



敬啟者：

### 入境事務處為跨境學童辦理換領回港證的特別安排

隨著內地於 2023 年 1 月 8 日起放寬入境措施，跨境學童即將重返校園。香港入境事務處將會就跨境學童換領回港證申請作出特別安排。由即日起，跨境學童可以電郵、郵寄或投遞方式遞交回港證換領申請。

在特別安排下，16 歲以下學童如其回港證已逾期或遺失，而未持有香港永久性居民身份證或其他有效的旅行證件，其父、母或合法監護人可於 **2022 年 12 月 31 日或之前**，將下列資料以電郵 (地址: docs@immd.gov.hk) 或郵寄／投遞 (地址: 屯門兆麟街 19 號屯門兆麟政府綜合大樓 2 樓入境事務處證件管理組) (標題請註明「**跨境學童回港證換領申請**」) 遞交至本處，辦理換領多次通用回港證的申請。所需表格及證明文件如下：

| 所需表格及證明文件  | 16 歲以下                    |
|--|---------------------------|
| 已填妥的申請書(簽署樣式須與本處的紀錄相符) (ID73A) (見附件一)                  | √                         |
| 原有回港證副本(副本只需載有相片及個人資料的一頁)                              | √                         |
| 已遺失／損毀／殘破或無法使用的香港旅行證件的詳情(ID645) (見附件二)                 | 如適用(原有的回港證已遺失／損毀／殘破或無法使用) |
| 學童近照一張*  | √                         |
| 貼有經學校蓋印認證相片的最近學校證明文件<br>(例如載有該兒童姓名、出生日期及相片的學生手冊或學校記錄卡) | √                         |
| 學童的出生證明書副本(如該文件是由本處所發出則無需提交); 或<br>法庭頒令副本(如適用)         | √                         |
| 父、母或合法監護人的香港身份證或有效旅行證件副本(副本只需<br>載有相片及個人資料的一頁)         | √                         |
| 已填妥的父、母或合法監護人聲明書(見附件三)                                 | √                         |

\*不戴帽的正面近照，背景應為淺色及並無任何裝飾。圖像類別須為 JPEG，檔案大小為 5MB 或以下。如由掃描器(600dpi)擷取，相片大小不得超過 45 毫米(闊) x 55 毫米(高)或少於 40 毫米(闊) x 50 毫米(高)；如由數碼相機擷取，圖像大小不得少於 1200 像素(闊) x 1600 像素(高)。

### 領證安排

以電郵、郵寄或投遞遞交申請時，申請人須授權一位香港諮詢人在所選定的香港入境事務處分區辦事處代為繳交申請費用及領取回港證。如有需要，本處可能就申請向學童就讀的學校作出查詢。申請獲批後，本處會通知獲授權的香港諮詢人。領證時，香港諮詢人須(i)出示上述文件的正本作核對；(ii)出示舊回港證(如適用)作註銷；及(iii)以現金、劃線支票(支票抬頭請註明「香港特別行政區政府」)、易辦事、八達通或轉數快繳付申請費用港幣 170 元。期票恕不接納。

以上特別安排屬一次性及只適用於已登記的跨境學童。如對上述安排有任何查詢，請致電 (852)2475 5717 / (852)2797 0872 與香港入境事務聯絡。

此致  
各家長

陳進華校長啟  
二零二二年十二月二十九日



# 香港特別行政區政府入境事務處

## 申請香港特別行政區回港證說明書

(適用於十六歲以下兒童的申請)

本說明書及申請書(ID73A)免費派發。

查詢途徑：香港灣仔告士打道7號入境事務大樓2樓查詢及聯絡組

電話：2824 6111

圖文傳真：2877 7711

電郵地址：[enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk) 香港入境事務處網址：[www.immd.gov.hk](http://www.immd.gov.hk)

1

### 申請資格

一. 已取得香港居留權或已獲准在香港不受條件限制居留的中國公民；或

二. 已獲准在香港不受條件限制居留，但無法取得任何國家的護照或其他地區的旅行證件的非中國籍人士。

注意：(i) 按現時「出入境簡化計劃」，年滿十一歲或以上並持註有「\*\*\*」、「\*」或「R」標記的香港身份證或本地簽發的永久性居民身份證的人士，經香港特別行政區往返中國內地及澳門特別行政區時，可免在香港出入境管制站使用香港特別行政區回港證或其他旅行證件，亦無須填寫出入境申報表。

(ii) 如兒童樣貌有所改變，與現時持有的回港證上的相片有所不同，可在現有回港證的有效期屆滿前提早申請換證。

2

### 申請方法

#### 親身遞交



你須親身陪同該兒童前往申請書背頁所列的任何一間入境事務辦事處遞交申請。申請人必須於申請時出示 ③ 所列的文件正本，以供本處核實。

3

### 所需文件及費用



#### 所需文件

一. 回港證申請書(ID73A)；

二. 兒童的近照一張(兒童須呈交不戴帽的正面近照，背景應為淺色及並無任何裝飾。相片不得超過55 x 45毫米或少於50 x 40毫米。兒童的相片將不會貼在回港證上，相片會以數碼影像技術印在回港證個人資料頁內。回港證上的數碼影像質素視乎你交來的相片質素而定)；

三. 該兒童的香港身份證(如適用)；

四. 可證明該兒童在香港特別行政區已獲合法居留的文件；

五. 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證件；

六. 兒童的出生證明書以證明同意這項申請的父、母與該兒童的關係，或法庭頒令(如適用)以證明同意這項申請的合法監護人對該兒童擁有管養權；及

#### 十一歲以下兒童的額外規定

七. 經學校蓋印認證並附有該兒童相片的最近期學校證明文件(例如載有該兒童的姓名、出生日期及相片的學生手冊或學校紀錄卡)或其他身份證明文件。若不能遞交該等證明，則須出示已填妥的副署事項表格(ID641)正本及副署人的身份證明文件副本。(表格ID641可於申請書背頁所列的入境事務辦事處索取或登入網址[www.immd.gov.hk](http://www.immd.gov.hk)下載)

#### 費用

有關回港證的費用及繳費方法，請參閱 ④。

注意事項：i. 如申請換領回港證，應在遞交申請時交回該兒童的舊回港證，以便註銷。

ii. 如該兒童的舊回港證已遺失、損毀或無法使用，請填寫表格ID645，而處理申請時間可能會較長。該表格可在申請書背頁所列的入境事務辦事處索取或登入網址[www.immd.gov.hk](http://www.immd.gov.hk)下載。

iii. 如有需要，本處可能要求你提交其他有關文件或資料。

iv. 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。

4

### 繳費方法

回港證費用將於簽發證件時繳付。最新收費請參閱收費表(ID912)。



易辦事



現金



支票

請以劃線支票繳費，註明支付「香港特別行政區政府」。期票恕不接納。

5

### 其他資料

#### 有效期

單程回港證有效期為六個月，限用一次。多程回港證有效期為五年。

#### 小心保管回港證

請小心保管兒童的回港證。補領旅行證件不但花費金錢，亦耗時失事。切勿隨便將旅行證件交託陌生人保管。若在外地遺失回港證，可聯絡本處的24小時熱線電話(852)1868尋求協助。如果你有計劃往返中國內地及澳門特別行政區，請及早申請。

#### 預約服務

請你透過互聯網或電話預約系統預約在申請表背頁所列的入境事務辦事處遞交申請書。

網址：[www.gov.hk/tdbooking](http://www.gov.hk/tdbooking)

電話：2598 0888





# Immigration Department

## The Government of the Hong Kong Special Administrative Region

### Guidance Notes on Application for HKSAR Re-entry Permit

(For children under 16 years of age)

This Guidance Notes and Application Form (ID73A) are issued free of charge.

For more information, please contact: 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)

1

#### Eligibility

- Chinese citizens who have either acquired the right of abode or been granted unconditional stay in Hong Kong; or
- Persons not of Chinese nationality who have been granted unconditional stay in Hong Kong but cannot obtain national passports or travel documents of any other countries or regions.

**Note:** (i) *Under the “Easy Travel Scheme”, holders of Hong Kong identity cards bearing “\*\*\*\*”, “\*\*” or “R” symbol or locally issued Hong Kong permanent identity cards, who are aged 11 or over, can travel to and from the Mainland and Macau SAR through HKSAR without producing HKSAR Re-entry Permits or other travel documents at Hong Kong immigration control points. They are also not required to fill in arrival/departure cards.*

(ii) *If the child’s facial appearance as compared to the photograph on the Re-entry Permit he/she is holding has changed, replacement of Re-entry Permit may be applied for before the expiry of the current Re-entry Permit.*

2

#### Application Channel



##### **In person**

You must submit the application in person together with the child at any one of the offices listed at the back of the application form. Please produce the original copies of documents listed at ③ for verification.

3

#### Documentary Requirements and Fee



##### **Documentary requirements**

- Re-entry Permit application form (ID73A);
- One recent photograph (*The photograph should be taken in full face, without a hat. The background should be plain and of a light colour. The size must not be larger than 55 x 45 mm or smaller than 50 x 40 mm. The photograph will not be stuck onto the permit. It is used for reproduction of a digitised image. The quality of the image appearing on the permit will depend on the quality of the original photograph you have furnished.*);
- The child’s Hong Kong identity card (*if appropriate*);
- Documentary evidence of the child’s legal residence in HKSAR;
- Consenting parent or legal guardian’s Hong Kong identity card or valid travel documents;
- The child’s birth certificate to prove the relationship between the consenting parent and the child, or a court order, if appropriate, to prove that the consenting legal guardian concerned has custodial rights in respect of the child; and

##### **Additional requirements for children under 11 years of age**

- The latest school document bearing the child’s photograph authenticated by the school (e.g. student’s handbook or school record card, bearing the child’s name, date of birth and photograph) or other proof of identity. If proof of identity is not available, a completed Form for Countersignature (ID641) together with a photostat copy of identity document of the person countersigning the form. (Form ID641 is available at the offices listed at the back of the application form or downloadable at the website [www.immd.gov.hk](http://www.immd.gov.hk).)

##### **Fee**

For the fee and payment methods, please see ④.

- Reminder:**
- If it is an application for replacement of Re-entry Permit, you have to produce the child’s previous Re-entry Permit for cancellation upon submission of application.*
  - If your child’s previous Re-entry Permit is lost, damaged or is not available, you have to complete form ID645 obtainable at the offices listed at the back of the application form or downloadable at the website [www.immd.gov.hk](http://www.immd.gov.hk). The processing time may be longer.*
  - 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.*

4

#### Payment Methods

Fee is collected upon issue of Re-entry Permit. The up-to-date fees are shown in the Fee Leaflet (ID912).



EPS



Cash



Cheque

Crossed cheque should be payable to “The Government of the Hong Kong Special Administrative Region”. Post-dated cheque is not accepted.

5

#### Other Information

##### **Validity**

The Re-entry Permit good for a single journey is valid for 6 months. The multiple Re-entry Permit is valid for 5 years.

##### **Take good care of your Re-entry Permit**

Please keep your child’s Re-entry Permit properly. Loss of Re-entry Permit takes time and money to replace. Do not easily entrust your child’s travel document to a stranger. In the event of loss of the Re-entry Permit outside Hong Kong, you may contact our 24-hour hotline (852) 1868 for assistance. If you have planned to travel to and from the Mainland and Macau SAR, please apply early.

##### **Appointment booking service**

Please make an appointment through the Internet or telephone appointment system to apply for the Re-entry Permit at any one of the offices listed at the back of the application form.

Website: [www.gov.hk/tdbooking](http://www.gov.hk/tdbooking)

Telephone: 2598 0888



香港特別行政區入境事務處  
Immigration Department, the Government of  
The Hong Kong Special Administrative Region  
香港特別行政區回港證申請書  
(適用於十六歲以下兒童)  
Application for HKSAR Re-entry Permit  
(For children under 16 years of age)



- 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. 回港證類別<br>Type of Re-entry Permit   |  | <input type="checkbox"/> 單程 Single journey   | 或<br>or  | <input type="checkbox"/> 多程 Multiple journeys |
| 2. 兒童的個人資料 Child's Personal Particulars (以香港身份證所載者為準 As stated on Hong Kong identity card)  |  |  |  |   |
| 姓 (中文)<br>Surname in Chinese  |  | 姓 (英文)<br>Surname in English   |  | 此欄由辦理<br>機關處理<br>For Official<br>Use Only     |
| 名 (中文)<br>Given names in Chinese  |  | 名 (英文)<br>Given names in English   |  |   |
| 香港身份證號碼<br>HK identity card no.   |  | 簽發日期 Date of issue   |  |   |
| (如申請人未領有香港身份證，請於下方填上香港出生證明書號碼(如有))<br>(For applicants who have no HK identity card, please provide birth certificate no. below (if any))  |  | 日 dd 月 mm 年 yy   |  |   |
| 香港出生證明書號碼<br>HK birth certificate no.   |  | 簽發日期 Date of issue   |  |   |
| (如申請人未領有香港身份證，請於下方填上香港出生證明書號碼(如有))<br>(For applicants who have no HK identity card, please provide birth certificate no. below (if any))  |  | 日 dd 月 mm 年 yy   |  |   |
| 出生日期<br>Date of birth   | 日 dd 月 mm 年 yyyy                           | 性別 Sex   | <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female        |   |
| 出生地點 Place of birth   | 中國 China                                   | 聯絡電話號碼 Contact telephone no.   |  |   |
| <input type="checkbox"/> 香港 Hong Kong   | <input type="checkbox"/> 澳門 Macau          | 在香港有合法居留權的證明文件詳情 (十一歲以下的兒童須填寫此欄)<br>Particulars of documents in support of legal residence in Hong Kong (for child under 11 years old) |  |   |
| <input type="checkbox"/> 其他省、直轄市或自治區<br>Other province, municipality or autonomous region   | (請註明名稱 Please state name)                  |  |  |   |
| 其他國家<br>Other country   | (請註明國家名稱) (Please state country name only) |  |  |   |
| 父親姓名(中文及英文) Full name of father (Chinese and English)   |  | 母親姓名(中文及英文) Full name of mother (Chinese and English)  |  |   |
| 住址 (請於邊界內填寫) Address (Please fill in within border)   |  | 3. 附加資料 (如有) Additional Information (if any)   |  |   |
| 4. 兒童的父、母或合法監護人聲明書 Declaration of Parent or Legal Guardian  |  |  |  |   |
| (* 請刪去不適用者) (* Please delete where inappropriate) (# 請填寫旅行證件的類別) (# Please fill in type of travel document)   |  |  |  |   |
| 本人聲明以上填報各項均屬真實無訛，本人並聲明：<br>I declare that the information given above is true. I further declare that:  |  |  |  |   |
| (1) 本人為上述兒童申請香港特別行政區回港證。<br>I apply for a HKSAR Re-entry Permit in respect of the abovenamed child.   |  |  |  |   |
| (2) 本人乃該兒童的： My relationship with the child is  |  |  |  |   |
| <input type="checkbox"/> 母親<br>mother   | <input type="checkbox"/> 父親<br>father      | <input type="checkbox"/> 法庭頒令監護人<br>legal guardian<br>(by court order)   | <input type="checkbox"/> 獲授權的監護人<br>legal guardian<br>(by authorization) |   |
| (3) *除隨附的 # _____ 號，該兒童目前及以往並未持有或附載於任何其他旅行證件、入境許可證或回港證。<br>The child is not and has not been in possession of or included in any travel document, entry permit or re-entry permit * except # _____ and * Hong Kong Re-entry Permit No. _____ which is now attached. |  |  |  |   |
| (4) 本人對該兒童的監護權並未受任何法院頒令所限制。<br>My rights in respect of the child have not been limited in any way by the order of any court.  |  |  |  |   |
| (5) 他/她在香港的居留並不受人入境事務處處長所限制。<br>His/her stay in Hong Kong is not limited by the Director of Immigration.  |  |  |  |   |
| (6) 就本人所知及相信，此申請書所填報的資料均屬正確無誤。<br>The information given in this application is correct to the best of my knowledge and belief.  |  |  |  |   |
| (7) 本人同意為處理此申請而須進行的任何查詢。<br>I consent to the making of any enquiries necessary for the processing of this application.  |  |  |  |   |
| 中文姓名<br>Name in Chinese   |  | 本人的香港身份證號碼：<br>My HK identity card no.:  |  |   |
| 英文姓名<br>Name in English   |  | 如非香港居民，請填寫<br>旅行證件類別及號碼：<br>For non-Hong Kong resident,<br>please state travel document type and no.:                                  |  |   |
| 日期<br>Date  | 日 dd 月 mm 年 yyyy                           | 簽署<br>Signature  |  |   |

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



## 入境事務辦事處的地址及辦公時間 Immigration Office Location and Office Hours

**01 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

**04 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

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

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

**02 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二層  
電話：2347 3492

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

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

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

**03 西九龍辦事處**  
九龍尖沙咀金巴利街 28 號  
地下  
電話：2359 4426

**06 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

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

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

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

### Office 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 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.

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。

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：

- (甲) 辦理你的申請；
- (乙) 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；
- (丙) 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；
- (丁) 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
- (戊) 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:-

- (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 (Documents Management)  
2/F, 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<br>(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<br>(只適用於特區護照的申請) | 易辦事／八達通              |
| 網上申請<br>(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<br>(只適用於特區護照的申請)      | VISA／萬事達卡／銀聯／JCB     |
| 郵遞／投遞<br>(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)

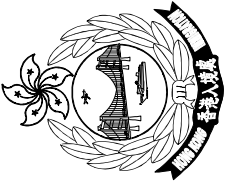
2. **Application Form:**
- An applicant may provide a contact telephone number which can receive Short Message Service (SMS) on the application form. SMS reminders in relation to the application will be sent to the telephone number.
  - Visually impaired person may choose, by indicating in the “Additional 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

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

Immigration Department  
The Government of the Hong Kong  
Special Administrative Region



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  
已遺失 / 損毀 / 殘破或無法使用的  
香港旅行證件的詳情



Details of Previous Hong Kong  
Travel Document which has been  
Lost / Damaged / Defaced / Is not Available

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.
- (iii) 本表格免費派發。  
This form is issued free of charge.

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.

旅行證件類別 Type of Travel Document

香港特別行政區護照 HKSAR Passport

注意：若申請人以前曾經遺失護照，所獲發的新護照有效期可暫為一年。

Remarks: If applicant has previously lost a passport, the validity of the replacement passport may be valid for one year initially.

香港特別行政區簽證身份書 HKSAR Document of Identity for Visa Purposes

香港海員身份證 Hong Kong Seaman's Identity Book

香港特別行政區回港證 HKSAR Re-entry Permit

1. 旅行證件上的個人資料 Personal particulars shown on travel document

|                                  |  |                                  |  |
|----------------------------------|--|----------------------------------|--|
| 姓 (中文)<br>Surname in Chinese     |  | 姓 (英文)<br>Surname in English     |  |
| 名 (中文)<br>Given names in Chinese |  | 名 (英文)<br>Given names in English |  |

2a. 遺失旅行證件原因 Reason for loss of travel document

- 在家中未能尋獲 Misplaced at home
- 盜竊 Burglary / theft
- 被人騙去 Deception
- 在搬遷 / 家中裝修時遺失 Lost during house removal / decoration
- 在交通工具上遺失 Lost in public transport
- 其他原因 Other reason:

b. 旅行證件損毀 / 殘破或無法使用的原因 Reason for damaged / defaced travel document or its unavailability

3. 如屬遺失旅行證件，請說明 For loss of travel document's case, please state:

|  |   |   |                      |
|--|---|---|----------------------|
| (a) 最後一次使用該旅行證件的日期<br>When the travel document was last used | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>日 dd 月 mm 年 yyyy | (b) 最後一次使用該旅行證件的地點<br>Where the travel document was last used | <input type="text"/> |
| (c) 遺失的日期<br>Date of loss                                    | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>日 dd 月 mm 年 yyyy | (d) 遺失的地點<br>Place of loss                                    | <input type="text"/> |

4. 聲明書 Declaration § 將不適用的每一項刪去，並在其旁邊簽名。 § Cross out and sign against each item which does not apply.

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

- (1) 就本人所知及相信，以上資料均屬正確無誤，而自從獲發給上述旅行證件後，從未另行申請上述旅行證件。  
The above information is correct to the best of my knowledge and belief and that no other application for a travel document has been made since the above travel document was issued.
- (2) 本人保證如重獲上述旅行證件，會立刻將它送回香港入境事務處 / 中國駐外國的使領館註銷。  
I undertake in the event that the abovementioned travel document comes into my possession again, I will return it immediately to the Immigration Department, Hong Kong / Chinese embassy / consulate-general for cancellation.
- § (3) 本人明白本人報失之旅行證件將在證件補發後予以取消。  
I understand that my lost travel document will be cancelled subsequent to the issue of a replacement travel document.

申請人姓名  
Name of Applicant \_\_\_\_\_

日期  
Date        
日 dd 月 mm 年 yyyy

簽署  
Signature

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





## **有關收集資料的目的 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 實施/執行《香港特別行政區護照條例》(第 539 章)、《入境條例》(第 115 章)及《入境事務隊條例》(第 331 章)的有關係文規定，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**

為了上述目的，你在本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 486 章)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。

如對本申請書所收集的個人資料有任何查詢，包括查閱及改正有關資料，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 Hong Kong Special Administrative Region Passports Ordinance (Chapter 539), the Immigration Ordinance (Chapter 115) and 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'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) for 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 provided in this form may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

### **Access to Personal Data**

You have the 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 (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in this application form subject to payment of a fee.

Enquiries concerning the personal data collected by means of this 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

致：入境事務處處長

父、母或合法監護人聲明書

本人\_\_\_\_\_ (父／母／合法監護人姓名\*)，香港身份證／旅行證件號碼  
\_\_\_\_\_，為\_\_\_\_\_ (學童姓名)的父／母／合法監護人\*。因應 2019  
冠狀病毒病疫情，本人未能陪同上述跨境學童前往入境事務處換領回港證。上述學童現就  
讀於\_\_\_\_\_ (學校全名) \_\_\_\_\_  
\_\_\_\_\_ (學校地址)。本人現附上相關  
的旅行證件申請表及證明文件副本，希望入境事務處能向上述學童簽發有關旅行證件。本  
人授權入境處可就申請向學童就讀的學校查詢有關資料，亦授權學校代表向入境處發放相  
關資料，以便處理申請。

本人謹授權\_\_\_\_\_ (香港諮詢人姓名)即香港身份證／旅行證件\*  
\_\_\_\_\_ 號的持有人代本人前往\_\_\_\_\_ (入境事務處分區  
辦事處名稱，詳細地址請參閱背頁)繳交申請費用 170 港元，並代本人領取上述學童的多  
程回港證。該香港諮詢人的聯絡電話為\_\_\_\_\_，其地址為  
\_\_\_\_\_。

父／母／合法監護人簽名 : \_\_\_\_\_  
(簽署樣式須與入境事務處的紀錄相符)

聯絡電話號碼(香港) : \_\_\_\_\_

電郵地址 : \_\_\_\_\_

日期 : \_\_\_\_\_

\* 請刪去不適用者

## 入境事務處分區辦事處地址

- 1. 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
- 2. 東九龍辦事處**  
九龍藍田匯景道 1-17 號匯景花園匯景廣場第二層
- 3. 西九龍辦事處**  
九龍尖沙咀金巴利街 28 號地下
- 4. 沙田辦事處**  
新界沙田上禾輦路 1 號沙田政府合署 3 樓
- 5. 火炭辦事處**  
新界火炭樂景街 2 至 18 號銀禧薈 4 樓 405 至 407 號鋪位
- 6. 元朗辦事處**  
新界元朗橋樂坊 2 號元朗政府合署 1 樓
- 7. 屯門辦事處**  
新界屯門兆麟街 19 號屯門兆麟政府綜合大樓 2 樓

### 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 4 時 30 分

星期六： 上午 9 時至下午 12 時 30 分