

## Reissue and Delivery of New Permanent Residence Card

**Address for handling:** No.1500 Minsheng Road, Pudong New District

**Time for handling:** 9:00 am to 5:00 pm from Monday to Saturday

**Tel:** 28951900

### Conditions for Administrative Permission:

Foreigners meet one of the following conditions may apply for reissue or new Permanent Residence Card:

1. The valid period of the Card is at the expiration
2. There is change of the content of the Card
3. Damage or loss of the Card

### Documents and Materials for Application:

1. Completed filled APPLICATION FORM OF REISSUE OR NEW DELIVERY OF RESIDENCE CARD; four recently taken two-inch half-length, bareheaded and full-faced photos;
2. The applier should apply for the new delivery of the Card 30 days before the expiration of the valid period.
3. If there is any change concerning the content of the Card, the applier should apply for new delivery of the Card within 30 days after the change;
4. If the Card got damaged or lost, the applier should apply for reissue or new delivery as soon as possible;
5. The application for reissue or new delivery of the Card should be accepted by the original issuance department, however, if there is any change of the resident place, the public security department of the new place may issue the Card.

**Handling Procedures and Required Time:** 6 months after the collection of all the application materials.

The application should be accepted by the Exit-Entry Administration Bureau, verified by Shanghai Public Security Bureau, and approved by the Ministry of Public Security.

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