

To : Director of Immigration

### **Undertaking of Parent / Legal Guardian**

I, \_\_\_\_\_, holder of \*Hong Kong identity card / travel document no. \_\_\_\_\_, hereby apply for HKSAR Re-entry Permit for my child \_\_\_\_\_ (the full name of the child under 16 years of age), holder of \*Hong Kong permanent identity card / HK birth certificate / travel document no. \_\_\_\_\_.

After approval of the application, please contact me at \_\_\_\_\_ (local telephone no.).

I will pay for the application fee HK\$170 and accompany the child to collect the HKSAR Re-entry Permit at the following Immigration Branch Office (  Please tick as appropriate).

<input type="checkbox"/> <b>Hong Kong Island Travel Documents Issuing Office</b> (2/F, Harbour Building, 38 Pier Road, Central, Hong Kong)	<input type="checkbox"/> <b>Fo Tan Office</b> (Shops 405-407, 4/F, Jubilee Square, 2-18 Lok King Street, Fo Tan, N.T.)
<input type="checkbox"/> <b>East Kowloon Office</b> (Level 2, Sceneway Plaza, Sceneway Garden, 1-17 Sceneway Road, Lam Tin, Kowloon)	<input type="checkbox"/> <b>Yuen Long Office</b> (1/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, N.T.)
<input type="checkbox"/> <b>West Kowloon Office</b> (G/F, 28 Kimberley Street, Tsim Sha Tsui, Kowloon)	<input type="checkbox"/> <b>Tuen Mun Office</b> (2/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun, N.T.)
<input type="checkbox"/> <b>Sha Tin Office</b> (3/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.)	

Signature of parent / legal guardian : \_\_\_\_\_

Name of parent / legal guardian : \_\_\_\_\_

Date : \_\_\_\_\_

\* *delete as appropriate*

## Address of Hong Kong Immigration Branch Offices

- 1. Hong Kong Island Travel Documents Issuing Office**  
2/F, Harbour Building, 38 Pier Road, Central, Hong Kong
- 2. East Kowloon Office**  
Level 2, Sceneway Plaza, Sceneway Garden, 1-17 Sceneway Road, Lam Tin, Kowloon
- 3. West Kowloon Office**  
G/F, 28 Kimberley Street, Tsim Sha Tsui, Kowloon
- 4. Sha Tin Office**  
3/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.
- 5. Fo Tan Office**  
Shops 405-407, 4/F, Jubilee Square, 2-18 Lok King Street, Fo Tan, N.T.
- 6. Yuen Long Office**  
1/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, N.T.
- 7. Tuen Mun Office**  
2/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun, N.T.

### Working hours :

Hong Kong Island Travel Documents Issuing Office :	Mondays to Fridays :	9:00 a.m. to 4:30 p.m.
	Saturdays :	9:00 a.m. to 12:30 p.m.
Other 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.