



## *Chapter 3: Immigration Matters*

### **Application for Hong Kong Identity Card (ID card)**

If you are a new arrival aged 11 or over and have been permitted to stay in Hong Kong for more than 180 days, you must register for an ID card within 30 days of arrival. Your first ID card is free of charge.

Apply your ID card at any Registration of Persons Office of the Immigration Department as listed below. Remember to bring along your passport or any other travel documents.

<b>Name of Office</b>	<b>Address</b>	<b>Telephone</b>	<b>Fax</b>
Registration of Persons - Hong Kong Office	8/F, Immigration Tower 7 Gloucester Road Wan Chai, Hong Kong (MTR Wan Chai Station - Exit A5)	2824-6111	2824-1810
Registration of Persons - Kowloon Office	3/F, Cheung Sha Wan Government Offices 303 Cheung Sha Wan Road Kowloon (MTR Sham Shui Po Station - Exit C1)	2150-7933	2369-4825
Registration of Persons - Tseung Kwan O Office	3/F, Administration Tower (for registration service) and 1/F, Administration Tower (for collection service), Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories (MTR Tseung Kwan O Station - Exit B1)	2824-6111	2795-3625

Immigration and Registration of Persons - Fo Tan Office	Shops 405-407, 4/F Jubilee Square 2-18 Lok King Street Fo Tan, NT (MTR Fo Tan Station - Exit C)	2653-3116	2650-4766
Registration of Persons – Tuen Mun Office	3/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street Tuen Mun (Light Rail Sam Shing Stop)	2653-1035	2653-1079
Immigration and Registration of Persons - Yuen Long Office	1/F, Yuen Long Government Offices, 2 Kiu Lok Square Yuen Long, New Territories (MTR Long Ping Station – Exit E) (Light Rail Hong Lok Road Stop)	2475-4114	2474-3962

You are advised to make an appointment and pre-fill the application form via the Immigration Department Mobile Application or through the following website: [www.gov.hk/en/residents/immigration/identitycard/hkic/bookregidcard.htm](http://www.gov.hk/en/residents/immigration/identitycard/hkic/bookregidcard.htm).

You may also make an appointment via the 24-hour telephone appointment booking system at **2598-0888**.

***Warning:***

***Always report the true particulars to Registration Officers. Otherwise, you could be jailed and fined.***

## **Caring for ID card**

ID card is a very important document, and by law you must have it with you at all times. Keep it in good condition and at a place where you can easily access it.

From time to time you may be asked by the Police to show your ID card. This is a routine part of their job so don't be nervous.

There are two other important points to remember:

- If your ID card is lost, destroyed, defaced or damaged, you must report such information and apply for a replacement card at any Registration of Persons Office within 14 days.
- If there are any changes to your “registered particulars” (such as marital status, residential address, etc.), you should notify the Registration of Persons Office.

## **For resident**

### ***Dependant visa***

An application for a Dependant Visa should be made before the person comes to Hong Kong. Such applications may be submitted to an overseas Chinese Diplomatic and Consular Mission nearest to the person’s place of domicile. Alternatively, the application may be sent to the Hong Kong Immigration Department either directly online at “<https://www.gov.hk/en/nonresidents/visarequire/visasentrypermits/applydependant.htm>”, or by post or through a sponsor in Hong Kong to the following address:

### **Receipt and Despatch Sub-unit, Immigration Department**

G/F, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories

You are advised to check with the Immigration Department on the detailed application requirements. There is also a “Guidebook for Entry for Residence as Dependants in Hong Kong” (ID(E) 998) which can be obtained from the Information and Liaison Section of the Immigration Department, Upper Ground Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories, Hong Kong or downloaded from the Immigration Department’s website at [www.immd.gov.hk](http://www.immd.gov.hk). In general, the following documents must be produced to support the application:

- Proof of the sponsor’s relationship with the dependants; and
- Proof of the sponsor’s financial standing and accommodation.

### ***Right of abode***

The right of abode may be a complicated issue depending on the circumstances of each person. You must be staying in Hong Kong legally when you submit the application. For enquiries, please call the Immigration Department’s hotline

at **2824-6111**. For details about the right of abode in the Hong Kong Special Administrative Region, please visit the Immigration Department's website: [www.immd.gov.hk/eng/services/roa/term.html](http://www.immd.gov.hk/eng/services/roa/term.html).

### *Marriages registration*

If you intend to get married in Hong Kong, whether the marriage is to take place at a Marriage Registry by the Registrar, in a licensed place of worship by a competent minister or at any other place in Hong Kong by a civil celebrant of marriages, you are required to give a Notice of Intended Marriage on the prescribed form in advance either in person at a Marriage Registry or through a civil celebrant of marriages. To give the Notice in person, you are advised to use the 24-Hour Appointment Booking System to make an appointment in advance by calling **3102-3883** or via website at [www.gov.hk/en/residents/immigration/bdmreg/marriage/bookgivingmarriage.htm](http://www.gov.hk/en/residents/immigration/bdmreg/marriage/bookgivingmarriage.htm). To shorten the processing time for giving of Notice at counter, you are also advised to submit the information sheet "Information Required for Registration of Marriage" (Form MR21B) online in advance right after you have successfully made an appointment booking for giving of Notice.

If you decide to have your marriage celebrated by a civil celebrant of marriages, you can get the "List of Appointed Civil Celebrants of Marriages" and other updated information at the Immigration Department's website: [www.immd.gov.hk/eng/services/marriage/Civil\\_Celebrants\\_of\\_Marriage\\_Scheme.html](http://www.immd.gov.hk/eng/services/marriage/Civil_Celebrants_of_Marriage_Scheme.html).

For more details about marriage registration, please visit Immigration Department's website: <https://www.immd.gov.hk/eng/services/marriage.html>. You may also read the pamphlet "Marriage Registration" and "Information Leaflet for the Marrying Parties" obtainable from the Information and Liaison Section of the Immigration Department, Upper Ground Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories.

### *Births registration*

Under section 7 of the Births and Deaths Registration Ordinance (Cap. 174), parent of every child born shall apply for the registration of the child's birth at a Births Registry or via online (if applicable) within a period of 42 days after birth. It is a criminal offence if anyone deliberately fails to register the birth

of a child as required by the law. Offenders are liable to a maximum penalty of a \$2,000 fine or up to six months' imprisonment. Parents are required to register the birth of their children in accordance with the law, so as to avoid undermining the rights of their children to medical treatment, education and welfare benefits due to late registration.

You may register the birth of a child through the internet at [www.immd.gov.hk/ebirthreg](http://www.immd.gov.hk/ebirthreg), if the following requirements are met:

- You are the father or mother of the child;
- One of the parents of the child is a Hong Kong Permanent Resident;
- The child is a legitimate child;
- You are registering the birth within 42 days since the birth of the child; and
- You are a registered user of “iAM Smart+” mobile app.

The presence of the child is not required for birth registration of new-born in hospitals, but is required for subsequent application for travel documents.

The following documents are required for the birth registration of a child:

- Parents' marriage certificate (if the marriage certificate is not written in Chinese or English, certified translation of such is required); and
- Parents' Hong Kong permanent identity cards (for Hong Kong permanent residents); or
- Parents' identity cards and valid travel documents (e.g. passports, documents of identity etc.) (for Hong Kong residents); or
- Parents' travel documents upon their arrival in Hong Kong (e.g. passports, Exit-Entry Permit for Travelling to and from Hong Kong and Macao etc.) (for non-Hong Kong residents).

Please be reminded that original documents are required to be submitted for in-person registration or for checking upon request for online registration.

The above-mentioned documents are normally sufficient for the purpose of verifying the Hong Kong permanent resident status of the child under the Immigration Ordinance (Cap. 115). Depending on the nature of the case, you may be required to submit other supporting documents.

Please also provide photocopies of the required documents which were not issued by the Hong Kong Immigration Department for record purpose.

No registration fee is required if the birth is registered within a period of 42 days. However, fee will be charged for each certified copy of birth entry obtained after registration of birth.

For in-person birth registration of your child, you need to use the 24-Hour Appointment Booking System to make an appointment by calling 2598-0888 or via website at [www.gov.hk/en/residents/immigration/bdmreg/birth/birthreg/bookbirthreg.htm](http://www.gov.hk/en/residents/immigration/bdmreg/birth/birthreg/bookbirthreg.htm). You should make enquiry with the relevant hospital to confirm that the birth return has been delivered to the registrar before making an appointment booking. To shorten the processing time for birth registration at counter, you are also advised to submit the information sheet “Information Required for Registration of Birth” (Form BDR93A) online in advance right after you have successfully made an appointment booking for birth registration of your child.

For more details about birth registration, please visit Immigration Department’s website: <https://www.immd.gov.hk/eng/services/birth-death-marriage-registration.html>. You may also read the pamphlet “Birth Registration and Addition / Alteration of Child’s Name” obtainable from the Information and Liaison Section of the Immigration Department, Upper Ground Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories.

### ***Deaths registration***

Under section 14 of the Births and Deaths Registration Ordinance (Cap. 174), it shall be the duty for the informant (being the nearest relative or other relevant person of the deceased) to register a death from natural causes at a Deaths Registry or via online (if applicable) within 14 days after such death..

If you are the informant of a death, you may register the death of a deceased person through the internet at [www.immd.gov.hk/edeathreg](http://www.immd.gov.hk/edeathreg), if the following requirements are met:

- The deceased person died of natural cause and the informant is in possession of the original Medical Certificate of the Cause of Death (Form 18) signed and issued by the registered medical practitioner who attended the deceased person during his or her last illness;
- You are registering the death of a deceased person within 14 days after such death; and

- You are a registered user of “iAM Smart+” mobile app.

The following documents are required for death registration:

- “Medical Certificate of the Cause of Death” (Form 18) signed by the registered medical practitioner who attended the deceased during his last illness;
- Deceased’s Hong Kong identity card / travel document; and
- Your Hong Kong identity card / travel document.

Please be reminded that original documents are required to be submitted for in-person registration or for checking upon request for online registration.

You are required to furnish further information such as the deceased’s occupation, nationality, marital status, etc. to the registrar for the purpose of registration.

No fee will be charged for the registration. However, fee will be charged for each certified copy of death entry obtained after registration of death.

In case where the death is resulted from unnatural causes (e.g. poison, violence, etc.), such case will be reported to the coroner. The coroner may conduct a post-mortem examination or an inquest to determine the cause of death. Normally, it takes about one to six months for the coroner to inquire into the cause of death. When the cause of death is determined and made known by the coroner, the death will be registered within one week by the registrar, who will in turn inform the deceased’s relative by letter. All enquiries to such cases should be directed to the Births and Deaths General Register Office at **2867-2784**.

For more details about death registration, please visit Immigration Department’s website: <https://www.immd.gov.hk/eng/services/birth-death-marriage-registration.html>. You may also read the pamphlet “Death Registration” obtainable from the Information and Liaison Section of the Immigration Department, Upper Ground Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories.

## **For foreign domestic helper**

### ***When will my visa expire?***

On your arrival in Hong Kong, you will be issued with a landing slip clearly

stating how long you are allowed to stay here. If you arrive in Hong Kong to commence a new employment contract as a foreign domestic helper, your limit of stay in Hong Kong will normally be two years. However, if you enter Hong Kong to continue your contract after taking home leave within one-year extension period, you should observe your limit of stay specified on the landing slip in your passport. If your contract is terminated prematurely, you shall leave Hong Kong within two weeks from the date of termination of contract or before the end of the limit of stay, whichever is earlier.

***Warning:***

- 1. Don't misunderstand that the expiry date on your contract is the end date of your stay in Hong Kong. The actual end date is the limit of stay specified on the latest landing slip in your passport or the "e-Visa".***
- 2. Don't overstay beyond the permitted period. You could be jailed and fined. You may also face removal from Hong Kong after serving your sentence.***

***Re-entry into Hong Kong***

Non-permanent residents (including foreign domestic helpers) of the HKSAR, irrespective of their nationality and type of travel document held, do not require a re-entry visa to enter Hong Kong provided that they return within their valid limit of stay and that the circumstances in which they acquired their residential status remain unchanged.

***Renewal of employment visa with the same employer***

If your contract has run its 2-year full course ("completed contract"), you can apply for renewal of contract with the same employer. You have to complete the "Visa / Extension of Stay Application Form for Domestic Helper from Abroad" (ID 988A) while your employer should complete "Application for Employment of Domestic Helper from Abroad" (ID 988B).

Under normal circumstances, you should return to your place of origin after completion of contract and apply for a visa to return to Hong Kong to start the new contract. If the circumstances do not permit you to return to your place of origin for vacation immediately upon the expiry of the old contract, subject to the mutual agreement with your employer, you may apply for an extension of stay to defer the vacation leave. You and your employer have to complete the relevant parts of ID 988A and ID 988B respectively for the application. On application, an extension of stay normally not exceeding one year may be



granted by the Director of Immigration upon payment of an extension fee. You should make arrangement to return to your place of origin within the one-year extension period and use the visa (with visa fee waived and with a validity in line with the extension of stay granted) to enter Hong Kong to complete the contract.

To renew your employment visa for continuing your employment with the same employer, you must have a new employment contract with the employer. For application details, please refer to the “Guidebook for the Employment of Domestic Helpers from Abroad” (ID(E) 969) and “Quick Guide for the Employment of Domestic Helpers from Abroad” (ID(E) 989). You should submit your application for renewal of employment visa with the same employer within eight weeks prior to the expiry of the existing contract. Such applications can be made in the following manner:

- (a) online - at <https://www.gov.hk/en/residents/immigration/nonpermanent/applyextensionstay/fdhcontractrenewal.htm>;
- (b) by post - addressing to the Foreign Domestic Helpers Section with address below;
- (c) drop-in - drop-in boxes are provided at the Foreign Domestic Helpers Section with address below; and
- (d) in person to any of the following addresses:

Foreign Domestic Helpers Section	4/F, Administration Tower Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories
East Kowloon Office	Level 2, Sceneway Plaza, Sceneway Garden 1-17 Sceneway Road, Lam Tin, Kowloon
West Kowloon Office	G/F, 28 Kimberley Street, Tsim Sha Tsui Kowloon
Sha Tin Office	3/F, Sha Tin Government Offices 1 Sheung Wo Che Road, Sha Tin, New Territories
Fo Tan Office	Shops 405 - 407, 4/F, Julibee Square 2-18 Lok King Street, Fo Tan, New Territories
Tuen Mun Office	2/F, Tuen Mun Siu Lun Government Complex 19 Siu Lun Street, Tuen Mun, New Territories
Yuen Long Office	1/F, Yuen Long Government Offices 2 Kiu Lok Square, Yuen Long, New Territories

## *Right of abode*

If you are admitted to Hong Kong for employment as a domestic helper, you cannot acquire the right of abode through your residence here and are not entitled to a Hong Kong permanent identity card.

## **For imported worker**

If you come to Hong Kong as an imported worker under the Special Scheme to Import Care Workers for Residential Care Homes, the Sector-specific Labour Importation Schemes or the Enhanced Supplementary Labour Scheme and the validity of your travel document is shorter than the duration of the employment contract, a shorter limit of stay having regard to the validity of the travel document may be granted to you upon arrival. After renewal of your travel document, an application should be made, within the limit of stay granted, for an extension of stay for completing the remaining period of the current contract, provided that the employer confirms to continue your employment. Extension of stay will not normally be granted to the imported worker upon completion or termination of his/her employment contract. A new application for a visa/entry permit should be submitted for a new employment contract. The application may be submitted online, in person or through an authorised representative at or by post/drop-in to the Hong Kong Immigration Department:

### **Admission of Labour Section, Immigration Department**

4/F, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories

For application details, please refer to the “Guidebook for Entry under Special Scheme to Import Care Workers for Residential Care Homes” [ID(E) 1029], “Guidebook for Entry under Sector-specific Labour Importation Schemes” [ID(E) 1031] and “Guidebook for Entry under Enhanced Supplementary Labour Scheme” [ID(E) 1002].

## *Right of abode*

If you are admitted to Hong Kong for employment as an imported worker, you cannot acquire the right of abode through your residence here and are not entitled to a Hong Kong permanent identity card.

## Enquiries

For enquiries about immigration matters, please contact:

### **Information and Liaison Section, Immigration Department**

Upper Ground Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories, Hong Kong

Tel: **2824-6111**

Fax: **2877-7711**

E-mail: [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk)

Website: [www.immd.gov.hk](http://www.immd.gov.hk)

## Comments and Suggestions

If you are not satisfied with the service you receive from Immigration staff, please:

- raise it on the spot to the officer-in-charge; or
- telephone the Customer Services Unit during office hours on **2829-4141** or **2829-4142**; or
- write to Chief Immigration Officer (Management Audit)
  - by mail at Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories; or
  - by e-mail at [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk); or
  - by fax on **2827-0662**.