

**Scope of Services of Registration of Persons (ROP) Offices\***

Scope of Services	Kwun Tong (Temporary) Office	Hong Kong Office, Kowloon Office, Kwun Tong Office and Tuen Mun Office		Fo Tan Office and Yuen Long Office
	Both Normal and Extended Service Hours	Normal Service Hours	Extended Service Hours	Normal Service Hours
Replacement of new smart identity cards for persons still holding the old form of smart identity card after the completion of the Territory-wide Identity Card Replacement Exercise	✓	---	✓	---
Replacement of identity cards for persons already in possession of identity cards reaching 11 or 18 years of age	✓	---	✓	✓
Replacement of permanent identity cards for persons already in possession of Hong Kong Identity Cards having their eligibility for permanent identity card verified	✓	---	✓	✓
First registration of identity cards <sup>#</sup>	---	✓	---	✓
Replacement of identity cards due to loss, destruction, damage or defacement	---	✓	---	✓

Scope of Services	Kwun Tong (Temporary) Office	Hong Kong Office, Kowloon Office, Kwun Tong Office and Tuen Mun Office		Fo Tan Office and Yuen Long Office
	Both Normal and Extended Service Hours	Normal Service Hours	Extended Service Hours	Normal Service Hours
Applications for amendment of registered particulars on identity card	---	✓	---	✓
Applications for Certificate of Registered Particulars	---	✓	---	✓
Applications for Certificate of Exemption	---	✓	---	✓
One-stop application for issue of identity card and travel document	---	✓	---	✓

\*For details of the address and working hours of the ROP Offices, please see Annex II.

#New arrivals holding Permits for Proceeding to Hong Kong and Macao (commonly known as 'One-way Permits') should register for identity cards at the Kowloon Office.