



**AUTHORISATION FOR COLLECTION OF
IDENTITY CARD/TRAVEL DOCUMENT**

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THIS FORM

1. If you have submitted your passport application by post or drop-in, you must collect your passport in person and produce originals of the supporting documents, enclosed with your application, for verification.
2. Your identity card/travel document is a very important document. It must be handled with care and should not be left in someone else's possession under normal circumstances. Therefore, it is at your own risk to authorise a representative to collect your identity card/travel document on your behalf.
3. If you are unable to collect the identity card/travel document during the period of collection, you may authorise someone to do it on your behalf. However, you are required to observe the following points:
 - (a) Select your representative carefully. A close relative is preferred.
 - (b) The authorised person must be over the age of 18 and has to produce his/her valid proof of identity e.g. Hong Kong identity card, passport or Hong Kong Re-entry Permit.
 - (c) (I) For collection of identity card:
The Acknowledgement Form for Application for a Hong Kong Identity Card (Form ROP 140/ROP 140A) must be surrendered when making collection by authorisation. However, before giving the aforesaid documents to your authorised representative for collection, you should ensure that you carry other acceptable proof of identity.
(II) For collection of travel document:
Your old travel document (if you are holding one) and the card/letter notifying you of the date and office for collection of your travel document must be produced when making collection by authorisation.
 - (d) The acceptance of an authorisation does not preclude the possibility that you may be required to attend in person. In this event, your authorisation is void.
 - (e) The signature of the authorisation must be identical to the signature on the application form.
4. This form is issued free of charge.

| AUTHORISATION | |
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| I, _____, authorise *Mr/Mrs/Miss/Ms _____ holding identity card number _____ and residing at _____ _____ (telephone number _____) to collect: *my/my child's new identity card number _____ and surrender the Acknowledgement Form for Application for a Hong Kong Identity Card (*Form ROP 140/ROP 140A) on my behalf. *my/my child's (_____) Hong Kong Special Administrative Region name of child passport *and Hong Kong permanent identity card/Document of Identity on my behalf. | |
| Signature _____ | |
| Name in Block Letters _____ | |
| Date _____ | |
| For Official Use Authorisation accepted subject to the requirements in Note 3 above are met. Signature _____ Name & Rank _____ Date _____ | * New identity card number _____ issued and receipt acknowledged. * Hong Kong Special Administrative Region passport/Document of Identity number _____ issued and receipt acknowledged. Signature _____ Representative's name _____ Identity card number _____ Date _____ |

* Delete where inappropriate