



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 should register for their identity cards at the Registration of Persons – Kowloon Office.
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. For details of office address, please see the leaflet “How To Apply – Identity Card”.



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]

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必須到人事登記處—九龍辦事處辦理登記身份證手續。
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。辦事處地址可參閱「怎樣申請—申領身份證」單張。