



DOCUMENTARY REQUIREMENTS OF REGISTRATION FOR HONG KONG IDENTITY CARDS

(A) Registration by Juveniles (residents aged over 11 but under 18)

Juvenile born in Hong Kong is required to produce his/her:

- (i) birth certificate;
- (ii) proof of identity such as valid travel document/passport, or latest school document (bearing photo authenticated by the school. e.g. student handbook or school record card); and
- (iii) previous identity card (if any).

Juvenile born outside Hong Kong is required to produce his/her:

- (i) birth certificate;
- (ii) valid travel document/passport/entry permit/One-way Chinese Exit Permit/affidavits (as appropriate) showing his/her residential status in Hong Kong; and
- (iii) previous identity card (if any).

Applicant must be accompanied by his/her father/mother/legal guardian. The accompanying father/mother/legal guardian should produce his/her valid travel document/passport/Hong Kong identity card. In case the applicant is accompanied by a legal guardian, the legal guardian should also produce documentary proof of the legal guardianship.

Note: Please bring the original documents for verification.

(B) Registration by Adults (residents aged 18 or over)

Applicant is required to produce his/her juvenile identity card or previous identity card.

If the applicant has never registered for an identity card before, he/she is required to produce his/her:

- (i) birth certificate; and
- (ii) proof of identity such as valid travel document/passport, or latest school document (bearing photo authenticated by the school. e.g. student handbook or school record card).

Note: Please bring the original documents for verification.

(C) Replacement of lost/destroyed/damaged/defaced card

Applicant under 11 is required to produce his/her proof of identity such as valid travel document/passport, or latest school document (bearing photo authenticated by the school. e.g. student handbook or school record card).

Applicant under 18 must be accompanied by his/her father/mother/legal guardian. The accompanying father/mother/legal guardian should produce his/her valid travel document/passport/Hong Kong identity card. In case the applicant is accompanied by a legal guardian, the legal guardian should also produce documentary proof of the legal guardianship.

If the applicant is not taller than 90 cm, one recent photograph (50mm x 40mm full face photo) is also required.

For replacement of damaged/defaced identity card, applicant is also required to produce his/her damaged/defaced identity card.

Note: Please bring the original documents for verification.

(D) Registration of New Arrivals [Note]

Applicant is required to produce his/her valid travel document/passport/entry permit/One-way Chinese Exit Permit/affidavits (as appropriate) showing his/her residential status in Hong Kong. [Note 1]

Worker arriving in Hong Kong under the Supplementary Labour Scheme is also required to produce his/her employment contract and previous identity card (if any). [Note 2]

Juvenile applicant aged over 11 but under 18 is also required to produce his/her birth certificate; and be accompanied by his/her father/mother/legal guardian. The accompanying father/mother/legal guardian should produce his/her valid travel document/passport/Hong Kong identity card. In case the applicant is accompanied by a legal guardian, the legal guardian should also produce documentary proof of the legal guardianship.

Note: Please bring the original documents for verification.

Note :

1. New arrivals from the Mainland holding One-way Chinese Exit Permit who are aged 11 or above should register for their identity cards at the Registration of Persons – Kowloon Office. Children who at the time of arriving in Hong Kong were under the age of 11 should register for their first identity cards at any Registration of Persons Office within 30 days following their 11th birthday.
2. Workers arriving in Hong Kong under the Supplementary Labour Scheme should register for their identity cards at the Registration of Persons – Kwun Tong Office.



登記領取香港身份證所須出示的文件

A. 青少年(年滿十一歲但未足十八歲的居民)登記領取身份證

在香港出生的青少年須出示他／她的：

- (i) 出生證明書；
- (ii) 身份證明文件(例如有效旅行證件／護照)或最近的學校證件(經學校蓋印認證並附有照片的文件，例如學生手冊或學校記錄卡)；及
- (iii) 以前的身份證(如有的話)。

非香港出生的青少年須出示他／她的：

- (i) 出生證明書；
- (ii) 有效旅行證件／護照／入境證／單程通行證／誓章(視乎何者適用而定)，以確認申請人在香港的居留身份；及
- (iii) 以前的身份證(如有的話)。

申請人必須由父、母或合法監護人陪同辦理申請手續。陪同申請人辦理申請手續的父、母或合法監護人，須出示其有效旅行證件／護照／香港身份證。如由合法監護人陪同申請，該監護人須同時出示可證明其監護權的文件。

注意：請帶備文件的正本以供核對。

B. 成年人(年滿十八歲或以上的居民)登記領取身份證

申請人須出示他／她的兒童身份證或以前的身份證。

若申請人以前從未登記領取身份證，則須出示他／她的：

- (i) 出生證明書；及
- (ii) 身份證明文件(例如有效旅行證件／護照)或最近的學校證件(經學校蓋印認證並附有照片的文件，例如學生手冊或學校記錄卡)。

注意：請帶備文件的正本以供核對。

C. 補領已遺失／毀滅／損壞／污損的身份證

十一歲以下的申請人須出示身份證明文件(例如有效旅行證件／護照)或最近的學校證件(經學校蓋印認證並附有照片的文件，例如學生手冊或學校記錄卡)。

不足十八歲的申請人必須由父、母或合法監護人陪同辦理申請手續。陪同申請人辦理申請手續的父、母或合法監護人須出示其有效旅行證件／護照／香港身份證。如由合法監護人陪同申請，該監護人須同時出示可證明其監護權的文件。

若申請人身高不超過 90 厘米，必須同時帶備近照壹張(五十乘四十毫米正面照片)。

補領已損壞／污損的身份證，申請人須同時出示已損壞／污損的身份證。

注意：請帶備文件的正本以供核對。

D. 新抵港人士登記領取身份證 [註1]

申請人須出示有效旅行證件／護照／入境證／單程通行證／誓章(視乎何者適用而定)，以確認申請人在香港的居留身份。[註1]

根據補充勞工計劃來港工作的人士，須同時出示工作合約及以前的身份證(如有的話)。[註2]

年滿十一歲但不足十八歲的人士，須同時出示出生證明書及由父、母或合法監護人陪同辦理申請手續。陪同申請人辦理申請手續的父、母或合法監護人，須出示其有效旅行證件／護照／香港身份證。如由合法監護人陪同申請，該監護人須同時出示可證明其監護權的文件。

注意：請帶備文件的正本以供核對。

註：

1. 持單程通行證由內地來港的新抵港人士，而來港時已年滿十一歲，須到人事登記處-九龍辦事處辦理登記身份證手續。來港時未滿十一歲的兒童，在十一歲生日後的三十天內，可在任何一間人事登記辦事處辦理首次登記身份證手續。
2. 根據補充勞工計劃來港工作的人士必須到人事登記處-觀塘辦事處辦理登記身份證手續。