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

for Applicants Aged 16 or above

#### Eligibility

- Chinese citizens who have either acquired the right of abode or been granted a) unconditional stay in Hong Kong; or
- b) 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.

Remarks: 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 above, can travel from Hong Kong to the Mainland and Macao SAR and vice versa without producing a HKSAR Re-entry Permit (Re-entry Permit) or other travel documents at any Hong Kong immigration control point. They are also not required to fill in any arrival card or departure card.

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

#### **Documentary Requirements and Fee**

- Completed Re-entry Permit application form (ID(E)73);
- Applicant's Hong Kong identity card/ Acknowledgement of application for a Hong Kong identity card (Acknowledgement) (ROP140);
- Documentary evidence of the applicant's legal residence in the HKSAR (For new arrivals only):
- 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 furnished); and
- Application fee (Please refer to Fee Leaflet (ID912) and payment methods at Note 5).

#### Other Requirements

- For local in-person application for a replacement of Re-entry Permit, applicant should produce his/her previous Re-entry Permit for cancellation upon submission of application.
- For application through Immigration Division of Mainland Offices of the vii. HKSAR Government (Mainland Offices), applicant should produce his/her existing Re-entry Permit upon submission of application.
- viii. If applicant's previous Re-entry Permit is lost, damaged or is not available, he/she has to complete Form ID645. The processing time may be longer.

#### Additional Requirements (For applicants aged 16 and 17)

- Consenting parent or legal guardian's Hong Kong identity card and valid travel document; and
- Birth certificate of the applicant to prove the relationship between the consenting parent and the applicant [Please refer to Remarks (b)], or a court order, if appropriate, to prove that the consenting legal guardian concerned has custodial rights in respect of the applicant; or
- If the applicant is married, only the marriage certificate is required [Please refer to Remarks (b)]. Parental or legal guardian's consent and item (ix) and (x) are not required.

#### Remarks:

- Additional documents or information may be required if necessary. An a) application with insufficient supporting documents or sub-standard photograph will not be processed.
- If the applicant was born or got married in Hong Kong, furnishing of birth certificate or marriage certificate is not required.

#### Means of Application

#### 4.1 **Local Application**

Applicant may submit the application at any one of the Immigration Offices that handles travel document applications. Please make an appointment through the Internet at http://www.gov.hk/tdbooking, Immigration Department Mobile Application or the telephone booking



system at 2598 0888. For detailed addresses of the offices, please refer to the back of this Guidance Notes (ID(E)73).

#### 4.1.2 By Post

Applicant may send the application by post to:

Documents Management Section

2nd Floor, Tuen Mun Siu Lun Government Complex,

19 Siu Lun Street, Tuen Mun, New Territories.

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.

#### 4.1.3 Drop-in

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

Point to note: If the applicant submits the application by post or depositing it into a drop-in box, please send in the application form and photograph 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 original Hong Kong identity card(s) and submitted supporting documents, if any, upon collection of Re-entry Permit for verification. No cash, cheque (fee payable at time of collection), original documents or previous travel documents should be sent along with the application.

#### Through Immigration Divisions of Mainland Offices (for replacement application for expired or lost Re-entry Permit only)

Applicant must submit the application in person to the Immigration Division of the nearest Mainland Office. For detailed addresses of the offices, please refer to Note 8.3 of this Guidance Notes (ID(E)73).

#### **Payment Methods**

Fee for Re-entry Permit is payable at the time of collection. Payment can be made by EPS, Octopus, FPS, cash or crossed cheque payable to 'The Government of the Hong Kong Special Administrative Region'. Post-dated cheques will not be accepted. Up-to-date charges are available in Fee Leaflet (ID912).

#### Means of Collection

Means of Application		Means of Application	
Local application	In Person at Counter	If all supporting documents required are provided upon submission of application, Re-entry Permit can normally be issued to the applicant on the same day.	
	By Post/ Drop-in	After receiving a Collection Notice issued by the Immigration Department, the applicant should collect the Re-entry Permit in person at the selected Immigration Office.	
Application through Immigration Division of Mainland Offices		After being informed by the Immigration Department, the authorised Hong Kong referee should attend the selected Immigration Office in person for collection of Re-entry Permit.	

- If the applicant submits the application by post or depositing it into a drop-in box, the original supporting documents should be produced for verification. If the applicant has previously held a Re-entry Permit, such document should be produced for cancellation upon collection of the new Re-entry Permit.
- If the applicant submits the application through Immigration Division of Mainland Office and declares that the existing Re-entry Permit has already expired, it is not necessary to produce the existing Re-entry Permit upon collection.

#### **Processing Time**

If all supporting documents required are provided upon submission of application, local in-person application for Re-entry Permit can normally be processed and issued to the applicant on the same day. For application submitted by post or drop-in, an extra 2 to 3 working days may be required (Working days denote Monday to Friday excluding General Holidays). The time for mailing the application to the Immigration Department is excluded from the processing time listed above. In general, applicant can collect the new Re-entry Permit on the next working day after the completion of the processing by the Immigration Department. If the applicant's previous Re-entry Permit is lost, damaged or is not available, the processing time may be longer. For application submitted through Immigration Division of Mainland Offices, the processing time of a replacement application will normally take 4 to 6 weeks upon receipt of all necessary documents and photograph. The time for forwarding the application is excluded.

#### Other Information

#### Take Good Care of the Re-entry Permit 8.1

Illegal transfer of Re-entry Permit 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. Re-entry Permit application due to loss takes time and money. In the event of loss of the Re-entry Permit while he/she is outside Hong Kong, the applicant may contact the Immigration Department's Assistance to Hong Kong Resident Unit 24-hour hotline (852) 1868 for assistance.

#### 8.2 Enquiry

Information & Liaison Section

UG Floor, Administration Tower, Immigration Headquarters,

61 Po Yap Road, Tseung Kwan O, New Territories

Tel.: 2824 6111 Fax: 2877 7711

E-mail: enquiry@immd.gov.hk Website: http://www.immd.gov.hk

#### Address and Contact Details of Immigration Division of Mainland Offices

#### Office of the Government of the HKSAR in Beijing ("BJO")

71 Di'anmen Xidajie, Xicheng District, Beijing, China Postal Code: 100009

Fax: (86 10) 6657 2830 Tel.: (86 10) 6657 2880 Website: http://www.bjo.gov.hk E-mail: bjohksar@bjo-hksarg.org.cn

## Hong Kong Economic and Trade Office in Shanghai ("SHETO")

21st Floor, The Headquarters Building, 168 Xizang Road (M), Huangpu District,

Postal Code: 200001 Shanghai, China Tel.: (86 21) 6351 2233 Fax: (86 21) 6351 9368

E-mail: enquiry@sheto.gov.hk Website: http://www.sheto.gov.hk Hong Kong Economic and Trade Office in Chengdu ("CDETO")

48th Floor, Office Tower 2, Chengdu IFS, No.1, Section 3 Hongxing Road, Chengdu,

Sichuan Province, China Postal Code: 610021 Tel.: (86 28) 8208 6660 Fax: (86 28) 8208 6661

Website: http://www.cdeto.gov.hk E-mail: general@cdeto.gov.hk

#### Hong Kong Economic and Trade Office in Guangdong ("GDETO")

Flat 7101, Citic Plaza, 233 Tian He North Road, Guangzhou, Guangdong Province,

China Postal Code: 510613 Tel.: (86 20) 3891 1220 Fax: (86 20) 3891 1221

E-mail: general@gdeto.gov.hk Website: http://www.gdeto.gov.hk Hong Kong Economic and Trade Office in Wuhan ("WHETO")

Unit 4303, Tower I, New World International Trade Tower, 568 Jianshe Avenue,

Jianghan District, Wuhan, Hubei Province, China Postal Code: 430022 Tel.: (86 27) 6560 7300 Fax: (86 27) 6560 7301

E-mail: enquiry@wheto.gov.hk Website: http://www.wheto.gov.hk

This Guidance Notes ID(E)73 and the relevant forms are issued free of charge.

### Guide to fill up the Re-entry Permit Application Form (ID(E)73)

#### Part 1 - Type of Re-entry Permit

Please select the type of Re-entry Permit as appropriate.

#### Part 2 - Means of Collection (For application submitted by post/drop-in or through Immigration Division of Mainland Offices)

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

Hong Kong Island Travel **Documents Issuing Office** 2nd Floor, Harbour Building,

38 Pier Road, Central, Hong Kong Tel: 2852 3047

0 Fo Tan Office

Shops 405 – 407, 4th Floor, Jubilee Square, 2 – 18 Lok King Street, Fo Tan, New Territories

Tel: 2651 8644

East Kowloon Office

Level 2, Sceneway Plaza, Sceneway Garden, 1 – 17 Sceneway Road, Lam Tin, Kowloon

Tel: 2347 3492

#### Yuen Long Office

1st Floor, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories

Tel: 2475 4145

West Kowloon Office

Ground Floor, 28 Kimberley Street, Tsim Sha Tsui, Kowloon

Tel: 2359 4426

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#### **Travel Documents and Nationality** (Application) Section

2nd Floor, Administration Tower, Immigration Headquarters,

61 Po Yap Road, Tseung Kwan O, New Territories Tel: 2829 3039

Sha Tin Office

3rd Floor, Sha Tin Government Offices, 1 Sheung Wo Che Road,

Sha Tin, New Territories Tel: 2158 6419

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#### **Tuen Mun Office**

2nd Floor,

Tuen Mun Siu Lun Government

Complex,

19 Siu Lun Street, Tuen Mun,

New Territories Tel: 2797 0872

### Office hours: (Closed on Sundays and public holidays)

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:

\_Saturdays:

9:00 a.m. to 12:45 p.m. and

2:00 p.m. to 4:30 p.m. 9:00 a.m. to 12:30 p.m

Travel Documents and

Mondays to Fridays:

8:45 a.m. to 4:30 p.m.

Nationality (Application)

\_Saturdays: 9:00 a.m. to 11:30 a.m.

Section

The telephone numbers listed above are for contact with the respective offices only. For enquiries on travel documents, please call 2824 6111.

#### Part 3 – Personal Particulars

### All personal particulars in this section must be the same as those shown on the applicant's Hong Kong identity card.

If the applicant was born in the Mainland, he/she should provide the name of the province, municipality or autonomous region (e.g. Guangdong) at which he/she was born at the "Place of Birth" column.

If the applicant was born overseas, he/she should provide the country name (e.g. Canada). For non-country name, the applicant may be required to submit relevant supporting document.

### Part 4 – Additional Information (if any)

If the applicant wishes to give additional information regarding this application, please give details in this part.

### Part 5 - Consent from Parent or Legal Guardian of Applicant Aged 16 and 17

If the applicant is under 18, unless he/she is married and can produce his/her marriage certificate, his/her parent or legal guardian should complete and sign Part 5.

Father / Mother - who has rights in respect of the applicant and such rights 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 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 a Re-entry Permit on behalf of the applicant. The consenting parent / legal guardian should have rights in respect of the applicant and such rights have not been limited in any way by the order of any court. For authorisation by legal guardian, a court order has to be produced to show that the legal guardian has custodial rights in respect of the applicant.

### Part 6 - Declaration of Applicant

The applicant should complete and sign before he/she submits the application.

### Part 7 - Hong Kong Referee's Information (for applications made through Immigration Divisions of Mainland Offices only)

The applicant may authorise a referee to pay the fee and collect the Re-entry Permit on his/her behalf. Please provide the referee's information for this purpose.

Immigration Department The Government of the HKSAR 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

香港特別行政區回港證申請書 (適用於十六歲或以上人士)

**Application for HKSAR Re-entry Permit** (For persons 16 years of age or above)



填寫本申請書前,請先閱讀背頁的「收集個人資料的目的」。 Before completing this form, please read the "Statement of Purpose" 注意 (i) Note: overleaf.

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.

(iii) □請在適當方格內填上「✓」號。

☐ Please tick as appropriate.

警告 如就此項申請作出虛假陳述或填報失實資料,即屬違法。

Warning: It is an offence in law to furnish any false statement or information relating to this application

. I NI STA Jest III.		to this application.				
1. 回港證類別 Type of Re-entry Permit	□ 單程 Single journey 或 or	☐ 多程 Multiple journeys				
2. 領證方式 Means of Collection  (只適用於以郵遞 / 投遞或透過駐內地辦事處入境事	於以下辦事處領取 At collection office be ( ) 務組遞交的申請 For application submitted	[Please see back of this applic	cation form for collection office code]			
3. 個人資料 (以香港身份證所載者為準) Personal Particulars (As stated on Hong Kong identity card)						
姓(中文) Surname in Chinese	姓(英文) Surname in English	,				
名(中文) 名(英文) Given names in Chinese Given names in English						
性別 男 女 Sex Male Female	出生日期 Date of birth 日 dd 月	mm 年 yyyy				
香港身份證號碼 HK identity card no.	( ) 簽發日期 Date of Is	sue 日 dd 月 mm 年 yy	此欄由辦理 機關處理			
出生地點 Place of Birth						
中國	□ 台灣 Taiwan □ 其他	國家 Other Country	For Official Use Only			
(請註明省、直轄	anie of the province, manierpanty of	非明國家名稱 Please state country name )				
	mail Address (Please fill in within border)	聯絡電話號碼 Contact telephone no.				
5. 十六及十七歲申請人的父、母或合法監護人同意書 Consent from Parent or Legal Guardian of Applicant Aged 16 and 17  本人,即下開簽署人,現謹此聲明: I, the undersigned, declare that: (1) 本人乃申請人的 My relationship with the applicant is  日報 「父親 」 法庭頒令監護人 「接授權的監護人 「自gal guardian (by court order)」 「legal guardian (by authorisation) 「Consent from Parent or Legal Guardian of Applicant Aged 16 and 17  (2) 本人有申請人的監護權,而該監護權並未受任何法院頒令所限制。 I have rights in respect of the applicant and such rights have not been limited in any way by the order of any court.  (3) 本人同意此回港證申請。 I consent from Parent or Legal Guardian of Applicant Aged 16 and 17						
中文姓名	香港身份證明					
Name in Chinese HK identity card no.: 如非香港居民,請填寫						
英文姓名 Name in English For non-HK resident,						
日期		ravel document type and no.:				
Date		簽署 Signature				
日 dd     月 mm     年 yyyy     Signature       6. 申請人聲明書 (* 請刪去不適用者) (# 請填寫旅行證件的類別)     Declaration of Applicant (*Please delete where inappropriate) (# Please fill in type of travel document)						
本人,即下開簽署人,現謹此聲明: I, the unders (1) * 除隨附的 # 及 * 本人目前及以往並未持有或附載於任何其他施 I am not and have not been in possession of permit or Re-entry Permit *except # Permit Nowhich i (2) 本人在香港的居留並不受入境事務處處長所修 My stay in Hong Kong is not limited by the Di 日期 Date	signed, declare that: 回港證第	<ul><li>(3) 就本人所知及相信,此申請書所 The information given in this ap knowledge and belief.</li><li>(4) 本人同意為處理此項申請而須進</li></ul>	填報的資料均屬正確無誤。 pplication is correct to the best of my			
日 dd 月 mm 年 yyyy		( 諸於邊與內签罗 DIA	ease sign within horder			
(請於邊界內簽署 Please sign within border)  7. 香港諮詢人資料(只適用於透過駐內地辦事處入境事務組遷交的申請) Hong Kong Referee's information (for application submitted through Immigration Division of Mainland Offices)						
諮詢人姓名 Name of Referee	諮詢人住址 Address of Referen					
諮詢人電話號碼 Telephone no. of Referee						

### 申請/領取回港證的辦事處的簡碼及地址 Application/Collection Office Code and Location

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

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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2層

電話: 2347 3492

0 3 西九龍辦事處

九龍尖沙咀 金巴利街 28 號地下 電話: 2359 4426

0 4 沙田辦事處

新界沙田上禾輋路1號 沙田政府合署 3 樓 電話:2158 6419

0 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

0 6 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

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旅行證件及國籍(申請)組 新界將軍澳寶邑路 61 號 入境事務處總部 行政大樓2樓 電話: 2829 3039

0 8 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 電話:2797 0872

Hong Kong Island Travel **Documents Issuing Office** 

2nd Floor, Harbour Building, 38 Pier Road, Central, Hong Kong Tel: 2852 3047

**East Kowloon Office** Level 2, Sceneway Plaza,

Sceneway Garden, 1 – 17 Sceneway Road, Lam Tin, Kowloon

Tel: 2347 3492 0

West Kowloon Office

Ground Floor, 28 Kimberley Street, Tsim Sha Tsui, Kowloon

Tel: 2359 4426

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Sha Tin Office

3rd Floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories

Tel: 2158 6419

Fo Tan Office

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Shops 405 – 407, 4th Floor, Jubilee Square, 2 - 18 Lok King Street, Fo Tan,

New Territories Tel: 2651 8644 0

Yuen Long Office

1st Floor, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long,

New Territories Tel: 2475 4145 0

**Travel Documents and Nationality** 

(Application) Section

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

Tel: 2829 3039

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Tuen Mun Office

2nd Floor, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun, New Territories

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

Tel: 2797 0872

辦公時間: (星期日及公眾假期休息) Office hours: (Closed on Sundays and public holidays)

港島區簽發

旅行證件辦事處:

旅行證件及國籍(申請)組:

Hong Kong Island Travel

**Documents Issuing Office:** 

**Travel Documents and Nationality** Mondays to Fridays: (Application) Section

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

星期一至星期五:上午8時45分至下午4時30分 星期六: 上午9時至上午11時30分

Mondays to Fridays: 9:00 a.m. to 4:30 p.m. Saturdays: 9:00 a.m. to 12:30 p.m.

8:45 a.m. to 4:30 p.m. Saturdays: 9:00 a.m. to 11:30 a.m. Other Immigration

星期六:

Offices:

其他辦事處:

Mondays to Fridays: 9:00 a.m. to 12:45 p.m. and

2:00 p.m. to 4:30 p.m.

上午9時至下午12時30分

9:00 a.m. to 12:30 p.m Saturdays:

以上電話號碼只供聯絡各辦事處之用。有關旅行證件的查詢,請致電查詢熱線 2824 6111。

The telephone numbers listed above are for contact with the respective offices only. For enquiries on travel documents, please call 2824 6111.

#### 收集個人資料的目的 Statement of Purpose

#### 收集資料的目的

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:

- 實施/執行《入境條例》(第115章)及《入境事務隊條例》(第331章) 的有關條文規定,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;
- 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;
- 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
- 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,入境事務處可 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,索取你在本申請書內所填報的個人資料的副本。

#### 杳詢

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:

新界將軍澳寶邑路 61 號入境事務處總部行政大樓 2 樓

總入境事務主任(旅行證件及國籍)申請

電話: 2829 3083

#### **Purpose of Collection**

The personal data provided in the application form will be used by Immigration Department for one or more of the following purposes:-

- to process your application;
- to administer/enforce relevant provisions of 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
- 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, Immigration Department 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.

According to sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486), you have the right to request access to and correction of your personal data. 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

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

Tel: 2829 3083





# 新增繳費方法

自二零二四年九月二十七日起,香港特別行政區旅行證件的申請人可選擇以內地電子錢包(只接受支付寶、微信支付及雲閃付 App)繳付有關費用。

香港特別行政區政府 入境事務處

# **New Payment Method**

With effect from 27 September 2024, applicants may choose to use the Mainland China's Licensed Digital Wallets (Alipay, WeChat Pay and UnionPay App only) in making payment for applications for the Hong Kong Special Administrative Region travel documents.

Immigration Department
The Government of the Hong Kong
Special Administrative Region