

## **Application Procedures for Central Government Offices (CGO) Press Card**

### **Application Procedures for CGO Press Card**

Reporters of mass news media organisations\* can apply for CGO Press Card. The CGO Press Card will allow holder's access to the CGO without the need to register separately for day pass.

Mass news media organisations may submit application for the CGO Press Card for their reporters anytime throughout the year. The application form and the Conditions on the Use of CGO Press Card can be downloaded from the Administration Wing web site at [https://www.admwing.gov.hk/eng/public\\_service/CGOpresscard.htm](https://www.admwing.gov.hk/eng/public_service/CGOpresscard.htm). The completed application form together with the applicant's recent photograph of 38 mm(W) x 50 mm(H) (1.5 in(W) x 2 in(H)) should be forwarded to the Administration Wing at Reception Counter, G/F, East Wing, CGO, 2 Tim Mei Avenue, Tamar, Hong Kong. Alternatively, completed application form together with the applicant's recent photograph in jpg format with the size at least 1200px(W) x 1600 px(H) and file size 5MB or below should be sent to the Administration Wing via the email address: [cgopresscard@csd.gov.hk](mailto:cgopresscard@csd.gov.hk) (enquiry tel. no.: 2810 2827).

The Administration Wing will notify the mass news media organisation concerned when the 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**

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

Administration Wing

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\* Information about mass news media organisations can be found in the Information Services Department website: [https://www.isd.gov.hk/eng/pdf/Guideline\\_Eng.pdf](https://www.isd.gov.hk/eng/pdf/Guideline_Eng.pdf)