

Personal Documentation Submission Kiosks
at the Immigration Headquarters

Types of Applications

Type of Application		Eligible Age
Hong Kong identity card	Replacement for an adult identity card ^{Note (1)}	Reaching the age of 18
	Replacement for a permanent identity card for persons having their eligibility for a permanent identity card verified ^{Note (2)}	Aged 18 or above
	[New type] Replacement for an identity card due to loss ^{Note (2)}	Aged 18 or above
HKSAR passport ^{Note (3)}	First application	Aged 11 or above
	Normal replacement (due to expiry of the passport)	No age limit
	[New type] Replacement for an HKSAR passport which has been lost, damaged, defaced or is not available	Aged 18 or above

Note (1): Applicants must be holders of a valid locally issued identity card for persons aged 11 to 17.

Note (2): Applicants must be holders of a valid locally issued identity card.

Note (3): Applicants must hold a valid locally issued permanent identity card or an Acknowledgement of Application for a Hong Kong Permanent Identity Card.

Location and Service Hours

Location	Service Hours	Scope of Services
3/F, Administration Tower, Immigration Headquarters: Registration of Persons – Tseung Kwan O Office	Monday to Friday: 8:45am – 4:30pm Saturday: 9:00am – 11:30am (Except public holidays)	1. Identity card applications 2. One-stop identity card and HKSAR passport applications
2/F, Administration Tower, Immigration Headquarters: Travel Documents and Nationality (Application) Section	Monday to Friday: 8:45am – 4:30pm Saturday: 9:00am – 11:30am (Except public holidays)	1. HKSAR passport applications
G/F, Administration Tower, Immigration Headquarters	Monday to Friday: 4:30pm – 10:00pm Saturday: 11:30am – 10:00pm (Except public holidays)	1. Identity card applications 2. HKSAR passport applications 3. One-stop identity card and HKSAR passport applications