

How to apply for a Hong Kong Identity Card

According to the Immigration Department of the HKSAR Government (IMMD), every adult who enters and is permitted to stay in Hong Kong for more than 180 days must apply to register for a Hong Kong Identity (HKID) Card within 30 days upon arrival. No application fee is charged for the new arrivals.

Applicants must visit the IMMD office in person for registration. The nearest IMMD office is located at Fo Tan. Details are as follows:

Address: Shops 405-407, 4th Floor, Jubilee Square,
2-18 Lok King Street, Fo Tan, New Territories (MTR Fo Tan Station - Exit C)

Working Hours: 9:00am - 12:45pm & 2:00pm - 4:30pm (Mon - Fri)
9:00am - 12:30pm (Sat)
Closed on Sundays and public holidays

Telephone Number: 2651 8644

[\(Click here to view addresses and working hours for all the IMMD Offices\)](#)

You may make an appointment via the internet or telephone (2598 0888) in advance. Alternatively, you may go to the respective office and get a quota tag in person. For information on the supporting documents required, please visit

https://www.immd.gov.hk/eng/services/hkid/reg_replace.html#above_18&secondTab

Supporting documents required:

https://www.immd.gov.hk/eng/services/hkid/reg_replace.html#above_18.

Online Booking (Video tutorial)

- English: https://youtu.be/uZjr_ZoAxbo?si=zeuMKVW5-yFgQnBq
- Chinese: <https://youtu.be/pg6bW-Qo1ul?si=PB7jo9AkFu88Zkx8>

Online Booking (Demo)

1. [Click here to access the Online Appointment Booking website](#)
2. Scroll down the page and click "Online appointment booking for Hong Kong identity card"

applications (also for subsequent change, cancelling or enquiry of booking) and form pre-filling”.

Online Appointment Booking (also for subsequent change, cancellation or enquiry of booking)

If you know what supporting documents are required, you can now make your appointment online. Otherwise, please check for the details in the paragraphs below.

[Online appointment booking for Hong Kong identity card applications \(also for subsequent change, cancelling or enquiry of booking\) and form pre-filling](#) >

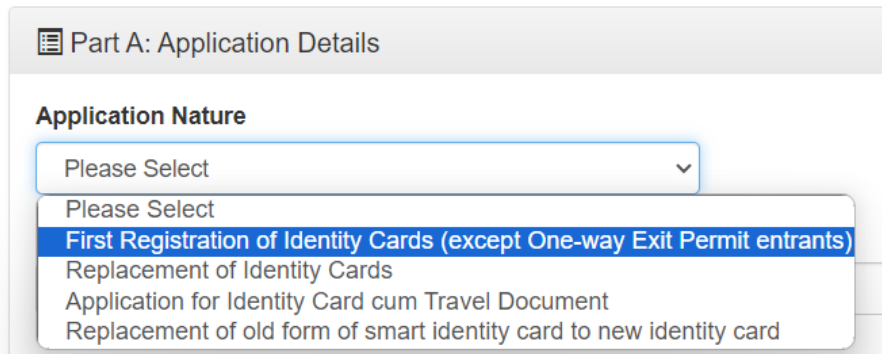
[Form pre-filling \(for persons with appointment bookings only\)](#) >

[Enquiry to the booking status of Registration of Persons Offices](#) >

3. Click “**Make Appointments**”. Then read and agree to the declaration.

The screenshot shows the Immigration Department website interface. At the top, the logo and name of the Immigration Department are visible. Below the header, there is a navigation menu with options like 'Points to Note', 'FAQs', 'Terms of Use', 'Technical Support Hotline', and 'Service Demo'. The main content area is titled 'Appointment Booking for Hong Kong Smart Identity Card'. It features an 'Important Announcement' section with a 10-minute timer for booking. Below this, there are several buttons: 'Make Appointment' (circled in red), 'Change/Cancel Appointment', 'Enquire Appointment', and 'Change Appointment Reminder'. There is also a 'Prefill Form' option for those with appointments. At the bottom, there is a 'Privacy Policy' section with a 'Declaration' checkbox that is checked, indicating agreement to the terms. A 'Start' button is located at the very bottom of the page.

4. In Part A, Select “First Registration of Identity Cards (except One-way Exit Permit entrants)” and “New arrivals holding valid visa/ entry permits (Study)” for application nature.

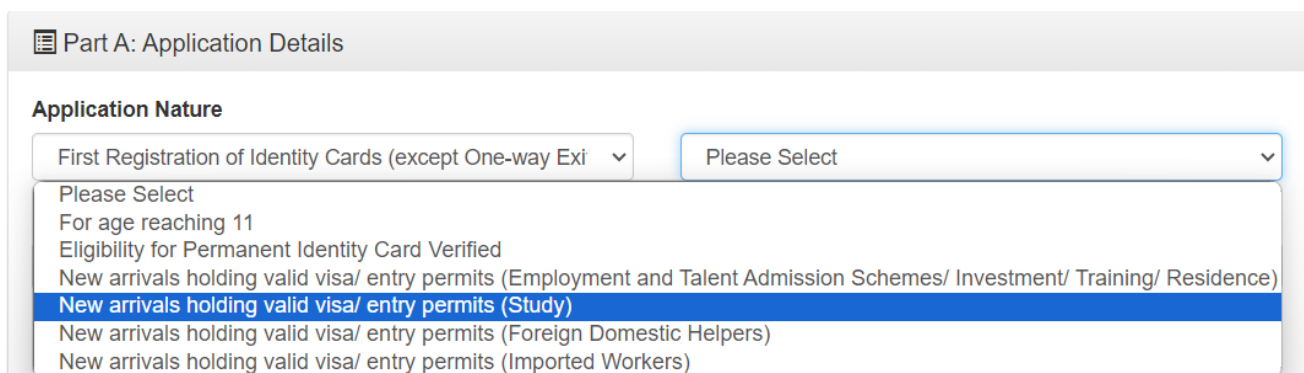


Part A: Application Details

Application Nature

Please Select

- Please Select
- First Registration of Identity Cards (except One-way Exit Permit entrants)**
- Replacement of Identity Cards
- Application for Identity Card cum Travel Document
- Replacement of old form of smart identity card to new identity card



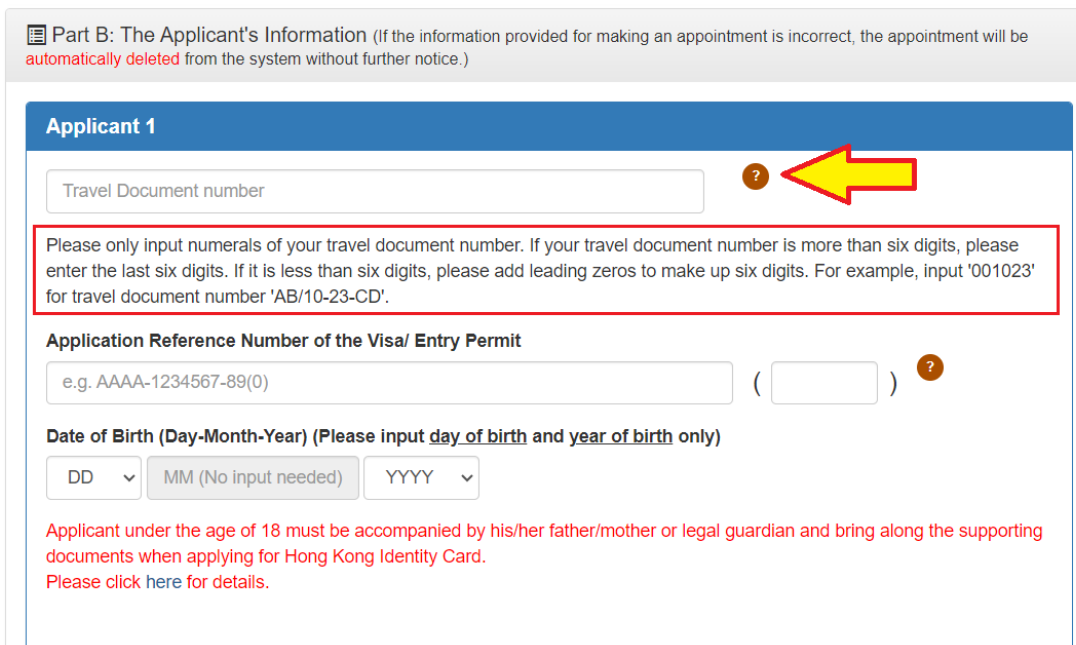
Part A: Application Details

Application Nature

First Registration of Identity Cards (except One-way Exi) Please Select

- Please Select
- For age reaching 11
- Eligibility for Permanent Identity Card Verified
- New arrivals holding valid visa/ entry permits (Employment and Talent Admission Schemes/ Investment/ Training/ Residence)
- New arrivals holding valid visa/ entry permits (Study)**
- New arrivals holding valid visa/ entry permits (Foreign Domestic Helpers)
- New arrivals holding valid visa/ entry permits (Imported Workers)

5. Enter your information in Part B (Click the question mark for more instruction).



Part B: The Applicant's Information (If the information provided for making an appointment is incorrect, the appointment will be automatically deleted from the system without further notice.)

Applicant 1

Travel Document number ?

Please only input numerals of your travel document number. If your travel document number is more than six digits, please enter the last six digits. If it is less than six digits, please add leading zeros to make up six digits. For example, input '001023' for travel document number 'AB/10-23-CD'.

Application Reference Number of the Visa/ Entry Permit

e.g. AAAA-1234567-89(0) () ?

Date of Birth (Day-Month-Year) (Please input day of birth and year of birth only)

DD MM (No input needed) YYYY

Applicant under the age of 18 must be accompanied by his/her father/mother or legal guardian and bring along the supporting documents when applying for Hong Kong Identity Card.
Please click [here](#) for details.

6. Set up a 4-digit password. Then enter the verification code in Part D and click “continue”.

Part C: Enquiry Code


Please input a personalized 4-digit code. You are required to input this enquiry code to change, cancel or enquire the appointment booking.

Enquiry Code

Part D: Validation

To ensure fairness to all applicants by preventing automated registrations, please enter the four capital letters or numerals as shown below.

Verification code

Reset **Back** **Continue**

7. Select office and appointment date and time. ([Click here to view addresses and working hours for all the Immigration Branch Offices](#))

Make Appointment - step 2 / 5

step 1
Input Appointment Details

step 2
Select Office

step 3
Select Date and Time

step 4
Confirmation

Select Office

Office	Earliest Date	Other Date
Hong Kong		
Wan Chai	24 October 2018 (Wed)	Other Date
Kowloon		
Cheung Sha Wan	25 October 2018 (Thu)	Other Date
Kwun Tong	24 October 2018 (Wed)	Other Date
New Territories	The nearest IMM D office to CUHK	
Fo Tan	24 October 2018 (Wed)	Other Date
Yuen Long	24 October 2018 (Wed)	Other Date

Back

8. Lastly, please double-check all the information carefully and submit the application. The processing time for an identity card application is usually 7 working days (excluding Saturdays and general holidays).

香港特別行政區政府
入境事務處
人事登記處

Registration of Persons Office
Immigration Department
The Government of the Hong Kong
Special Administrative Region



身份證號碼
Identity card no. Y81 [redacted]
日期
Date [redacted]-01-20 [redacted]

申請香港永久性居民身份證收據

ACKNOWLEDGEMENT OF APPLICATION FOR
A HONG KONG PERMANENT IDENTITY CARD

Photo of
Applicant

申請人
相片

CHAN, [redacted]

陳 [redacted]

7115 [redacted]

[redacted]-01-20 [redacted]

***AFZ

[redacted]-01-20 [redacted]

(10-20 [redacted])

港島辦事處
Hong Kong Office
領證櫃位
Collection Counter

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請在後列期間前來領取你的身份證：由 [redacted] 至 [redacted] 於 [redacted]
Please collect your identity card from [redacted]-01-20 [redacted] to [redacted]-02-20 [redacted] at [redacted]

本表格在後列日期之後不能作為身份證明文件使用：
This form will cease to be valid for identification purpose after [redacted]-02-20 [redacted]

本表格須在領取新身份證時交還人事登記處
This form must be returned to the Registration of Persons Office upon collection of the new identity card

此欄由本處填寫 For Official Use Only



毋需繳費 登記
Free Issue Registration

JRAON

Card issued on : [redacted]
Audit no. : K 77 [redacted]