



Guidance Notes on Local Application for HKSAR Passport for applicants aged 16 or above

ID(E) - 841A

1 Eligibility

You are eligible for an HKSAR passport if you are:

- a Chinese citizen;
- a permanent resident of the HKSAR; and
- a holder of a valid Hong Kong permanent identity card.

2 Validity

The passport is normally valid for 10 years from the date of issue unless otherwise specified.

3 Documentary Requirements and Fee

- Completed passport application form (ID841);
- Your Hong Kong permanent identity card;
- One recent colour photograph (must be with white background). (Please refer to the Photograph Requirements Leaflet); and
- Application fee [Please refer to Fees Notice (ID851) and payment methods at Note 5];

Other Requirements

- For passport application due to damage or loss, you have to submit the application **in person** and complete the form (ID645); for passport application due to damage, you have to produce the damaged passport for inspection;
- For passport application due to amendment of personal particulars in the passport, you are required to submit your passport application **in person**. As the personal particulars in the passport should be identical to those shown on the Hong Kong permanent identity card, you are required to apply for amendment to the registered particulars at the Registration of Persons Office before submitting the application for amendment to the personal particulars in the passport.

Additional Requirements (For applicants aged 16 or 17)

- Consenting parent or legal guardian's Hong Kong identity card, valid travel document or other identity document; and
- 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; or
- If you are married, only your marriage certificate is required. Parental or legal guardian's consent and item (vii) and (viii) 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 Online

If you hold a valid Hong Kong permanent identity card, you may submit your application via the Internet <http://www.gov.hk/passport> and browse for details.

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 passport application at one of the Immigration Offices. For detailed addresses of the offices, please refer to the back of the application form (ID841).

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

- your previous HKSAR passport has been damaged or defaced;
- your passport has been lost or is otherwise not available; or
- you need to amend your personal particulars in the passport.

Other than the circumstances mentioned above, if you are holding a valid Hong Kong permanent identity card, you may submit your application at the self-service kiosk at any one of the Immigration Offices that handles travel document applications.

4.3 By Post

You may send your application by post to:

Travel Documents and Nationality (Application) Section
4th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

Remarks: Underpaid mail items will not be accepted by the Immigration Department. Please pay sufficient postage and provide a return address before posting to ensure successful delivery.

4.4 Drop-in

During office hours, you may place your application in the drop-in box at any one of the Immigration Offices that handles travel document applications.

Points to note:

If you submit your application by post or depositing it into a drop-in box, please send in the application form, photograph and cheque along with photocopies of the supporting documents listed at Note 3 above, except Hong Kong identity card(s). All photocopies submitted should be made on A4 size (210mm x 297mm) paper and will not be returned. **Please provide the originals of Hong Kong identity card(s) and submitted supporting documents, if any, upon collection of the new HKSAR passport for verification. No cash, no original documents or previous travel documents should be sent along with the application.**

5 Payment Methods

Application Channel	Fee Payment Means
Online	PPS / VISA / Master Card
In person at counter	EPS / Cheque / Cash
In person at self-service kiosk	EPS
By post/ Drop-in	Cheque

Passport fee is payable at the time of application. The collection of fee does not constitute any assurance that the passport application will be approved. If you make the payment by cheque, it should be a crossed cheque payable to "The Government of the Hong Kong Special Administrative Region". Post-dated cheque is not accepted.

Up-to-date charges are available in Fees Notice (ID851).

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 HKSAR Passport.

Application Channel	Collection Means
Online	Attend the selected collection office in person to collect the passport. For unmarried persons aged 16 or 17, the consenting parent or legal guardian must also accompany the applicant for collection of passport in person , for appending his/her signature on the application form.
In person at counter/ at self-service kiosk	Attend the selected collection office in person, or authorise in writing a representative to collect the passport at the selected collection office. The authorisation form (ID678) is available at Immigration Offices listed at the back of this Notes or downloadable from www.immd.gov.hk . Your signature in the authorisation must be the same as that on your application form.
By Post/ Drop-in	Attend the selected collection office in person to collect the passport.

- The originals of supporting documents should be produced for verification if they had not been seen upon application.
- If you have previously held an HKSAR passport or Document of Identity for Visa Purposes, such document should be produced for cancellation upon collection of the new HKSAR passport.

7 Processing Time

The 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). In general, you can obtain the new passport on the next working day after completion of the process. For applications not submitted in-person (e.g. via post / drop-in box / online), an extra 2 to 3 working days may be required. The processing time may be longer for passport application due to loss, damage or amendment of personal particulars. Whether this pledge can be met will 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 passport, you have to approach any one of the Immigration Offices listed at the back of the application form (ID841) **in person** stating your reasons in writing and producing evidence to support your request. You may be required to collect passport 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 passport will not be entertained.**

8.2 Take good care of your passport

Illegal transfer of passport 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. Passport application due to loss takes time and money. In the event of loss of your passport while you are outside Hong Kong, you may contact the Immigration Department's 24-hour hotline (852) 1868 for assistance.

8.3 Enquiry Channels

Information & Liaison Section
2nd Floor, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
Tel.: 2824 6111 Fax: 2877 7711
E-mail: enquiry@immd.gov.hk Website: www.immd.gov.hk

This Guidance Notes ID(E)841A, the relevant forms and Photograph Requirements Leaflet are issued free of charge.

Guide to fill up the HKSAR Passport Application Form (ID841)

Part 1 – Type of Passport

Please select the type of HKSAR passport as appropriate.

Part 2 – Type of Application

Please select the type of application as appropriate.

First application – For applicants who have never been issued with an HKSAR passport

Replacement – For applicants who were issued with an HKSAR passport before

Application due to loss/ damage – Must submit your application in person and complete an additional application form (ID645)

Application due to amendment of personal particulars – Must submit your application in person

Part 3 – Collection Means

Please enter the 2-digit Collection office code into to choose an office listed below for collecting your new passport :

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Hong Kong Island Travel

Documents Issuing Office

2/F, Harbour Building,
38 Pier Road, Central,
Hong Kong
Tel: 2852 3047

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East Kowloon Office

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

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West Kowloon Office

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

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Sha Tin Office

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

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Fo Tan Office

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

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Yuen Long Office

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

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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 call 2824 6111.

Part 4 – Personal Particulars

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

If you were born in the 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 details here. For example, if you wish to add your alias on the new passport, please provide information and produce relevant proof of identity to support your request.

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

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

Mother – whose rights in respect of the applicant have not been limited in any way by the order of any court

Father – whose rights in respect of the applicant have not been limited in any way by the order of any court

Legal guardian (by court order) – a court order has to be produced to show that he/she has the custodial rights in respect of the applicant

Legal guardian (by authorisation) – an authorisation letter has to be produced to show that he/she is being authorised by either the consenting parent or legal guardian to apply for an HKSAR passport on behalf of the applicant. For authorisation by legal guardian, a court order has to be produced to show that the legal guardian has the custodial rights in respect of the applicant.

Part 7 – Declaration of Applicant

You should complete and sign before you submit your application.

Immigration Department
The Government of the HKSAR



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