



Dear Parents/Guardians,

22nd December, 2022

“Special Arrangement for Cross-Border Students to Apply for Replacement of Home Return Permit”

With the easing of entry restrictions by China from 8th January, 2023, cross-border students will soon return to school. The Hong Kong Immigration Department will make special arrangements for cross-border students to apply for replacement of Home Return Permit. From now on, cross-border students can submit their applications by email, mail or in person.

Under the special arrangement, if the Home Return Permit of student under the age of 16 has expired or been lost, and he/she does not hold a Hong Kong permanent identity card or any other valid travel document, his/her parents or legal guardian may submit the following information by email (address: docs@immd.gov.hk) or by mail/delivery (address: Documents Management Section, , 2/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun) (Please indicate "Application for Replacement of Home Return Permit for Cross-Border Students" in the subject line) to this department before 31st, December 2022, for the application of replacement of Home Return Permit. The required forms and supporting documents are as follows:

Forms and Documents Required for Application	Below 16 years old
Completed application form (ID73A) (Signature needs to match the record of Immigration Department) (see Appendix 1)	
Copy of the previous Home Return Permit (Only need the page that consisted of photo and personal information)	
Details of lost/damaged/expired Hong Kong travel document (ID645) (see Appendix 2)	
One recent photograph from the student	
Latest school document bearing the child's photograph authenticated by the school (e.g., student's handbook or school record, bearing the child's name, date of birth and photograph)	
A copy of the child's birth certificate (not required if the document is issued by the Immigration Department)	
A copy of the consenting parent or legal guardian's valid travel document (only need the page with photo and personal information)	
Completed declaration form of parent or legal guardian (see Appendix 3)	

* The photograph should be taken in full face, without a hat. The background should be plain and with a light color. The size must not be larger than 45 mm(width) x 55 mm (height) or smaller than 40 mm(width) x 50 mm (height). If captured by a digital camera, the image size should not be less than 1200 pixels (width) x 1600 pixels (height).

Arrangement for Collection of Home Return Permit

When submitting the application by email, mail, or in person, the applicant must authorize a referee in Hong Kong to submit the application fee and collect the Home Return Permit at the designated Hong Kong Immigration Branch Office. If necessary, the office may inquire with the schools where students are studying.

After the application is approved, the office will notify the referee in Hong Kong. When collecting the permit, the referee must (i) Present the original documents for verification.; (ii) Present the old re-entry permit for cancellation (if applicable); (iii) Pay the application fee of HK\$170 by cash, crossed cheque (made payable to "The Government of the Hong Kong Special Administrative Region"), EPS, Octopus or FPS. No post-dated cheques will be accepted.

The above special arrangement is a one-off arrangement and only applicable to registered cross-border students. For any inquiries about the above arrangement, please contact the Hong Kong Immigration Department at (852)2475 5717 / (852)2797 0872.

Yours faithfully,
Mr. Chan Chun Wah
Principal