

Application Procedures for New Central Government Offices (CGO) Press Card

Application Procedures for New CGO Press Card

Reporter can apply for new CGO Press Card. The new CGO Press Card will allow holder's access to the new CGO without the need to register separately for day pass.

The media organisation may submit application for the new CGO Press Card for its reporter anytime throughout the year. The application form and the Conditions on the Use of new CGO Press Card can be downloaded from the Administration Wing web site at http://www.admwing.gov.hk/eng/public_service/pservices.htm. The completed application form together with the applicant's recent photograph 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).

The Administration Wing will notify the news organisation concerned when the new CGO Press Card is ready for collection. Applicant may also approach the Administration Wing (tel. no.: 2810 2827) to check the availability before collection in person.

Application Procedures for Day Pass

Commencing from 21 November 2011, reporters, who are not holders of the new CGO Press Card and are required to carry out reporting duties at the new CGO, can apply for day passes at the reception counter on G/F, East Wing of the new CGO upon production of their staff cards of the concerned media organisation and relevant information. Conditions on the Use of Day Pass are the same as those for the new CGO Press Card.

Administration Wing
Information Services Department
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