

# PASSPORT & DOCUMENTATION COURIER PROCESS

(VIA OUR APPLICATION SUBMISSION MANAGEMENT TEAM)



## PASSPORT & PRIMARY-SOURCE DOCUMENTATION MANAGEMENT

Whilst the majority of papers supporting the Hong Kong visa processes can be non-original copies which can be transferred to us via fax, Dropbox or email, where original passports, HKID cards and other primary-source documentation are essential to progressing an application, these need to be handled in a transparent and systemized way. The table below sets out how the Hong Kong Visa Centre manages your valuable original documentation when undertaking your immigration application(s).

## MANAGING YOUR VALUABLE IMMIGRATION DOCUMENTS

CLIENT	HONG KONG VISA CENTRE SUBMISSION WINDOW			CLIENT
TIME PRIOR TO SUBMISSION WINDOW	<b>- 1 DAY</b>	<b>SUBMISSION DAY</b>	<b>+ 1 DAY</b>	TIME AFTER SUBMISSION WINDOW
<i>You Gather &amp; Send Electronic Copies to your Immigration Consultant</i>	<i>Courier Collects Passports &amp; Original Documents for Use at the HKID</i>	<i>Passport &amp; Original Documents are Required at the Hong Kong Immigration Department</i>	<i>Courier Returns Passports &amp; Original Documents to You</i>	<i>You Retain all Passports &amp; Original Documents for Safe-Keeping</i>

## OUR COURIER SERVICE

Couriers are able to collect and return documents to any business address in Kowloon or Hong Kong with the cost of this included in your Platinum service fee. Where couriers are required to collect or return passports/original documentation outside of Kowloon or Hong Kong, this service is available upon special arrangement with additional time (-2 DAYS / +2 DAYS) and cost (HKD100 per trip). Days are denoted as business days, therefore a submission made on Friday will result in return of passports and documents on Monday, and Monday submissions will require passports and original documentation to be collected the prior Friday. Please note that our application submission management team are based in facilities which do not have the capacity to receive clients. Moreover, the premises are not constantly occupied as the team spends much of their time at Immigration Tower processing client applications. Consequently, we have no facility for clients to drop-off original passports/documentation at our Wanchai address.

**THE HONG KONG VISA CENTRE  
APPLICATION SUBMISSION MANAGEMENT TEAM  
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