only)</td>
<td>10 working days#</td>
</tr>
</tbody>
</table>

   (# i.e. Monday to Friday, excluding General Holidays)

2. **Application Form:**
   a) An applicant may provide a contact telephone number which can receive Short Message Service (SMS) on the application form. SMS reminders in relation to the application will be sent to the telephone number.
   b) Visually impaired person may choose, by indicating in the “Additional Information” column of the application form, to apply for a Passport or Document of Identity for Visa Purposes with braille printing.

3. **Supporting Documents:** Applicant needs not to furnish Hong Kong Birth Certificate, Hong Kong Marriage Certificate or Hong Kong Adoption Certificate issued by the Immigration Department as supporting document.

4. **Self-service Kiosks:** Self-service kiosks are now renamed as “Travel Document Submission Kiosks”. An applicant holding a valid Hong Kong Permanent Identity Card could submit his/her passport application at a Travel Document Submission Kiosk (except application due to damage/loss/amendment of personal particulars).

5. **Online and Mobile Application:** An applicant holding a valid Hong Kong Permanent Identity Card could submit his/her passport application online or through the Mobile Application (except application due to damage/loss/amendment of personal particulars).

6. **Payment Methods:**

<table>
<thead>
<tr>
<th>Application Channel</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>In person at a counter</td>
<td>EPS / Cheque / Cash / Octopus</td>
</tr>
<tr>
<td>In person at a Travel Document Submission Kiosk (only applicable to passport applications)</td>
<td>EPS / Octopus</td>
</tr>
<tr>
<td>Online Application (only applicable to passport applications)</td>
<td>PPS / VISA / MasterCard / UnionPay / JCB</td>
</tr>
<tr>
<td>Mobile Application (only applicable to passport applications)</td>
<td>VISA / MasterCard / UnionPay / JCB</td>
</tr>
<tr>
<td>By post/drop-in (only applicable to applications for a passport/Document of Identity for Visa Purposes)</td>
<td>Cheque</td>
</tr>
</tbody>
</table>