

**填表須知 – 香港以外地區申請  
香港特別行政區簽證身份書／海員身份證**

**怎樣在香港以外地區遞交申請書**

1. 申請書可在中國駐外國的使領館或香港特別行政區（香港特區）入境事務處索取：
  - (a) 香港特別行政區簽證身份書申請書（十六歲或以上人士適用）– ID(C)437 或 ID(E)437
  - (b) 香港特別行政區簽證身份書申請書（十六歲以下兒童適用）– ID(C)437A 或 ID(E)437A
  - (c) 香港特別行政區海員身份證申請書 – ID94

**通過中國駐外國的使領館遞交的申請**

2. 你可選擇郵遞或親自遞送的方式向就近的中國駐外國的使領館遞交你／你子女的申請。申請會被轉送到香港特區入境事務處進行處理。備妥的證件會送回中國駐外國的使領館簽發。有關中國駐外國的使領館地址及電話，請登入網站：[www.immd.gov.hk/cht/html/embassy.htm](http://www.immd.gov.hk/cht/html/embassy.htm)

**直接向香港特區入境事務處遞交的申請**

3. 你亦可將填妥的申請書連同證明文件影印本及證件費用直接寄交香港特區入境事務處處理。你／你和你的子女須攜帶有關證明文件的正本親自前往香港特區入境事務處領取你／你子女的證件。  
地址：香港灣仔告士打道 7 號入境事務大樓 4 樓入境事務處旅行證件及國籍(申請)組

**須隨申請書遞交的文件**

4. 如果你是年滿十八歲或以上：
  - (a) 已填妥及簽署的香港特區簽證身份書申請書 (ID(C)437 或 ID(E)437)／海員身份證申請書 (ID94)；
  - (b) 你的香港身份證影印本（只需載有照片及個人資料的一面）；
  - (c) 彩色近照（白色背景）一式三張，請小心參閱隨附的電子簽證身份書相片規格或登入網址：[www.immd.gov.hk](http://www.immd.gov.hk)；
  - (d) 可證明你在香港特區已獲合法居留的文件影印本（祇適用於申請香港特區簽證身份書）；
  - (e) 海員僱用登記簿影印本（祇適用於申請海員身份證）；及
  - (f) 已填妥的付款表 (ID856) 及以港幣或美元開出的支票或銀行匯票，收款人為「香港特別行政區政府」。

5.

如果你是年滿十六及十七歲：

- (a) 上述第 4 段所列的文件；
- (b) 父親或母親或合法監護人須填妥 ID(C)437 或 ID(E)437 第 6 項／ID94 第 3 項及簽署作實同意這項申請；
- (c) 同意這項申請的父親或母親或合法監護人的香港身份證／旅行證件影印本；及
- (d) 用作證明上述父親或母親或合法監護人對你擁有管養權的文件影印本。例如：你的出生證明書，以證明你與你父親或母親的關係。同時亦須提交父母親的結婚證書（如屬已婚夫婦），或在適用情況下，有關的法院命令，以證明有關的父親或母親或合法監護人對你擁有管養權。（如你已婚，則無須父母或合法監護人的同意，只須一併遞交你的結婚證書。）

6.

十六歲以下的兒童：

- (a) 已填妥及由父親或母親或合法監護人簽署的香港特區簽證身份書申請書（ID(C)437A 或 ID(E)437A）；
- (b) 如該兒童持有香港身份證，該身份證的影印本（只需載有照片及個人資料的一面）；
- (c) 可證明該兒童在香港特區已獲合法居留的文件影印本；
- (d) 該兒童的彩色近照（白色背景）一式三張，請小心參閱隨附的電子簽證身份書相片規格或登入網址：[www.immd.gov.hk](http://www.immd.gov.hk)；
- (e) 父母或合法監護人的香港身份證／旅行證件影印本；
- (f) 用作證明上述父親或母親或合法監護人對該兒童擁有管養權的文件影印本。例如：該兒童的出生證明書，以證明該兒童與其父親或母親的關係。同時亦須提交父母親的結婚證書（如屬已婚夫婦），或在適用情況下，有關的法院命令，以證明有關的父親或母親或合法監護人對該兒童擁有管養權；



- (g) 已填妥的付款表 (ID856) 及以港幣或美元開出的支票或銀行匯票，收款人為「香港特別行政區政府」。
- (h) 年齡在十一歲以下的兒童，須出示載有該兒童姓名、出生日期及附有業經學校蓋印證的相片的學校證明文件影印本或已填妥的副署事項表格 (ID641)，以證明該兒童的身份。

#### 注意事項

- i. 若你 / 你陪同你的子女親自遞交申請書，請同時攜帶有關文件的正本。所遞交的文件影印本，其大小要以 A4 紙張 (210 毫米乘 297 毫米) 為標準，所有文件的影印本，概不發還。
- ii. 你可能需要提供你 / 你的子女現時在外國的居留身份及未能取得任何國家的護照或其他地區的旅行證件的證明 (祇適用於申請香港特區簽證身份書)。
- iii. 請勿夾附現金於申請書內。

#### 費用

##### 繳付給香港特區政府

7. 證件費用須於遞交申請時繳付。你亦須繳付運送印備的證件所需要的額外費用。收取證件費用，並不保證你的申請一定獲得批准。你須隨申請書附上以港幣或美元開出的支票或銀行匯票，收款人為「香港特別行政區政府」。該支票或銀行匯票應指明由香港特區的銀行付款。若該支票或銀行匯票不是指明由香港特區的銀行付款或不是以港幣開出，申請人須另付銀行手續費用。你亦可提供一名在港的諮詢人的名字及地址，以便諮詢人在收到本處通知後代表你到本處繳費。

##### 繳付給中國駐外國的使領館

8. 如你通過中國駐外國的使領館遞交申請，你須繳付遞送該申請往香港特別行政區政府入境事務處的費用及手續費。

#### 怎樣領取簽證身份書 / 海員身份證

9. 如果你是十六歲或以上：

- (a) 如你選擇用郵遞的方式向中國駐外國的使領館遞交申請，你須要親自前往該使領館領取旅行證件，並出示隨附於申請書內的有關證明文件的正本，以資核對；
- (b) 如你選擇用郵遞的方式直接向香港特區政府入境事務處遞交申請，你須親自前往香港特區政府入境事務處領取旅行證件，並出示隨附於申請書內的有關證明文件的正本，以資核對；
- (c) 如你申請換領香港特區簽證身份書 / 海員身份證，你須於領取新簽證身份書 / 海員身份證時遞交舊簽證身份書 / 海員身份證註銷；
- (d) 如你遺失或無法出示以前簽發的香港特區簽證身份書 / 海員身份證，你必須以書面解釋遺失或無法出示的原因。簽證身份書 / 海員身份證倘若遺失，必須從速報警，並向警方取得報失的證明，以備查核。新簽證身份書 / 海員身份證須經詳盡的調查後方能補發。

10. 十六歲以下的兒童：

- (a) 如該兒童的父親或母親或合法監護人選擇用郵遞的方式向中國駐外國的使領館遞交申請，父親或母親或合法監護人或經父親或母親或合法監護人授權的代表須陪同該兒童親自前往該使領館領取香港特區簽證身份書，並出示隨附於申請書內的有關證明文件的正本，以資核對；
- (b) 如該兒童的父親或母親或合法監護人選擇用郵遞的方式直接向香港特區政府入境事務處遞交申請，父親或母親或合法監護人或經父親或母親或合法監護人授權的代表須陪同該兒童親自前往香港特區政府入境事務處領取香港特區簽證身份書，並出示隨附於申請書內的有關證明文件的正本，以資核對；
- (c) 如該兒童的父親或母親或合法監護人為該兒童申請換領香港特區簽證身份書，父親或母親或合法監護人須於領取新簽證身份書時遞交該兒童的舊簽證身份書註銷；
- (d) 該兒童如遺失或無法出示以前簽發的香港特區簽證身份書，必須以書面解釋遺失或無法出示的原因。簽證身份書倘若遺失，必須從速報警，並向警方取得報失的證明，以備查核。新簽證身份書須經詳盡的調查後方能補發。

**Guidance Note – For application made outside HKSAR**  
**HKSAR Document of Identity for Visa Purposes/Seaman's Identity Book**

**How to submit an application outside HKSAR**

1. Application forms are obtainable from Chinese embassy/consulate-general or the Immigration Department, the Government of the Hong Kong Special Administrative Region (HKSAR):

- (a) Application for HKSAR Document of Identity for Visa Purposes (For persons 16 years of age or over) – ID(C)437 or ID(E)437;
- (b) Application for HKSAR Document of Identity for Visa Purposes (For children under 16 years of age) – ID(C)437A or ID(E)437A;
- (c) Application for HKSAR Seaman's Identity Book – ID94.

**Through Chinese embassy/consulate-general**

2. You may submit your/your child's application by post or in person to the nearest Chinese embassy/consulate-general. Your/your child's application will be forwarded to the HKSAR Immigration Department for processing. The prepared document will be sent back to the Chinese embassy/consulate-general for issue. For addresses and telephone numbers of Chinese Diplomatic and Consular Missions, you may access the website: [www.immd.gov.hk/ehhtml/embassy.htm](http://www.immd.gov.hk/ehhtml/embassy.htm).

**Direct to the HKSAR Immigration Department**

3. You may also submit your/your child's application by sending the completed application form and the document fee direct to the HKSAR Immigration Department at the following address together with the photostat copies of the supporting documents. You are/Your child is required to collect the travel document **in person** at the HKSAR Immigration Department with the originals of the supporting documents.

Address: Travel Documents & Nationality (Application) Section  
Hong Kong Immigration Department  
4/F, Immigration Tower,  
7 Gloucester Road,  
Wan Chai, Hong Kong

**Documents to be enclosed with the application**

- 4. If you are aged 18 or over:
  - (a) an application form for HKSAR Document of Identity for Visa Purposes (ID(C)437 or ID(E)437)/Seaman's Identity Book (ID94) duly completed and signed;
  - (b) photostat copy of your Hong Kong identity card (only the side with the holder's personal particulars and photograph is required);
  - (c) 3 identical recent colour photographs (with white background). Please see the enclosed Photograph Requirements or website: [www.immd.gov.hk](http://www.immd.gov.hk) carefully;
  - (d) photostat copy of documentary evidence of your legal residence in the HKSAR (only applicable to HKSAR Document of Identity for Visa Purposes application);
  - (e) photostat copy of your Hong Kong Seaman's Employment Registration Book (only applicable to Seaman's Identity Book application);
  - (f) a completed fee payment form (ID856) together with a cheque or bank draft made payable to "The Government of the Hong Kong Special Administrative Region" in HK currency or US dollar.
- 5. If you are aged 16 and 17:
  - (a) documents listed in paragraph 4 above;
  - (b) a parent or legal guardian should complete and sign section 6 of ID(C)437 or ID(E)437/section 3 of ID94 to confirm his/her consent to the application;
  - (c) photostat copy of the consenting parent or legal guardian's HK identity card or travel document; and
  - (d) photostat copies of documents proving the custodial rights of the consenting parent or legal guardian in respect of you. For example, your birth certificate should be produced to prove the relationship between you and your parent. Parent's marriage certificate (for married couples) or a relevant court order, if appropriate, should also be produced to prove that the parent concerned has custodial rights in respect of you. (If you are married, copy of your marriage certificate is required instead of the above mentioned parental consent.)
- 6. For a child aged under 16:
  - (a) an application form for Hong Kong Document of Identity for Visa Purposes (ID(C)437A or ID(E)437A) duly completed and signed by parent or legal guardian;
  - (b) photostat copy of the child's Hong Kong identity card, if held (only the side with the holder's personal particulars and photograph is required);
  - (c) photostat copy of documentary evidence of the child's legal residence in the HKSAR;
  - (d) 3 identical recent colour photographs (with white background) of the child; Please see the enclosed Photograph Requirements or website: [www.immd.gov.hk](http://www.immd.gov.hk) carefully;
  - (e) photostat copy of the parent or legal guardian's Hong Kong identity card/travel document;

- (f) photostat copies of documents proving the custodial rights of the consenting parent or legal guardian in respect of the child. For example, the birth certificate of the child should be produced to prove the relationship between the child and the parent. Parent's marriage certificate (for married couples) or a relevant court order, if appropriate, should also be produced to prove that the parent concerned has custodial rights in respect of the child; and
- (g) a completed fee payment form (ID856) together with a cheque or bank draft made payable to "The Government of the Hong Kong Special Administrative Region" in HK currency or US dollar; and
- (h) For a child under 11 years of age, photostat copy of the school document bearing the name, date of birth and a photograph (which should be certified by a chop of the school) of the child or a completed countersignatory form (ID641) will be required to confirm the identity of the child.

**Notes:**

- i If you submit/your child submits the application in person, please also bring along the original documents. All photostat copies submitted should be made on A4 size (210mm × 297mm) paper and will NOT be returned.*
- ii You may be required to submit documentary evidence of your/your child's current overseas immigration status and that you are/your child is unable to obtain a national passport or a travel document of any other country or territory (only applicable to HKSAR Document of Identity for Visa Purposes application).*
- iii No cash should be sent along with the application.*

**Fees payable**

**To the Government of the Hong Kong Special Administrative Region**

7. Document fee is payable at the time of application. For an overseas application, you are also required to pay an additional charge for the delivery of the document. The collection of fee does not constitute any assurance that the document applied for will be issued. You should enclose with the application a cheque or bank draft made payable to "The Government of the Hong Kong Special Administrative Region" in HK currency or US dollar. The cheque or bank draft should be drawn on a bank in the HKSAR. If the cheque or bank draft is not drawn on a bank in the HKSAR or not in HK currency, a bank handling charge is required. You may also furnish the name and contact address of a local reference to pay the fees on your behalf upon receipt of notification from the Immigration Department.

**To the handling Chinese embassy/consulate-general**

8. If you submit your/your child's application through Chinese embassy/consulate-general, you are required to pay for the costs of forwarding your/your child's application to the HKSAR Immigration Department and of any other handling charge involved.

**How to collect the HKSAR Document of Identity for Visa Purposes/Seaman's Identity Book**

9. If you are aged 16 or over, and:

- (a) if you submit the application to the Chinese embassy/consulate-general by post, you are required to collect your travel document in person at the Chinese embassy/consulate-general where you submit the application and produce the originals of the supporting documents enclosed with your application for verification;
- (b) if you submit the application direct to the HKSAR Immigration Department by post, you are required to collect your travel document in person at the HKSAR Immigration Department with the originals of the supporting documents enclosed with your application for verification;
- (c) if you are requesting a replacement Document of Identity for Visa Purposes/Seaman's Identity Book, your previous Document of Identity for Visa Purposes/Seaman's Identity Book should be produced for cancellation upon collection of the new Document of Identity for Visa Purposes/Seaman's Identity Book;
- (d) if your Document of Identity for Visa Purposes/Seaman's Identity Book is lost or unavailable, you must explain in writing the circumstances of loss or reasons for its unavailability. The loss of Document of Identity for Visa Purposes/Seaman's Identity Book must be reported as soon as possible to the police. An acknowledgement from the police authorities that the loss has been reported should be produced. A new Document of Identity for Visa Purposes/Seaman's Identity Book will be issued only after extensive enquiries.

10. For a child aged under 16:

- (a) if the application is submitted to the Chinese embassy/consulate-general by post, the child (either be accompanied by the parent or legal guardian or the authorized representative of the parent or legal guardian) is required to collect the travel document in person at the Chinese embassy/consulate-general and produce the originals of the supporting documents enclosed with the application for verification;
- (b) if the application is submitted direct to the HKSAR Immigration Department by post, the child (either be accompanied by the parent or legal guardian or the authorized representative of the parent or legal guardian) is required to collect the travel document in person at the HKSAR Immigration Department with the originals of the supporting documents enclosed with the application for verification;
- (c) if you are requesting a replacement Document of Identity for Visa Purposes for the child, the child's previous Document of Identity for Visa Purposes should be produced for cancellation upon collection of the new Document of Identity for Visa Purposes;
- (d) if the child's Document of Identity for Visa Purposes is lost or unavailable, you must explain in writing the circumstances of loss or reasons for its unavailability. The loss of Document of Identity for Visa Purposes must be reported as soon as possible to the police. An acknowledgement from the police authorities that the loss has been reported should be produced. A new Document of Identity for Visa Purposes will be issued only after extensive enquiries.

