

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
(適用於十六歲以下兒童在香港以外地區的申請)
Application for HKSAR Passport
(For children under 16 years of age applying outside Hong Kong)



- 注意 Note: (i) 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.
(ii) 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	<input type="checkbox"/> 三十二頁 32 pages 或 or <input type="checkbox"/> 四十八頁 48 pages	2. 申請類別 Type of Application	<input type="checkbox"/> 首次申請 First application 或 or <input type="checkbox"/> 換領 Replacement 或 or <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
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3. 兒童的個人資料 Child's Personal Particulars (以香港永久性居民身份證所載者為準 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	
(如該兒童未領有香港永久性居民身份證，請於下方填上香港出生證明書號碼 (如有)) (If the child does not have HK permanent identity card, please provide HK birth certificate no. below (if any))			
香港出生證明書號碼 Hong Kong birth certificate no.		簽發日期 Date of issue	
出生地點 Place of birth 中國 China <input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 內地 in Mainland 其他省、直轄市或自治區 Other province, municipality or autonomous region (請註明名稱 Please state name) <input type="checkbox"/> 澳門 Macau 其他國家 Other country (請註明國家名稱 Please state country name only)			

此欄由辦理
機關處理
For Official
Use Only

現時住址 (請於邊界內填寫) Present address (Please fill in within border)	父、母/合法監護人聯絡電話號碼 Contact telephone no. of parent/legal guardian
	香港諮詢人姓名(如有) Name of Referee in H.K.(if any)
	香港諮詢人電話號碼(如有) Referee's H.K. telephone no.(if any)

香港諮詢人住址(如適用) Referee's address in Hong Kong(if applicable)	4. 附加資料 (如有) Additional Information (if any)
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5. 兒童的父、母或合法監護人聲明書 Declaration of Parent or Legal Guardian

本人，即下開簽署人，現謹此聲明：
I, the undersigned, declare that:

(1) 本人為上述兒童申請護照。
I apply for a passport in respect of the abovenamed child.

(2) 本人乃兒童的： My relationship with the child 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)

(3) 本人對該兒童的監護權並未受任何法院頒令所限制。
My rights in respect of the child have not been limited in any way by the order of any court.

(4) 該兒童是中國公民，並且從未向香港入境事務處作出有關他/她變更國籍的聲明。
The child is a Chinese citizen and no declaration of change of nationality has been made to the Immigration Department, Hong Kong, in respect of him/her.

(5) 本人作此申請時，該兒童身在 (請填寫國家名稱 Please state name of country)

(6) 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.

(7) 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.

中文姓名 Name in Chinese	本人的香港身份證號碼 My HK identity card no.:
英文姓名 Name in English	如非香港居民，請填寫 旅遊證件類別及號碼： For non-Hong Kong resident, please state travel document type and no.:
通訊住址 Correspondence address (如地址同上，便無須填寫 No need to provide if same as above)	簽署 Signature
日期 Date	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：

申請類別（本地申請）	處理申請時間
首次或換領申請	5 個工作天#
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）	10 個工作天#

（# 工作天是指星期一至星期五，公眾假期除外）

2. **申請表：** a) 申請人可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：**



申請途徑	繳費方法
親身前往櫃位遞交	易辦事／支票／現金／八達通
親身使用申請證件服務站 （只適用於特區護照的申請）	易辦事／八達通
網上申請 （只適用於特區護照的申請）	繳費靈／VISA／萬事達卡／銀聯／JCB
流動應用程式 （只適用於特區護照的申請）	VISA／萬事達卡／銀聯／JCB
郵遞／投遞 （只適用於特區護照／簽證身份書的申請）	支票

香港特別行政區政府
入境事務處



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:

Type of Application (Local Application)	Processing Time
First or replacement application	5 working days#
Children under 11 not holding a Hong Kong permanent identity card (applicable to passport applications only)	10 working days#

(# 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:**

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

Immigration Department
The Government of the
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