

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更改護照資料申請書  
Application for Amending a Hong Kong  
Special Administrative Region Passport



注意  
Note:

- (i) 填寫本申請書前，請先閱讀背頁的「收集個人資料的目的」。  
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. 領證方式</b> Means of Collection	於以下辦事處領取 At collection office below ( <input type="checkbox"/> )	<input type="checkbox"/> 於「領取護照服務站／領取個人證件服務站」領取 [只適用指定領證辦事處] At Passport Collection Kiosk / Personal Documentation Collection Kiosk [for designated collection office only]	[有關領證辦事處簡碼及「領取護照服務站／領取個人證件服務站」的資料，請參閱申請書背頁] [Please see the back of the application form for collection office code and information on Passport Collection Kiosk / Personal Documentation Collection Kiosk]
---------------------------------------	--	--	--

**2. 個人資料** (以香港特別行政區護照所載者為準) **Personal Particulars** (As stated on HKSAR Passport)

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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yyyy	電話號碼 Contact telephone no. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/> 此電話號碼可接收短訊 This telephone no. can receive Short Message Service (SMS) notification
香港永久性居民身份證號碼 HK permanent identity card no. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ( <input type="text"/> )	簽發日期 Date of Issue		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yy
住址或電郵地址 (請於邊界內填寫) Address or Email Address (Please fill in within border)		出生地點 Place of Birth	
<input type="text"/>		中國 China <input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 澳門 Macao <input type="checkbox"/> 台灣 Taiwan <input type="checkbox"/>	
		<input type="checkbox"/> 內地 Mainland <input type="text"/> (請註明省、直轄市或自治區名稱 Please state the name of the province, municipality or autonomous region)	
		其他國家 Other Country <input type="text"/> (請註明國家名稱) (Please state country name)	
香港特別行政區護照號碼 HKSAR Passport No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	簽發地點 Place of Issue <input type="text"/>	簽發日期 Date of Issue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yy	屆滿日期 Date of Expiry <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yy

**3. 申請更改的事項** Amendment(s) Required

<input type="checkbox"/> 更換照片 Change of photograph	<b>此欄由辦理機關處理 For Official Use Only</b>
<input type="checkbox"/> 更改姓名 / 加別名 (請於下列空位填寫) Amendment of name/Addition of alias (please enter below)	
姓 (中文) Surname in Chinese <input type="text"/> 名 (中文) Given names in Chinese <input type="text"/>	
姓 (英文) Surname in English <input type="text"/>	
名 (英文) Given names in English <input type="text"/>	
<input type="checkbox"/> 其他更改事項 Others amendments <input type="text"/>	
<b>4. 附加資料 (如有) Additional Information (if any)</b>	
<input type="checkbox"/> 申領帶有字體的香港特區護照(視障人士適用) Apply for passport with braille printing (Applicable to the visually impaired person)	

**5. 聲明書** 此聲明須由下列人士填寫及簽署：  
(甲) 十六歲或以上的護照持有人；或  
(乙) 未滿十六歲護照持有人的父母或合法監護人

<b>Declaration</b> To be completed and signed by: (a) passport holder of 16 years of age or over; OR (b) parent/legal guardian of passport holder under 16 years of age.	
(1) \$本人/該兒童是中國公民。本人從未向入境事務處作出有關本人/該兒童變更國籍的聲明 I am / The child is a Chinese citizen. I have not made any declaration of change of nationality to the Immigration Department in respect of me / the child.	(3) \$本人有該兒童的監護權，而該監護權並未受任何法院頒令所限制。 I have rights in respect of the child and such rights have not been limited in any way by the order of any court.
(2) \$本人乃該兒童的： My relationship with the child 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)	(4) \$本人作此申請時本人/該兒童身在香港特別行政區。 I am / The child is present in Hong Kong Special Administrative Region when I make this application.
姓名 Name <input type="text"/>	香港身份證號碼： HK identity card no. : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ( <input type="text"/> )
合法監護人住址(如適用) Address of legal guardian (if applicable) <input type="text"/>	如非香港居民，請填寫旅行證件類別及號碼： For non-Hong Kong resident, please state travel document type and no.: <input type="text"/>
日期 Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yyyy	簽署 Signature <input type="text"/>
(請於邊界內簽署 Please sign within border)	

## 說明書 (領取本表格毋須繳費)

- 凡擬更改護照內的相片或個人資料，將獲發一本新護照，其有效期與現時的護照相同。**護照持有人必須親身到來辦理，及攜同彩色近照一張。**
- 所需文件及費用
  - 已填妥的更改護照資料申請書(ID 854)；
  - 申請人的香港永久性居民身份證；
  - 如擬更改任何事項，均須出示有關證件的正本。該等證件的影印本通常亦須一併遞交；
  - 彩色近照一張 (必須為白色背景) (請參閱有關照片規格單張或香港政府一站通網址 <http://www.gov.hk/passport>)；
  - 申請人在遞交申請時，須繳付申請費用港幣八十四元 (申請更換 16 歲以下護照持有人的照片不用繳費)。繳費並不保證申請一定獲得批准。
- 如申請更換照片，而持有人的容貌有大改變 (例如護照是數年前簽發的)，則須攜同載有姓名、出生日期及已經認證照片的身份證明文件，例如持有人最近的學校證明文件。
- 如護照持有人年齡在十一歲以下及未領有其他身份證明文件，須提名一位年滿十八歲並認識申請人的人士 (該兒童的父母或監護人除外) 作為副署人。副署人必須填妥副署事項表格 (ID 641)。一般情況下，副署人毋須前來本處，但須提供副署人的身份證或載有副署人簽名的旅行證件影印本一份。
- 申請人可提供可接收短訊服務的聯絡電話號碼以接收由本處發出與申請有關的短訊提示。

## 領證方法

- 你可**親身**或**書面授權他人**於指定辦事處內的櫃位／中國駐外國的使領館／駐內地辦事處領取護照，或**親身**於指定辦事處的「領取護照服務站」(如適用)領取護照 [授權書表格 (ID 678) 可於入境事務辦事處索取或登入 [www.immd.gov.hk](http://www.immd.gov.hk) 下載。授權書表格上的簽署必須與申請書上的簽署相符]。
- 如選擇使用「領取護照服務站／領取個人證件服務站」領取特區護照，有關領證安排將於領證期限前以短訊方式通知申請人。視乎情況需要，申請人或會被安排到領證櫃位領取護照。

## 收集資料的目的

申請表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：

- 辦理你的申請；
  - 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) 的有關條文規定，以及履行入境管制職責，藉此協助其他政府決策局和部門執行其他法例和規例；
  - 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；
  - 供作統計及研究用途，但所得的統計數字或研究成果，不會以能識辨各有關的資料當事人或其任何人的身份的形式提供；以及
  - 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，你在申請表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 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：

總入境事務主任 (旅行證件及國籍) 申請  
新界將軍澳寶邑路 61 號入境事務處總部行政大樓 2 樓  
電話：2829 3083

## Guidance Notes

(This form is issued free of charge)

- If the application is for change of photograph or personal details, a new passport will be issued and will be valid until the expiry of the current document. **The passport holder must attend in person at counter with one recent colour photograph.**
- Requirements and fee
  - completed application form ID 854;
  - applicant's Hong Kong permanent identity card;
  - originals of the documents supporting the change(s) requested must be produced and photocopies of these documents are normally required;
  - one recent colour photograph (with white background) (please refer to Photographs Requirements Leaflet or visit the GovHK website at <http://www.gov.hk/passport>).
  - application fee HK\$84 will be collected at the time of application (No fee is payable in respect of an application for change of photograph for a holder of passport under the age of 16). The collection of fee does not constitute any assurance that the application will be approved.
- If the application is for change of photograph, and there is considerable change in the holder's appearance (e.g. the passport was issued several years ago), identification paper with name, date of birth and a certified photograph such as the recent school document is required.
- If the passport holder is under 11 years of age and not holding any identification paper, a person (except the parent or guardian of the child) who is aged 18 or above and knows the child can act as a countersignatory. A Form for Countersignature (ID 641) should be completed by the countersignatory. Under normal circumstances, the countersignatory is not required to attend in person, however a copy of the countersignatory's Hong Kong identity card or travel document bearing the countersignatory's signature should be produced.
- The applicant may provide a contact telephone number which can receive SMS so as to receive SMS notifications in relation to the application from the Immigration Department.

## Means of Collection

- Attend the collection counter at the selected collection office/Chinese Diplomatic and Consular Mission (CDCM)/Mainland Office **in person** or **authorise a representative in writing** to collect the passport or attend the selected collection office **in person** to collect the passport at Passport Collection Kiosk (if applicable). (The authorisation form (ID 678) is available at Immigration Offices or 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).
- If the applicant chooses to collect his/her passport at Passport Collection Kiosk / Personal Documentation Collection Kiosk, the collection arrangement will be sent by Short Message Service (SMS) notification prior to the collection period. Depending on the circumstances, applicants who choose to collect their new passports may still be required to collect the passports at a collection counter.

## 收集個人資料的目的 Statement of Purpose

### 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:

- to process your application;
- to administer/enforce relevant provisions of the Hong Kong Special Administrative Regions Passports Ordinance (Chapter 539); 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;
- to process other's application for immigration facilities in which you are named as a sponsor or referee;
- for statistical 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
- 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  
2nd Floor, Administration Tower, Immigration Headquarters,  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel: 2829 3083

## 申請／領取新護照的辦事處的簡碼及地址 Application/ Collection Office Code and Location

<b>01</b> 港島區簽發旅行證件辦事處* 香港中環統一碼頭道 38 號 海港政府大樓 2 樓 電話/Tel: 2852 3047	<b>Hong Kong Island Travel Documents Issuing Office*</b> 2nd Floor, Harbour Building, 38 Pier Road, Central Hong Kong	<b>02</b> 東九龍辦事處 九龍藍田匯景道 1 至 17 號 匯景花園匯景廣場第二層 電話/Tel: 2347 3492	<b>East Kowloon Office</b> Level 2, Sceneway Plaza, Sceneway Garden, 1 - 17 Sceneway Road, Lam Tin, Kowloon	<b>03</b> 西九龍辦事處* 九龍尖沙咀 金巴利街 28 號地下 電話/Tel: 2359 4426	<b>West Kowloon Office*</b> Ground Floor, 28 Kimberley Street, Tsim Sha Tsui, Kowloon
<b>04</b> 沙田辦事處 新界沙田上禾輦路 1 號 沙田政府合署 3 樓 電話/Tel: 2158 6419	<b>Sha Tin Office</b> 3rd Floor, Sha Tin Government Offices 1 Sheung Wo Che Road, Sha Tin, New Territories	<b>05</b> 火炭辦事處 新界火炭樂景街 2 至 18 號 銀禧會商場 4 樓 405 至 407 號舖位 電話/Tel: 2651 8644	<b>Fo Tan Office</b> Shops 405 - 407, 4th Floor, Jubilee Court Shopping Centre, 2 - 18 Lok King Street, Fo Tan, New Territories	<b>06</b> 元朗辦事處 新界元朗橋樂坊 2 號 元朗政府合署 1 樓 電話/Tel: 2475 4145	<b>Yuen Long Office</b> 1st Floor, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories
<b>07</b> 旅行證件及國籍 (申請) 組 新界將軍澳寶邑路 61 號 入境事務處總部行政大樓 2 樓 (申請個人證件服務站設於地 下及 2 樓, 櫃檯服務設於 2 樓) <b>旅行證件 (簽發) 組*</b> 新界將軍澳寶邑路 61 號 入境事務處總部行政大樓 1 樓 (領取個人證件服務站設於地 下高層及 1 樓, 櫃檯服務設於 1 樓) 電話/Tel: 2829 3039	<b>Travel Documents and Nationality (Application) Section</b> 2nd Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (Personal Documentation Submission Kiosks are located on the 2nd floor.) <b>Travel Documents (Issue) Section*</b> 1st Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (Personal Documentation Collection Kiosks are located on the UG and 1st floors, and counter services are available on the 1st floor.)	<b>08</b> 屯門辦事處* 新界屯門兆麟街 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) 電話/Tel: 2797 0872	<b>Tuen Mun Office*</b> 1st and 2nd Floors, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun, New Territories (The Self-Service Station is located on the 1st Floor and counter services are available on the 2nd Floor.)	<b>09</b> 中國駐外國的使領館/ 駐內地辦事處 (只限於中國駐外國的使 領館 / 駐內地辦事處領 證及須提交填妥的表格 ID853A)	<b>Chinese Diplomatic and Consular Missions/ Mainland Offices</b> (For collection at Chinese Diplomatic and Consular Missions/ Mainland Offices only and a completed form ID853A is required.)

\* 設有「領取護照服務站／領取個人證件服務站」[適用於持有有效的香港永久性居民身份證及十八歲或以上的申請人 (因損毀或由持有 92 頁簽證身份書的申請人提出的申請除外)] 就相關服務時間，請瀏覽本處網頁。

\* Installed with Passport Collection Kiosks / Personal Documentation Collection Kiosk [Applicable to applicant who are aged 18 or above holding a valid Hong Kong permanent identity card (except application due to damage or from applicant holding a 92-page HKSAR Document of Identity for Visa Purposes)]  
For the service hours, please refer to the Immigration website.

辦公時間：(星期日及公眾假期休息)

Office hours: (Closed on Sundays and public holidays)

港島區簽發旅行證件辦事處：  
星期一至星期五：上午 9 時至下午 4 時 30 分  
星期六：上午 9 時至下午 12 時 30 分  
星期一至星期五：上午 8 時 45 分至下午 4 時 30 分  
星期六：上午 9 時至上午 11 時 30 分

其他辦事處：  
星期一至星期五：上午 9 時至下午 12 時 45 分 及 下午 2 時至 4 時 30 分  
星期六：上午 9 時至下午 12 時 30 分

旅行證件及國籍 (申請) 組 / 旅行證件 (簽發) 組：  
Hong Kong Island Travel Documents Issuing Office:  
Travel Documents and Nationality (Application) Section / Travel Documents (Issue) Section:  
Mondays to Fridays: 9:00 a.m. to 4:30 p.m.  
Saturdays: 9:00 a.m. to 12:30 p.m.  
Mondays to Fridays: 8:45 a.m. to 4:30 p.m.  
Saturdays: 9:00 a.m. to 11:30 a.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.

以上電話號碼只供聯絡辦事處之用。  
有關旅行證件的查詢，請致電查詢熱線：2824 6111

The telephone numbers listed above are for contact with the offices only.  
For enquiries on travel documents, please call: 2824 6111