



# 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)

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### 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。

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### 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。

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### 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。

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### 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。

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### 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)

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#### 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.*

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#### 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.

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#### 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.*

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#### 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.

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#### 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)



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.

Application for HKSAR Re-entry Permit  
(For children under 16 years of age)

1. 回港證類別 Type of Re-entry Permit  單程 Single journey 或 or  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) Surname in Chinese	姓 (英文) Surname in English		
名 (中文) Given names in Chinese	名 (英文) Given names in English		
香港身份證號碼 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)) (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 HK birth certificate no.	簽發日期 Date of issue		
日 dd 月 mm 年 yy			
出生日期 Date of birth	性別 Sex		
日 dd 月 mm 年 yyyy	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female		
出生地點 Place of birth	聯絡電話號碼 Contact telephone no.		
中國 China <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) 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 Other province, municipality or autonomous region (請註明名稱 Please state name)			
其他國家 Other country (請註明國家名稱) (Please state country name only)			

此欄由辦理  
機關處理  
For Official  
Use 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：  
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。  
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  
 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 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。  
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。  
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。  
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。  
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。  
I consent to the making of any enquiries necessary for the processing of this application.

中文姓名 Name in Chinese \_\_\_\_\_  
英文姓名 Name in English \_\_\_\_\_

日期 Date 日 dd 月 mm 年 yyyy

本人的香港身份證號碼： My HK identity card no.: \_\_\_\_\_

如非香港居民，請填寫旅行證件類別及號碼：  
For non-Hong Kong resident, please state travel document type and no.: \_\_\_\_\_

簽署 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 （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

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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