

HKSAR Re-entry Permit replacement service in the Mainland

Introduction	<p>HKSAR Re-entry Permits are issued to Hong Kong residents for travel to Hong Kong and Macao Special Administrative Region (Macao SAR).</p> <p>There are two types of HKSAR Re-entry Permits:</p> <p>(a) Single Re-entry Permit, which is good for a single journey and valid for 6 months; and</p> <p>(b) Multiple Re-entry Permit, which is good for multiple journeys and valid for 5 years.</p>
Introduction of the application	<p>Eligible applicants may submit their applications to the Government of the HKSAR in Mainland China office.</p> <p>1. Office of the Government of the HKSAR in Beijing (“BJO”) 71 Di'anmen Xidajie, Xicheng District, Beijing, China Postal Code : 100009 Tel. : (86 10) 6657 2880, ext.032 Fax : (86 10) 6657 2830 E-mail : bjohksar@bjo-hksarg.org.cn Website : https://www.bjo.gov.hk</p> <p>2. Hong Kong Economic & Trade Office in Shanghai (“SHETO”) 21/F, The Headquarters Building, 168 Xizang Road (M), Huangpu District, Shanghai, China Postal Code : 200001 Tel. : (86 21) 6351 2233, ext.160 Fax : (86 21) 6351 9368 E-mail : enquiry@sheto.gov.hk Website : https://www.sheto.gov.hk</p> <p>3. Hong Kong Economic & Trade Office in Chengdu (“CDETO”) 48/F, Office Tower 2, Chengdu IFS, No.1, Section 3 Hongxing Road, Chengdu, Sichuan Province, China Postal Code : 610021 Tel. : (86 28) 8208 6660, ext.330 Fax : (86 28) 8208 6661 E-mail : general@cdeto.gov.hk Website : https://www.cdeto.gov.hk</p> <p>4. Hong Kong Economic and Trade Office in Guangdong (“GDETO”) Flat 7101, Citic Plaza, 233 Tian He North Road, Guangzhou, Guangdong Province, China</p>

Postal Code: 510613
 Tel. : (86 20) 3891 1220, ext.608
 Fax : (86 20) 3877 0466
 E-mail : general@gdeto.gov.hk
 Website : <https://www.gdeto.gov.hk>

5. Hong Kong Economic and Trade Office in Wuhan (“WHETO”)

Unit 4303, Tower I, New World International Trade Tower
 568 Jianshe Avenue, Jiangnan District, Wuhan, Hubei Province, China
 Postal Code : 430022
 Tel. : (86 27) 6560 7300, ext.7334
 Fax : (86 27) 6560 7301
 E-mail : enquiry@wheto.gov.hk
 Website : <https://www.wheto.gov.hk>

Please visit any of the above Immigration Division office in China submit the replacement applications for expired or lost HKSAR Re-entry Permit (REP) and subsequently collect the REP through an authorised local person at the selected Immigration Branch Office in Hong Kong.

Applicants must submit their REP replacement applications in person at BJO, SHETO, CDETO, GDETO and WHETO. The Immigration Divisions of the Mainland Offices will conduct initial check on the submitted documents which will be forwarded to the Immigration Branch Offices for processing. After approval of the applications, the Immigration Branch Offices will inform the authorised local person to attend the selected office in Hong Kong for payment and collection of REP.

Applicants must call to make an appointment before going to the Mainland Immigration Office in person, and are advised to check the latest information and document requirements, otherwise, they may have to go back and forth several times to complete the processing.

Documents Required

Forms

Form(s) Required /Application Type	Replacement of a REP has been expired	Replacement of a REP has been lost
ID73 (for ages above 16) ID73A (for ages under 16)	✓	✓
ID645 (Lost/ Damaged/ Defaced/ Is not Available) ID641 (Applicant cannot provide school document)	X ✓	✓ ✓
Undertaking of Application for REP Submitted at the Mainland Offices	✓	✓

	<p>Applicants must complete the above form and prepare all the following documents to apply, when submitting the application in person, applicants should bring along with the original and photocopies of supporting documents.</p> <p>(1) Existing REP (only the page with the personal particulars and photograph is required for photocopy);</p> <p>(2) Applicant's parent's Hong Kong identity card or valid travel document(s); Marriage / Divorce Certificate (if applicable);</p> <p>(3) Birth certificate, Household register;</p> <p>(4) School document (e.g. HK/ China Student's Handbook bearing the child's name, date of birth and photograph that should be certified by a chop of the school) or other proof of identity bearing a photograph is required (e.g. Passport). If school document or proof of identity is not available, a completed Form for Countersignature (ID641) together with a photocopy of the countersignatory's identity document should be submitted.</p>
Photograph	<p>Three recent colour photographs conforming to the following requirements:</p> <ul style="list-style-type: none"> ● taken full face, without a hat; ● the background should be plain and of a light colour; and ● the size must not be larger than 55 x 45 mm or smaller than 50 x 40 mm.
Fee	<p>Government charges : HK\$170</p> <p>Our company charges: HK\$1500 (including postage)</p> <p>If need full set of coordination application files : HK\$3000 (including postage)</p>
Processing Time	<p>The processing time of a replacement application will normally take 4 to 6 weeks upon receipt of all necessary documents and photograph. The time for forwarding the application is excluded.</p> <p>The Immigration Branch Offices in Hong Kong will inform the authorised local person when the new REP is ready for collection. If cannot contact the local person by phone, a notification letter may be sent to the contact address. If the local person is not in Hong Kong for a short period of time due to individual reasons, should be inform the Immigration Department rearrange the new REP collection.</p>
Arrangement for Collection of the REP	<p>The authorised local person should attend the selected Immigration Branch Office in Hong Kong for payment and collection of REP.</p> <ol style="list-style-type: none"> 1. Applicants who have lost their REP, do not need to provide proof of loss. (Only need to declare at the Mainland Immigration Division) 2. Other REP holders, including renewal/ expiration/ damage, etc. (Please send the original REP back to our company in Hong Kong)