

**Working hours of ROP Offices with effect from 2 January 2025**

<b>ROP Offices</b>	<b>Addresses</b>	<b>Working Hours<sup>^</sup></b>
Tseung Kwan O Office	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: 8:45am - 4:30pm  Saturday: 9:00am - 11:30am
Hong Kong Office	8th Floor, Immigration Tower, 7 Gloucester Road, Wan Chai	Monday to Friday: 9:00am - 4:30pm
Kowloon Office	3rd Floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po	Saturday: 9:00am - 12:30pm
Tuen Mun Office	3rd Floor, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun	Monday to Friday: 9:00am - 12:45pm; 2:00pm - 4:30pm
Fo Tan Office	Shops 405-407, 4th Floor, Jubilee Square, 2-18 Lok King Street, Fo Tan	Saturday: 9:00am - 12:30pm
Yuen Long Office	1st Floor, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long	
Kwun Tong (Temporary) Office	Office 1, 2nd Floor, Manulife Financial Centre (for registration service) and Office 1B, 3rd Floor, Manulife Financial Centre, Tower A (for collection service), 223-231 Wai Yip Street, Kwun Tong	Monday to Saturday: 8:00am - 10:00pm

<sup>^</sup>All ROP offices are closed on Sundays and public holidays

**Scope of services of ROP Offices with effect from 2 January 2025**

Scope of Services	Tseung Kwan O Office, Hong Kong Office, Kowloon Office, Tuen Mun Office, Fo Tan Office and Yuen Long Office	Kwun Tong (Temporary) Office
Replacement of new smart identity cards for persons still holding 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	✓	✓*
Applications for amendment of registered particulars on identity card	✓	---

<b>Scope of Services</b>	<b>Tseung Kwan O Office, Hong Kong Office, Kowloon Office, Tuen Mun Office, Fo Tan Office and Yuen Long Office</b>	<b>Kwun Tong (Temporary) Office</b>
Applications for Certificate of Registered Particulars	✓	---
Applications for Certificate of Exemption	✓	---
One-stop application for issue of identity card and travel document	✓	---

\*Only applicable to specified service hours: 8:00am - 4:30pm from Monday to Friday and 8:00am - 12:30pm on Saturday (excluding public holidays)

#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.