

Government Secretariat Press Card for Reporters

Existing Arrangement

At present, reporters on general reporting duties at the Central Government Offices (CGO) are issued with day passes when they present their staff cards to and register with the reception counter at the West Wing lobby. Holders of day passes may cover news reporting duties at the CGO press room and the two designated press areas at the Main Wing and West Wing lobbies respectively.

Additional Option

To further facilitate their work, reporters are now given the additional option of applying for a Government Secretariat (GS) Press Card. The GS Press Card will allow holders direct access to the CGO without the need to register separately for day passes. Validity period of a GS Press Card, once issued, is three years in general.

Applications for the GS Press Card may be made anytime throughout the year. The completed application form together with one recent photograph of the applicant of 38 mm x 50 mm (1.5 in x 2 in) should be forwarded to the News Sub-division, Information Services Department at 8/F, Murray Building, Garden Road, Hong Kong (enquiry tel. no. 2842 8747). Upon receipt of an application, the news organisation concerned will be advised in 14 working days whether the GS Press Card is ready for collection. The applicant may also approach the Administration Wing (tel. no. 2810 2827) to check availability before collection in person.

The application form and conditions on the use of the GS Press Card are attached. News organisations may also obtain the information from the Administration Wing (tel. no. 2810 2827) or download it from the Administration Wing website at http://www.admwing.gov.hk/eng/public_service/pservices.htm

Administration Wing
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