



注意
Note:

- (i) 請用黑色或藍色筆以正楷填寫本申請書。
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.

警告

Warning: 如就此項申請作出虛假陳述或填報失實資料，即屬違法。
It is an offence in law to furnish any false statement or information relating to this application.

1. 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		姓 (英文) Surname in English	
名 (中文) Given names in Chinese		名 (英文) Given names in English	
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"/>)	簽發日期 Date of issue	<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	<input type="checkbox"/> 中國 China <input type="checkbox"/> 香港 Hong Kong <input type="checkbox"/> 澳門 Macao <input type="checkbox"/> 其他國家 Other country <input type="checkbox"/> 其他省、自治區或直轄市 Other province, autonomous region or municipality (請註明名稱 Please state name)		
眼睛顏色 Colour of eyes	<input type="text"/>	頭髮顏色 Colour of hair	<input type="text"/>
香港住址 (請於邊界內填寫) Address in Hong Kong (Please fill in within border)	僱用登記簿號碼 Employment Registration Book no. <input type="text"/> 簽發日期 Issued on <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 日 dd 月 mm 年 yy 職級 Rank <input type="text"/>		
	香港電話號碼 Telephone no. in Hong Kong <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

此欄由辦理
機關處理
For Official
Use Only

2. 親屬個人資料 Personal Particulars of NEXT OF KIN

姓名 Name	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"/>)
住址 Address	親誼關係 Relationship	聯絡電話號碼 Contact telephone no.
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

3. 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 for 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)

(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 having jurisdiction over him/her.

(3) 本人同意這項簽發海員身份證的申請。
I consent to this application for the issue of a Seaman's Identity Book to him/her.

姓名 Name

日期 Date
日 dd 月 mm 年 yyyy

本人的身份證號碼 My HK identity card no. ()

簽署 Signature

4. 申請人聲明書 Declaration of Applicant (#請填寫旅行證件種類) (#Please fill in type of travel document)

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

(1) 除# _____ 外，本人目前及以往均未持有任何種類的旅行證件或入境許可證。
I am not and I have not been in possession of any travel documents or Entry Permit except# _____.

(2) 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.

(3) 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



申請香港特別行政區海員身份證說明書 Guidance Notes on Application for HKSAR Seaman's Identity Book

本說明書及申請書(ID 94)免費派發。

如需更詳盡資料，可聯絡入境事務處查詢及聯絡組：

電話：2824 6111 或 電郵：enquiry@immd.gov.hk

This Guidance Notes and Application Form (ID 94) are issued free of charge.

For more information, please contact the Information & Liaison Section:

Tel.: 2824 6111 or E-mail: enquiry@immd.gov.hk

① 申請方法

你須親身前往下方所列的任何一間入境事務辦事處遞交申請，並請於申請時出示②所列的文件正本，以供本處核實。

② 所需文件

申請書：已填妥的申請書(ID94)；

照片：申請人須呈交不戴帽的正面近照一式兩張。其背景應無任何裝飾。照片不得超過 55 x 45 毫米或少於 50 x 40 毫米。所用相紙必須屬普通薄紙，背面並非光滑及未經貼用。自我拍照機拍攝的照片，相紙如非屬膠質，並可牢貼於旅行證件上的，亦可使用。凡入境事務處內自我拍照機所拍攝的照片均合規格；

證明文件：一. 你的香港身份證；

二. 僱用登記簿；

額外規定(適用於十六歲或十七歲的申請人)

- 同意這項申請的父、母或合法監護人的香港身份證或有效旅行文件；
- 可證明同意這項申請的父、母或合法監護人與你的關係，以及有關管養權的文件，例如：你的出生證明書和父母的結婚證書(如屬已婚夫婦)，或法庭頒令(如適用)，以證明有關的父、母或合法監護人對你擁有管養權；及
- 如屬已婚人士，只須遞交結婚證書，而無須父、母或合法監護人的同意及遞交第三及四項所列的文件。

注意事項：

- 如申請換領海員身份證，須在遞交申請時交回舊海員身份證，以便註銷。
- 如你的舊海員身份證已遺失、損毀、損壞或無法使用，請在表格(ID645)上詳述原因。該表格可在下列的辦事處索取或登入網址 www.immd.gov.hk 下載。
- 如有需要，本處可能要求你提交其他有關文件或資料。
- 如遞交的證明文件不足，本處將不能處理該申請。有關文件將退回申請人。

③ 其他資料

有效期
海員身份證有效期為十年。

費用
海員身份證費用將於簽發證件時繳付。最新收費請參閱收費通告(ID 912)。

① Application Channel

You must submit your application in person at any one of the offices shown below. Please produce the **original copies** of documents listed at ② for verification.

② Documentary Requirements

Application Form : Duly completed and signed application form (ID94);

Photograph: Two identical copies of recent photographs. The photograph should be taken in full face, without a hat. The background should be plain. The size must not be larger than 55 x 45 mm or smaller than 50 x 40 mm. The photographic paper used should be of the normal thin type, unglazed on the back and unmounted. Photographs from slot machine can be accepted only if the paper is not of plastic synthetic material and can be firmly affixed to the travel documents. Photographs from slot machine in Immigration Department offices are acceptable.

- Supporting Documents:
- Your Hong Kong identity card;
 - Employment Registration Book;
 - Consenting parent or legal guardian's identity card or travel documents;
 - Documents proving your relationship with consenting parent or legal guardian, and the custodial right concerned. For example, your birth certificate and the parent's marriage certificate (*for married couples*), or a court order, if appropriate, to prove that the parent concerned has custodial rights in respect of you; and
 - For applicant who is married, only marriage certificate is required, parental or guardian consent and items 3-4 are not required.

Reminder:

- If you are requesting a replacement Seaman's Identity Book, your previous document should be produced for cancellation upon submission of application.
- If your previous Seaman's Identity Book is lost, damaged, defaced or is not available, you have to provide details of reasons for its unavailability in Form (ID645) obtainable at the offices listed below and downloadable at www.immd.gov.hk.
- Additional documents or information may be required if necessary.
- An application with insufficient supporting documents will not be processed and will be returned to the applicant.

③ Other information

Validity
Seaman's Identity Book is valid for 10 years.

Fee
Fee is collected upon issue of Seaman's Identity Book. The up-to-date fee is shown in the Fees Notice (ID 912)



入境事務辦事處地址 Immigration Office Location

港島區簽發旅行證件辦事處
香港中環統一碼頭道 38 號
海港政府大樓 2 樓
電話：2852 3047

沙田辦事處
新界沙田上禾輦路 1 號
沙田政府合署 3 樓
電話：2158 6419

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

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

東九龍辦事處
九龍藍田匯景道 1 至 17 號
匯景花園匯景廣場第 2 層
電話：2347 3492

火炭辦事處
新界火炭樂景街 2 至 18 號
銀禧齋 4 樓
405 至 407 號舖位
電話：2651 8644

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

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

西九龍辦事處
九龍尖沙咀
金巴利街 28 號地下
電話：2359 4426

元朗辦事處
新界元朗橋樂坊 2 號
元朗政府合署 1 樓
電話：2475 4145

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

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

(以上電話號碼只供聯絡該辦事處之用，有關旅行證件的查詢，請致電 2824 6111。)

辦公時間：

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 時至下午 4 時 30 分
星期六：上午 9 時至下午 12 時 30 分

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：

- 辦理你的申請；
- 實行/執行《入境條例》(第 115 章)及《入境事務條例》(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；
- 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；
- 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任何人的身份的形式提供；以及
- 供作法律規定、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：
香港中環統一碼頭道 38 號海港政府大樓 2 樓
總入境事務主任(證件管理)
電話：2852 3646

The personal data provided in the application form will be used by Immigration Department for one or more of the following purposes:-

- to process your application;
 - 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;
 - to process other's applications for immigration facilities in which you are named as a sponsor or referee;
 - 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
 - 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 (Documents Management)
2nd Floor, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel: 2852 3646





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