

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  
香港特別行政區簽證身份書申請書  
(適用於十六歲或以上人士)  
Application for HKSAR Document of Identity  
for Visa Purposes  
(For persons 16 years of age or above)



注意 (i) 請用黑色或藍色筆以正楷填寫本申請書。  
Note: 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.  
(iii) 有「#」號的項目不適用於持有「前往港澳通行證」  
人士在首次登記身份證並同時辦理簽證身份書的申請。  
Items with 「#」 are not applicable to holders of Chinese Exit Permit who are  
applying for the Document of Identity for Visa Purposes upon their first registration of  
Hong Kong identity card.  
**警告** 如就此項申請作出虛假陳述或填報失實資料，即屬違法。  
**Warning:** It is an offence in law to furnish any false statement or information  
relating to this application.

1. 簽證身份書類別 Type of Document of Identity	<input type="checkbox"/> 四十四頁 44 pages 或 or <input type="checkbox"/> 九十二頁 92 pages	2. 申請類別 Type of application	<input type="checkbox"/> 首次申請 First application # <input type="checkbox"/> 換領 Replacement <input type="checkbox"/> 因遺失/損毀/更改個人資料的申請 <input type="checkbox"/> Application due to loss/damage/amendment of personal particulars.	(見備註(iii)) see Note (iii)
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3. 領證方式  
Collection Means

於以下辦事處領取  
At collection office below

[見備註(iii)] # 領證辦事處簡碼   (有關領證辦事處簡碼，請參閱申請書背頁)  
see Note (iii) Collection office code (Please see back of application form for collection office code)

4. 個人資料 Personal Particulars (以香港身份證所載者為準 As stated on Hong Kong identity card)

姓 (中文) Surname in Chinese	<input type="text"/>	姓 (英文) Surname in English	<input type="text"/>
名 (中文) Given names in Chinese	<input type="text"/>	名 (英文) Given names in English	<input type="text"/>
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"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yyyy
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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yy
出生地點 Place of birth	中國 China (請註明省、自治區、直轄市或特別行政區名稱) (Please indicate the name of the province, autonomous region, municipality or special administrative region only)	其他國家 Other country (請註明國家名稱) (Please state country name only)	
現時持有旅行證件的種類和編號 Type and travel document no. presently held	<input type="text"/>	簽發日期 Date of issue	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yy

此欄由辦理  
機關處理  
For Official  
Use Only

住址 (請於邊界內填寫) Address (Please fill in within the border)

聯絡電話號碼 Contact telephone no.

5. 附加資料 (如有) Additional Information (if any)

6. 未滿十八歲申請人的父、母或合法監護人同意書 Consent from Parent or Legal Guardian of Applicant under 18 Years of Age

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

(1) 本人乃申請人的： My relationship with the applicant 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)

中文姓名 Name in Chinese

英文姓名 Name in English

日期 Date        
日 dd 月 mm 年 yyyy

本人的香港身份證號碼：  
My HK identity card no.:

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.:

簽署 Signature

(2) 本人對申請人的監護權並未受任何法院頒令所限制。  
My rights in respect of the applicant have not been limited in any way by the order of any court.  
(3) 本人同意此簽證身份書申請。  
I consent to this application for the issue of a Document of Identity for Visa Purposes to him/her.

7. 申請人聲明書 Declaration of Applicant (\* 請將不適用者刪去 \* Please delete where inappropriate)

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

(1) 本人從未在香港以外任何國家獲得居留身份。 I have not obtained any residence in any country outside Hong Kong.  
(2) \*本人過往從未申請、持有或被拒發簽證身份書或由香港或任何其他地區簽發的任何其他種類的旅行證件。  
\*I have not previously applied for, held or been refused a Document of Identity for Visa Purposes, or any other form of travel document issued either in Hong Kong or any other territory.  
(3) \*除\*隨附/現已報失/目前未能出示的\*簽證身份書/入境許可證/旅行證件第\_\_\_\_\_號外，以往發給本人的簽證身份書或由香港或任何其他地區簽發的任何種類的旅行證件已交還當局；而自獲發\*隨附/已遺失/目前未能出示的\*簽證身份書/入境許可證/旅行證件後，本人再無申請其他簽證身份書。  
\*Any Document of Identity for Visa Purposes, or travel document of any kind issued either in Hong Kong or any other territory previously granted to me has been surrendered other than \*Document of Identity for Visa Purposes/Entry Permit/travel document no. \_\_\_\_\_ which \*is now attached/has been reported lost/is not available, and that I have not made an application for a Document of Identity for Visa Purposes since the \*attached/lost/unavailable \*Document of Identity for Visa Purposes/Entry Permit/travel document was issued to me.  
(4) 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.  
(5) 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.

日期 Date        
日 dd 月 mm 年 yyyy

申請人簽署  
Signature  
of Applicant

注意 Note: 請於邊界內簽署 Please sign within border





## 領取簽證身份書辦事處的地址及簡碼 Collection Office Location and Code

- |  |   |  |  |
|--|---|--|--|
| <b>01</b> 港島區簽發旅行證件辦事處<br>香港中環統一碼頭道 38 號<br>海港政府大樓 2 樓<br>電話：2852 3047 | <b>05</b> 火炭辦事處<br>新界火炭樂景街 2 至 18 號<br>銀禧薈 4 樓<br>405 至 407 號舖位<br>電話：2651 8644 | <b>01</b> Hong Kong Island Travel Documents Issuing Office<br>2/F, Harbour Building,<br>38 Pier Road, Central, Hong Kong<br>Tel: 2852 3047 | <b>05</b> Fo Tan Office<br>Shops 405-407, 4/F,<br>Jubilee Square,<br>2-18 Lok King Street, Fo Tan,<br>N.T.<br>Tel: 2651 8644         |
| <b>02</b> 東九龍辦事處<br>九龍藍田匯景道 1 至 17 號<br>匯景花園匯景廣場第 2 層<br>電話：2347 3492  | <b>06</b> 元朗辦事處<br>新界元朗橋樂坊 2 號<br>元朗政府合署 1 樓<br>電話：2475 4145                    | <b>02</b> East Kowloon Office<br>Level 2, Sceneway Plaza,<br>Sceneway Garden,<br>1-17 Sceneway Road,<br>Lam Tin, Kowloon<br>Tel: 2347 3492 | <b>06</b> Yuen Long Office<br>1/F, Yuen Long Government Offices,<br>2 Kiu Lok Square, Yuen Long,<br>N.T.<br>Tel: 2475 4145           |
| <b>03</b> 西九龍辦事處<br>九龍尖沙咀<br>金巴利街 28 號地下<br>電話：2359 4426               | <b>07*</b> 旅行證件(簽發)組<br>香港灣仔告士打道 7 號<br>入境事務大樓 4 樓<br>電話：2829 3039              | <b>03</b> West Kowloon Office<br>G/F, 28 Kimberley Street,<br>Tsim Sha Tsui,<br>Kowloon<br>Tel: 2359 4426                                  | <b>07*</b> Travel Documents (Issue) Section<br>4/F, Immigration Tower,<br>7 Gloucester Road<br>Wan Chai, Hong Kong<br>Tel: 2829 3039 |
| <b>04</b> 沙田辦事處<br>新界沙田上禾輦路 1 號<br>沙田政府合署 3 樓<br>電話：2158 6419          | *不適用於需要同時申請<br>延長逗留期限人士。  |  | *Not applicable to persons who<br>have to apply for extension of stay<br>at the same time.   |

### 辦公時間:

旅行證件(簽發)組: 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

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

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

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

### Office hours:

Travel Documents (Issue) Section: Mondays to Fridays: 8:45 a.m. to 4:30 p.m.  
Saturdays: 9:00 a.m. to 11:30 a.m.

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 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.

The above telephone numbers are for contact with the offices only. For enquiries on travel documents, please telephone the Information and Liaison Section at 2824 6111.



## 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《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 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;
- (c) to process other person'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





# Guidance Notes on Application for HKSAR Document of Identity for Visa Purposes for applicants aged 16 or above applying in HKSAR

## 1 Eligibility

A person is eligible for a HKSAR Document of Identity for Visa Purposes if he / she meets one of the following requirements:

- he / she is on limit of stay in the HKSAR and is unable to obtain a national passport or a travel document of any other country or territory;
- he / she is on unconditional stay but does not have the right of abode in the HKSAR, and is unable to obtain a national passport or a travel document of any other country or territory; or
- he / she is not of Chinese nationality who has the right of abode in the HKSAR and holds a permanent identity card of the Region but is unable to obtain a national passport or a travel document of any other country or territory.

## 2 Validity

The HKSAR Document of Identity for Visa Purposes is normally valid for 7 years unless otherwise specified.

## 3 Documentary Requirements and Fee

- Completed Document of Identity for Visa Purposes application form (ID(E) 437);
- Your Hong Kong identity card;
- Documentary evidence of your legal residence in the HKSAR;
- For application for replacement of Document of Identity for Visa Purposes, please produce your existing Document of Identity for Visa Purposes;
- One recent colour photograph (must be with white background). (Please refer to the Photograph Requirements Leaflet);
- Application fee (Please refer to payment methods at Note 5);

## Other requirements

- For application for Document of Identity for Visa Purposes due to damage or loss, you have to submit the application in person and complete the form ID 645; for application for Document of Identity for Visa Purposes due to damage, you have to produce the damaged Document of Identity for Visa Purposes for inspection;

## Additional requirements (for applicants aged 16 or 17)

- Consenting parent or legal guardian's Hong Kong identity card or valid travel document;
- Your birth certificate to prove the relationship between the consenting parent and you, or a court order, if appropriate, to prove that the consenting legal guardian has custodial rights in respect of you; and
- If you are married, only your marriage certificate is required. Parental or legal guardian's consent and items (viii) – (ix) are not required.

*(Remarks: Additional documents or information may be required if necessary. An application with insufficient supporting documents or sub-standard photograph will not be processed and will be returned to the applicant.)*

## 4 Application Channels

### 4.1 New arrivals holding Exit Permit for Proceeding to Hong Kong and Macau (also known as One-way Permit)

New arrivals holding One-way Permit can submit the application in person at the Registration of Persons – Kowloon Office upon first registration for a Hong Kong identity card. The prepared Document of Identity for Visa Purposes should be collected at the Registration of Persons – Kowloon Office within the period stated. Please see the address below:

3/F, Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road, Kowloon

### 4.2 In person

Please make an appointment through the Internet <http://www.gov.hk/tdbooking> or the telephone booking system at 2598 0888 for submitting your application at one of the Immigration Branch Offices. For detailed addresses of the Immigration Offices, please refer to Part 3 at the back of this notes (Collection Office code 01-06).

You are required to submit your application in person with the original documents listed at Note 3 above under the following circumstances:

- your previous HKSAR Document of Identity for Visa Purposes has been damaged or defaced;
- your Document of Identity for Visa Purposes has been lost or is otherwise not available;
- you have to apply for extension of stay at the same time; or
- you need to amend your personal particulars in the Document of Identity for Visa Purposes.

### 4.3 By post

You can send your application by post to:  
Travel Documents and Nationality (Application) Section  
4/F, Immigration Tower, 7 Gloucester Road,  
Wan Chai, Hong Kong

### 4.4 Drop-in

You can also place your application during office hours in the drop-in boxes located at any one of the Immigration Offices that handles travel document applications.

If you are sending your application by post or depositing it into the drop-in

boxes, please send in the application form, photograph and cheque along with photostat copies of the supporting documents listed at Note 3 above. All photostat copies submitted should be made on A4 size (210mm × 297mm) paper and will not be returned. **No cash, no original documents or previous travel documents should be sent along with the application.**

## 5 Payment Methods

Application Channel	Fee payment by		
	EPS	Cheque	Cash
In person at counter	✓	✓	✓
By post / Drop-in	-	✓	-

Fee for Document of Identity for Visa Purposes is payable at the time of application. The collection of fee does not constitute any assurance that the application for Document of Identity for Visa Purposes will be approved. If you make the payment by cheque, it should be a crossed cheque and payable to "The Government of the Hong Kong Special Administrative Region". Post-dated cheque is not accepted. For up-to-date charges, please refer to the Fee Leaflet (ID 912).

## 6 Collection Methods

- Please make an appointment through the Internet <http://www.gov.hk/tdbooking> or the telephone booking system at 2598 0888 on the day following the date of issue of the Collection Notice issued by the Immigration Department notifying you the period and office for collecting your Document of Identity for Visa Purposes. (Note 4.1- new arrivals holding Exit Permit for Proceeding to Hong Kong and Macau are not required to make an appointment)

Application Channel	Collection Method
By Post / Drop-in	Attend the selected collection office <u>in person</u> .
In person at counter	Attend the selected collection office in person, or authorise in writing a representative to collect the Document of Identity for Visa Purposes at the selected collection office. (The authorisation form (ID 678) is available at Immigration Branch Offices or downloadable from <a href="http://www.immd.gov.hk">www.immd.gov.hk</a> . Your signature in the authorisation must be the same as that on your application form.)

- The original of supporting documents should be presented for verification if only the photostat copies of them had been produced when submitting the application.
- If you have previously held a HKSAR Document of Identity for Visa Purposes, such document should be produced for cancellation upon collection of the new Document of Identity for Visa Purposes.

## 7 Processing Time

The HKSAR Immigration Department pledges to complete the process of an application in 10 working days after all necessary documents, application fee and photograph are received (Working days denote Monday to Friday excluding General Holidays). For applications not submitted in-person (e.g. by post or via drop-in box), an extra 2 to 3 working days may be required for handling formalities. The processing time may be longer for application for Document of Identity for Visa Purposes due to loss, damage, amendment of personal particulars or you have to apply for extension of stay at the same time. Whether this pledge can be met will also depend on the circumstances of individual applications and the number of applications received at a particular time. **If you have any travel plans, please apply early.**

## 8 Other Information

### 8.1 Urgent travel

If you have an urgent need for obtaining a Document of Identity for Visa Purposes, you may approach any one of the Immigration Branch Offices, stating your reasons in writing and producing evidence to support your request. For detailed addresses of the Immigration Offices, please refer to Part 3 at the back of this notes (Collection Office code 01-06). You may be required to collect the Document of Identity for Visa Purposes at the Travel Documents (Issue) Section at 4/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. **Generally, requests from pleasure trippers for urgent issue of a Document of Identity for Visa Purposes will not be entertained.**

### 8.2 Take good care of your Document of Identity for Visa Purposes

Illegal transfer of Document of Identity for Visa Purposes is a criminal offence. Any person who is guilty of the offence shall be liable to imprisonment for 14 years and to a fine of \$150,000. Application for Document of Identity for Visa Purposes due to loss takes time and money. In the event of loss of your Document of Identity for Visa Purposes outside Hong Kong, you may contact our 24-hour hotline (852) 1868 for assistance.

### 8.3 Enquiry channels

Information & Liaison Section  
2/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong  
Tel.: 2824 6111 Fax: 2877 7711  
E-mail: [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk) Website: [www.immd.gov.hk](http://www.immd.gov.hk)

This Guidance Notes and Application Form (ID(E) 437), Fee Leaflet (ID 912), Return Envelope (ID 972) and Photograph Requirements Leaflet are issued free of charge.



# Guide to fill up the Document of Identity for Visa Purposes Application Form (ID(E) 437)

## Part 1 – Type of Document of Identity for Visa Purposes

Please select the type of Document of Identity for Visa Purposes as appropriate.

## Part 2 – Type of Application

Please select the type of application as appropriate.

**First application** – For applicants who have never applied for a HKSAR Document of Identity for Visa Purposes

**Replacement** – For applicants who were issued with a HKSAR Document of Identity for Visa Purposes before

**Application due to loss/damage/amendment of personal particulars**

## Part 3 – Collection Means

Please enter the 2-digit Collection code into   to an office listed below for collecting your new Document of Identity for Visa Purposes:

0  1

Hong Kong Island  
Travel Documents  
Issuing Office  
2/F, Harbour Building,  
38 Pier Road, Central,  
Hong Kong  
Tel: 2852 3047

0  2

East Kowloon Office  
Level 2, Sceneway  
Plaza, Sceneway Garden,  
1-17 Sceneway Road,  
Lam Tin, Kowloon  
Tel: 2347 3492

0  3

West Kowloon Office  
G/F, 28 Kimberley  
Street, Tsim Sha Tsui,  
Kowloon  
Tel: 2359 4426

0  4

Sha Tin Office  
3/F, Sha Tin Government  
Offices,  
1 Sheung Wo Che Road,  
Sha Tin, N.T.  
Tel: 2158 6419

0  5

Fo Tan Office  
Shops 405-407, 4/F,  
Jubilee Square,  
2-18 Lok King Street,  
Fo Tan, N.T.  
Tel: 2651 8644

0  6

Yuen Long Office  
1/F, Yuen Long Government  
Offices,  
2 Kiu Lok Square,  
Yuen Long, N.T.  
Tel: 2475 4145

0  7

Travel Documents (Issue) Section  
4/F, Immigration Tower,  
7 Gloucester Road,  
Wan Chai, Hong Kong  
Tel: 2829 3039

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

\* Not applicable to persons who have to apply for extension of stay at the same time.

## Part 4 – Personal Particulars

*All personal particulars in this section must be the same as shown on your Hong Kong identity card.*

If you were born in Mainland, you should provide the name of the province, municipality or autonomous region (e.g. Guangdong) at which you were born at the “Place of Birth” column.

If you were born overseas, you should provide the country name (e.g. Canada).

## Part 5 – Additional Information (if any)

If you wish to give additional information regarding this application, please provide the details in this part.

## Part 6 – Consent from Parent or Legal Guardian of Applicant under 18 Years of Age

Unless you are married and can produce your marriage certificate, if you are under 18, your parent or legal guardian should complete this part and sign.

## Part 7 – Declaration of Applicant

*You should complete and sign before you submit your application.*



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**  
**Hong Kong Special Administrative Region**



## 增設屯門辦事處啓事

本處將於二零二一年三月一日(星期一)增設屯門辦事處，地址為：

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)

如選擇於屯門辦事處領取新護照或簽證身份書，請於相關申請書填寫下列領證辦事處簡碼：

0	8
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香港特別行政區政府  
入境事務處



## Notice of Establishment of the Tuen Mun Office

The Immigration Department will set up its Tuen Mun Office on 1 March 2021 (Monday) at the following address:

1/F and 2/F, Tuen Mun Siu Lun Government Complex,  
19 Siu Lun Street, Tuen Mun

(The Self-Service Station is located on 1/F  
and counter services are available on 2/F)

To collect your new passport or Document of Identity for Visa Purposes at Tuen Mun Office, please enter the following Collection Office Code into the relevant application form:

0	8
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Immigration Department  
The Government of the Hong Kong  
Special Administrative Region