

Application for Certificate of Registered Particulars by Immigration Department

1. Eligibility

Hong Kong ID card holder can apply for a Certificate of Registered Particulars showing the particulars registered in his/her identity card records, such as name, residential address, date of birth, place of birth, marital status and name of spouse.

2. How to Apply:

(1) Means of Application - Local

(I) In Person

Complete the application form ROP122 and submit it in person to any Registration of Persons Office (except Kwun Tong (Temporary) Office).

(II) Internet / Immigration Department Mobile Application.

(Applicant should register "iAM Smart+" account with digital signature function.)
Application Website click [here](#).

(III) If the applicant cannot apply in person due to poor health and cannot submit via the 2 means above, he/she can apply **by post** or **authorize a representative** to handle the application on his/her behalf.

(2) Means of Application - Outside Hong Kong

(I) Internet / Immigration Department Mobile Application

(II) By Post

The Mailing Address: Registration of Persons General and Statistics Unit 1st Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories.

3.Requirement Documents:

- (1) Application Form—ROP122(Download [here](#))
- (2) A copy of Applicant’s Hong Kong ID card or travel document.

The following documents may need to be used if applicable:

- (3) Health certificate (if unable to apply in person due to health reasons in Hong Kong)
- (4) Written Explanation of Application Reasons with signature and fingerprint (Apply by post or authorized application)
- (5) Notarized Document(if you apply by post from outside Hong Kong)

For applicants applying by mail from outside Hong Kong, a notarization of the copy of the Hong Kong ID card or travel document, photo, and left or right thumbprint is required to verify the applicant's identity.

- (6) The representative’s Hong Kong ID Card or valid travel document.
- (7) The power of attorney (for authorized applications)

Note: If you have never applied for a smart ID card (i.e., the issue date of your ID card is before June 22, 2003), you should provide a left thumbprint.

4.Application Time & Fee

- (1) About 25 working day;
- (2) \$425.00 HKD

5.How to Collect

- (1) In person at the Registration of Persons Office they have chosen.
- (2) By authorized person
- (3) By Post