

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



申請資料條碼 (由辦理機關處理)  
Application Reference Barcode (FOR OFFICIAL USE ONLY)

\* 香港特別行政區簽證身份書 /

海員身份證 / 香港入境許可證更改內容申請書 (電腦可讀證件不適用)

\* Application for Change of Particulars in a  
HKSAR Document of Identity for Visa Purposes/  
Seaman's Identity Book/Hong Kong Entry Permit (Not applicable to machine-readable documents)

注意：一、填寫本表格前，請詳閱「填表須知」。  
二、請以正楷填寫以下各欄。

Notes: 1. Please read "Guidance Notes" before completing this form.  
2. Please complete all sections in **BLOCK LETTERS**.

個人資料 Personal Particulars					此欄由辦理機關填寫 FOR OFFICIAL USE ONLY				
(以香港身份證為準) (As stated on Hong Kong identity card)		先生 Mr <input type="checkbox"/>	小姐 Miss <input type="checkbox"/>	太太 Mrs <input type="checkbox"/>	女士 Ms <input type="checkbox"/>	申請類別簡碼： Nature code: <input type="text"/>			
香港身份證號碼 HK identity card no.		<input type="text"/>			核數號碼： Audit Number: <input type="text"/>				
姓 (中文) Surname in Chinese		名 (中文) Given names in Chinese			C.C.C.				
姓 (英文) Surname		<input type="text"/>			<input type="text"/>				
名 (英文) Given names		<input type="text"/>			<input type="text"/>				
出生地點 Place of birth	出生日期 Date of birth	日 Day	月 Month	年 Year	日間聯絡電話 Day time telephone no.				
住址 Address									
* 香港特別行政區簽證身份書/海員身份證/香港入境許可證號碼： *HKSAR Document of Identity for Visa Purposes/ Seaman's Identity Book/Hong Kong Entry Permit no.: _____									
					簽發日期 Date of issue		期滿日期 Date of expiry		
請將上述本人證件內的下列各節予以更改： Please change the following particulars in the above-mentioned document:									
項目 Particulars		由 From			改為 To				
姓名/中文商用電碼 Name/C.C.C. no.									
出生日期/出生地點 Date of birth/Place of birth									
其他 Others									
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.									
持證人簽署 Signature of holder _____					日期 Date _____				
以下由辦理機關填寫 FOR OFFICIAL USE ONLY									
* 香港特別行政區簽證身份書/ 海員身份證/香港入境許可證已核對 *HKSAR REP/D of I/SIB/HKEP checked		<input type="checkbox"/>			附註 Remarks _____				
核對職員 (姓名、簽署及職位) Name, signature and post of checking officer _____					日期 Date _____				
此欄由辦理機關處理 FOR OFFICIAL USE ONLY		紀錄核實 (i) 無紀錄 No record <input type="checkbox"/>			姓名、簽署和職位 Name, signature and post _____				
		紀錄核實 (ii) 有紀錄 With record <input type="checkbox"/>			日期 Date _____				
		已出示的證明文件 Documentary evidence produced _____							
入境事務主任簽發蓋印 Immigration Officer's issuing stamp					附註 Remarks				
					審批職員 (姓名及職位) Authorizing Officer _____				
					日期 Date _____				
					收款員簽署 Shroff's signature _____				
					日期 Date _____				

請在適當方格內填上「√」號 Tick as appropriate

## 填表須知

1. 領取此申請書無須繳費。
2. 本申請書可用中文或英文(大楷)填寫,但必須使用黑色或藍色筆。
3. 凡申請更改證件內容,必須出示證明文件以資參證。證件的正副本須一併遞交。
4. 如擬更改電腦可讀的香港特別行政區回港證或簽證身份書的內容,你必須另外遞交申請換領一本新的證件及繳交有關費用。
5. 申請更改證件內容的費用,請參閱收費表(ID 912)。

## 注意:

- i. 填寫申請書前,請先閱讀附頁所列有關收集個人資料的目的。
- ii. 凡為此申請而作出虛假聲明或填報失實資料均屬違法。

## 入境事務處各辦事處地址

### 香港區

1. 入境事務處——港島區簽發旅行證件辦事處  
中環統一碼頭道 38 號海港政府大樓 2 樓  
電話: 2852 3047
- 

### 九龍區

2. 入境事務處——東九龍辦事處  
藍田匯景道 1 至 17 號匯景花園  
匯景廣場第二層  
電話: 2347 3492
  3. 入境事務處——西九龍辦事處  
尖沙咀金巴利街 28 號地下  
電話: 2359 4426
- 

### 新界區

4. 入境事務處——沙田辦事處  
沙田上禾輦路 1 號沙田政府合署 3 樓  
電話: 2158 6419
5. 入境事務及人事登記——火炭辦事處  
火炭樂景街 2 至 18 號銀禧薈  
4 樓 405 至 407 號舖位  
電話: 2651 8644
6. 入境事務及人事登記——元朗辦事處  
元朗橋樂坊 2 號元朗政府合署 1 樓  
電話: 2475 4145

以上入境事務辦事處的電話號碼只供聯絡辦事處之用。所有一般的查詢,請致電查詢及聯絡組 2824 6111。

---

## 入境事務處各辦事處辦公時間

1. 入境事務處——港島區簽發旅行證件辦事處  
星期一至星期五 由上午九時至下午四時三十分  
星期六 由上午九時至下午十二時三十分
2. 入境事務處各辦事處(入境事務處——港島區簽發旅行證件辦事處除外)  
星期一至星期五 由上午九時至下午十二時四十五分及下午二時至四時三十分  
星期六 由上午九時至下午十二時三十分

## Guidance Notes

1. This application form is issued free of charge.
2. This application form may be completed in English (block letters) or Chinese, but must be in black or blue ink.
3. Documentary evidence is required to support change of details. Both original and photocopy of the document should be submitted.
4. For change of particulars on a **machine-readable** HKSAR Re-entry Permit or Document of Identity for Visa Purposes, you should submit an application for a replacement issue and pay the requisite fee.
5. The fee for application for change of particulars is shown in the fee leaflet (ID 912).

### Reminder:

- i. Before completing the application form, please read the statement of purposes overleaf.
- ii. It is an offence in law to furnish any false statement or information relating to this application.

### Addresses of Immigration Offices

#### Hong Kong

1. Immigration—Hong Kong Island Travel Documents Issuing Office  
2nd Floor, Harbour Building, 38 Pier Road, Central  
Tel.: 2852 3047
- 

#### Kowloon

2. Immigration—East Kowloon Office  
Level 2, Sceneway Plaza, Sceneway Garden,  
1–17 Sceneway Road, Lam Tin  
Tel.: 2347 3492
  3. Immigration—West Kowloon Office  
Ground Floor, 28 Kimberley Street,  
Tsim Sha Tsui  
Tel.: 2359 4426
- 

#### New Territories

4. Immigration—Sha Tin Office  
3rd Floor, Sha Tin Government Offices,  
1 Sheung Wo Che Road, Sha Tin  
Tel.: 2158 6419
5. Immigration and Registration of Persons—  
Fo Tan Office  
Shops 405–407, 4th Floor,  
Jubilee Square,  
2–18 Lok King Street, Fo Tan  
Tel.: 2651 8644
6. Immigration and Registration of Persons—  
Yuen Long Office  
1st Floor, Yuen Long Government Offices,  
2 Kiu Lok Square, Yuen Long  
Tel.: 2475 4145

**The above telephone numbers are for contact with the respective offices only. For all general enquiries, please telephone the Information and Liaison Section at 2824 6111.**

---

### Office hours of Immigration Offices

1. Immigration—Hong Kong Island Travel Documents Issuing Office  
Mondays–Fridays 9:00 a.m. to 4:30 p.m.  
Saturdays 9:00 a.m. to 12:30 p.m.
2. Immigration Offices (except Immigration—Hong Kong Island Travel Documents Issuing Office)  
Mondays–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.

### 收集資料的目的

1. 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：
  - (甲) 辦理你的申請；
  - (乙) 實行／執行《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；
  - (丙) 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；
  - (丁) 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
  - (戊) 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

2. 為達到上述目的，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

3. 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：

香港中環  
統一碼頭道 38 號  
海港政府大樓 2 樓  
總入境事務主任 (證件管理)  
電話：2852 3646

### Purpose of Collection

1. 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 Immigration Ordinance (Chapter 115); 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 person'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

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

### Access to Personal Data

3. 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 (Documents Management)  
2nd Floor, Harbour Building  
38 Pier Road  
Central, Hong Kong  
Tel: 2852 3646



## 增設屯門辦事處啓事

本處將於二零二一年三月一日(星期一)增設屯門辦事處，地址為：

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)

如選擇於屯門辦事處領取新護照或簽證身份書，請於相關申請書填寫下列領證辦事處簡碼：

0	8
---	---

香港特別行政區政府  
入境事務處



## Notice of Establishment of the Tuen Mun Office

The Immigration Department will set up its Tuen Mun Office on 1 March 2021 (Monday) at the following address:

1/F and 2/F, Tuen Mun Siu Lun Government Complex,  
19 Siu Lun Street, Tuen Mun

(The Self-Service Station is located on 1/F  
and counter services are available on 2/F)

To collect your new passport or Document of Identity for Visa Purposes at Tuen Mun Office, please enter the following Collection Office Code into the relevant application form:

0	8
---	---

Immigration Department  
The Government of the Hong Kong  
Special Administrative Region