



入境事務處  
Immigration Department

# BIRTH REGISTRATION AND ADDITION / ALTERATION OF CHILD'S NAME



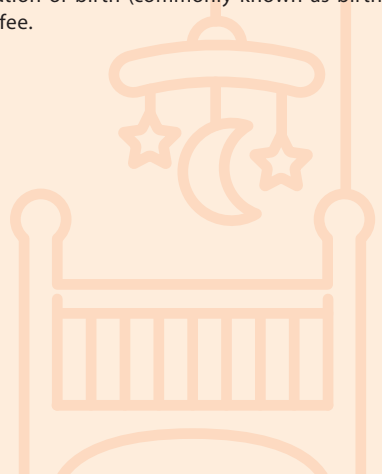
Immigration Department  
website

Under Section 7 of the Births and Deaths Registration Ordinance, Chapter 174, Laws of Hong Kong, parents of every child born shall apply for the registration of the child's birth at a births registry within a period of 42 days after the day of such birth. It is a criminal offence if anyone deliberately fails to register the birth of a child as required by the law. Offenders are liable to a maximum penalty of a fine of HK\$2,000 or up to 6 months' imprisonment. Parents are required to register the birth of their children in accordance with the law, so as to avoid undermining the rights of their children to medical treatment, education and welfare benefits due to late registration.

A list of the births registries and the districts they serve is at the end of this leaflet. A birth will be registered upon receipt by the registrar of the relevant birth return from the hospital in which the newborn child is born. Please make enquiry to confirm with the hospital where the child was born that the birth return has been delivered to the relevant births registry. Parents of the newborn child may make prior appointment booking for birth registration at a relevant births registry through the Internet ([www.gov.hk/birthregistration](http://www.gov.hk/birthregistration)) or by telephone (2598 0888). For details of the appointment booking service, please refer to the Immigration Department website ([www.immd.gov.hk](http://www.immd.gov.hk)). Alternatively, eligible parents may register the birth of a child through the Internet ([www.immd.gov.hk/ebirthreg](http://www.immd.gov.hk/ebirthreg)).

If the child was born before arrival at a hospital/clinic, the birth should be registered at the Births and Deaths General Register Office at 3rd Floor, Low Block, Queensway Government Offices, 66 Queensway, Hong Kong.

No registration fee is payable if the birth is registered within a period of 42 days. A prescribed fee will be charged if the birth is registered after the period of 42 days but within one year. After one year, a birth can be registered only with the consent of the Registrar of Births and Deaths and upon payment of a prescribed fee. If you want to obtain a certified copy of the birth entry after registration of birth (commonly known as birth certificate), you are required to pay a prescribed fee.



## 2 Register a Birth In-person

For birth registration, the presence of the child is not required.

In the case of legitimate child, the attendance of either parent is sufficient. The following original documents are required for the purpose of birth registration:



- (a) parents' marriage certificate (if the marriage certificate is not written in Chinese or English, certified translation of such is required); and
- (b) (i) parents' Hong Kong Permanent Identity Cards (for Hong Kong permanent residents); or
- (ii) parents' Hong Kong Identity Cards and valid travel documents (e.g. passports, documents of identity etc.) (for Hong Kong residents); or
- (iii) parents' travel documents upon their arrival in Hong Kong (e.g. passports, Exit-Entry Permit for Travelling to and from Hong Kong and Macao etc.) (for non Hong Kong residents)

The abovementioned documents are normally required for the purpose of verifying the Hong Kong permanent resident status of the child under the Immigration Ordinance (Cap. 115).

In the case of illegitimate child, the father's name is to be included in the birth register under the following circumstances:

- (a) at the joint request of both parents, both of them must personally attend the registry to make the joint request; or
- (b) at the request of mother, she must personally attend the registry and produce
  - (i) her Declaration, and
  - (ii) fathers' Statutory Declaration to confirm the child's paternity; or
- (c) at the request of father, he must personally attend the registry and produce
  - (i) his Declaration, and
  - (ii) mothers' Statutory Declaration to confirm the child's paternity; or
- (d) at the request of the father or mother, either parent must personally attend the registry and produce
  - (i) a certified copy of relevant Court Order to confirm the child's paternity, and
  - (ii) if the child has reached the age of 16, the written consent of the child to the registration of that person as his father.

Depending on the nature of the case, the informant may be required to submit other supporting documents. Please also provide photocopies of the required documents which were not issued by the Hong Kong Immigration Department for record purpose.

### 3 Register a Birth Online

Eligible parents may register the birth of a child through the Internet ([www.immd.gov.hk/ebirthreg](http://www.immd.gov.hk/ebirthreg)) if the following requirements are met:

- (a) the informant is the father or mother of the child;
- (b) one of the parents of the child is a Hong Kong Permanent Resident;
- (c) the child is a legitimate child;
- (d) the informant is registering the birth within 42 days since the birth of the child; and
- (e) the informant is a registered user of "iAM Smart+" mobile app.

Upon online registration of birth, the informant needs to:

- (a) provide information required for birth registration;
- (b) upload copies of the Hong Kong identity card / travel document of both parents; and
- (c) upload a copy of the parents' marriage certificate (applicable to marriage solemnized outside Hong Kong only). If the marriage certificate is not written in Chinese or English, certified translation of such is required.

The abovementioned documents are normally required for the purpose of verifying the Hong Kong permanent resident status of the child under the Immigration Ordinance (Cap. 115). Depending on the nature of the case, the informant may be required to submit other supporting documents as per request.

### 4 Addition/Alteration of Name of the Child in Birth Entries



After registration of birth, the parent may apply at any of the births registries to alter or add to the name of a child if desired. No fee is payable if the addition/alteration to the name of a child is made within the period of 42 days from the date of birth. After such 42 days, a prescribed fee will be charged. No addition/alteration to the name of a child shall be made in the birth entries after the child has reached the age of 11.

In applying for such addition/alteration to the name of a child, the parent must attend in person to make a declaration and produce the child's birth certificate. For addition/alteration of name of a child, the presence of the child is not required. A certified copy of birth entry with such addition/alteration to the name of a child can be issued in 9 working days. A prescribed fee will be charged for a certified copy of such entry.

## 5 Fees

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For details of fees, please see fee leaflet (BDR 100).


## 6 Enquiries

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For enquiries, please contact the Information and Liaison Section:

 2824 6111

 2877 7711

 enquiry@immd.gov.hk

Or visit the Immigration Department website:

 [www.immd.gov.hk](http://www.immd.gov.hk)



## 7 Processing Time

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### In-person Birth Registrarion

The standard processing time for birth registration at counter is 30 minutes and registration procedure will be completed on the same day (upon receipt of all necessary documents). However, the above standard may not be achievable during peak periods or in complicated cases.

### Online Birth Registration

After the Births Registry has received all the required information and documents online, birth registration will usually be completed within 3 working days (exclude the time for the informant to confirm the contents on the register form of births and working days denote Monday to Friday excluding General Holidays). The informant will then receive notifications in email from the Births Registry notifying him/her that the birth registration is completed and the certified copy of the birth entry (if applicable) is ready for collection or delivery by post. However, the above standard may not be achievable during peak periods or in complicated cases.

### Addition/Alteration of Name of the Child in Births Entry

It normally takes 25 minutes to process an application for addition/alteration of child's name. A certified copy of a birth entry with addition/alteration of child's name will be available after 9 working days (working days denote Monday to Friday excluding General Holidays) at a prescribed fee. However, the above standard may not be achievable during peak periods or in complicated cases.

## The Births and Deaths General Register Office



### Serving Districts

For registration of births occurred on Hong Kong Island and outlying islands, including the following hospitals/clinics; or any other places in Hong Kong before arrival at hospital/clinic:

Canossa Hospital (Caritas), Matilda International Hospital, Queen Mary Hospital, Hong Kong Adventist Hospital – Stubbs Road, Hong Kong Sanatorium & Hospital, St. Paul's Hospital, Pamela Youde Nethersole Eastern Hospital, Gleneagles Hospital Hong Kong, Peng Chau General Out-patient Clinic, North Lamma General Out-patient Clinic, Tai O Jockey Club General Out-patient Clinic, and St. John Hospital General Out-patient Department)



3rd Floor, Low Block, Queensway Government Offices,  
66 Queensway, Hong Kong.



2867 2785



Monday - Friday	8:45 a.m. - 4:45 p.m.
Saturday	9:00 a.m. - 11:30 a.m.
Sunday and Public Holiday	Closed





## Tseung Kwan O Births Registry



### Serving Districts

For registration of births occurred in any hospitals in Hong Kong.



2nd Floor, Administration Tower,  
Immigration Headquarters, 61 Po Yap Road,  
Tseung Kwan O, New Territories



3861 8203



Monday - Friday	8:45 a.m. - 4:30 p.m.
Saturday	9:00 a.m. - 11:30 a.m.
Sunday and Public Holiday	Closed

## Tuen Mun District Births Registry



### Serving Districts

For registration of births occurred in Tuen Mun and Yuen Long districts,  
including:

Tuen Mun Hospital



Ground Floor, Tuen Mun Siu Lun Government Complex,  
19 Siu Lun Street, Tuen Mun.



2618 3789



Monday - Friday	8:45 a.m. - 12:45 p.m. 2:00 p.m. - 4:45 p.m.
Saturday	9:00 a.m. - 11:30 a.m.
Sunday and Public Holiday	Closed

