

Working Hours of Registration of Persons (ROP) Offices

ROP Offices	Addresses	Working Hours*	
		General Service Hours	Extended Service Hours
Hong Kong Office	8th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai	Monday to Friday: 8:00am - 4:30pm Saturday: 8:00am - 12:30pm	Monday to Friday: 4:30pm - 10:00pm Saturday: 12:30pm - 10:00pm
Kowloon Office	3rd Floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po		
Tseung Kwan O Office (Commence operation from June 11, 2024)	3rd Floor, Administration Tower (for registration service) and 1st Floor, Administration Tower (for collection service), Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O	Monday to Friday: 8:00am - 12:45pm; 2:00pm - 4:30pm Saturday: 8:00am - 12:30pm	
Kwun Tong Office (Cease operation from June 9, 2024)	Office 3, 2nd Floor, Manulife Financial Centre, 223-231 Wai Yip Street, Kwun Tong		
Tuen Mun Office	3rd Floor, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun		
Kwun Tong (Temporary) Office	Office 1, 2nd Floor, Manulife Financial Centre (registration service) and Office 1B, 3rd Floor, Manulife Financial Centre, Tower A (collection service), 223-231 Wai Yip Street, Kwun Tong	Monday to Saturday: 8:00am - 10:00pm	
Fo Tan Office	Shops 405-407, 4th Floor, Jubilee Square, 2-18 Lok King Street, Fo Tan	Monday to Friday: 9:00am - 12:45pm; 2:00pm - 4:30pm Saturday: 9:00am - 12:30pm	No extended service hours
Yuen Long Office	1st Floor, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long		

*All ROP offices are closed on Sundays and public holidays

Scope of Services of Registration of Persons (ROP) Offices

Scope of Services	Kwun Tong (Temporary) Office	Hong Kong Office, Kowloon Office, Tuen Mun Office, Kwun Tong Office (Cease operation from June 9, 2024) and Tseung Kwan O Office (Commence operation from June 11, 2024)		Fo Tan Office and Yuen Long Office
	Both General and Extended Service Hours	General Service Hours	Extended Service Hours	General 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 [#]	---	✓	---	✓
Replacement of identity cards due to loss, destruction, damage or defacement	---	✓	---	✓

Scope of Services	Kwun Tong (Temporary) Office	Hong Kong Office, Kowloon Office, Tuen Mun Office, Kwun Tong Office (Cease operation from June 9, 2024) and Tseung Kwan O Office (Commence operation from June 11, 2024)		Fo Tan Office and Yuen Long Office
	Both General and Extended Service Hours	General Service Hours	Extended Service Hours	General 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	---	✓	---	✓

#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.