

外国人 临时住宿登记提示

各位境外朋友，欢迎您
来到盐田！为了您在深圳、
盐田工作生活顺利，请您及
时办理临时住宿登记。



1

业务必要性

《中华人民共和国出境入境管理法》规定：

外国人在中国境内旅馆住宿的，旅馆应当按照旅馆业治安管理的有关规定为其办理住宿登记，并向所在地公安机关报送外国人住宿登记信息。

外国人在旅馆以外的其他住所居住或者住宿的，应当在入住后二十四小时内由本人或者留宿人，向居住地的公安机关办理登记。

因此，如果您在酒店以外的住所居住，请尽快前往居住地所属派出所办理临时住宿登记。未办理登记者，公安机关有权处以警告或二千元以下罚款。

2

办理地点

入住酒店：在酒店前台登记（无需前往当地派出所做临时住宿登记）

现场办理（除酒店以外的住所）：居住地所属派出所（个别区域可能会由境外人员管理服务中心承接此项业务，请留意当地最新公告。）

在线办理：若住所门口有张贴房屋信息二维码，请先关注“深圳公安”微信公众号，选择“出入境业务”及“境外人员临时住宿登记”，按提示操作后即可扫码办理。（建议使用二维码，直达登记链接。）



3

办理时间

首次办理：入住后二十四小时内。

更新登记：在登记表上“拟停留天数”之前进行更新登记；若更换护照、签证、住址，亦需要更新临时住宿登记。

4

所需材料

首次办理：

- 本人护照（含护照照片页、有效签证页及最后一次入境讫验章）
- 租赁合同、房产证、社区工作站开具的居住证明或人口采集表（出示其中一种即可）
- 本人照片

更新登记：

- 本人护照（如更换新护照，需同时携带新旧护照前往办理）
- 其他信息变更材料（如新租赁合同、新房产证等）

特别提示：不同派出所对临时住宿登记的具体要求可能会有所不同，办理前请详细咨询相关派出所的工作人员。



Reminder of Residence Registration for Foreigners

Dear friends from abroad, welcome to Yantian! For you to work and live smoothly in Shenzhen and Yantian, please register for temporary residence in time.



1

The Necessities of Foreigners' Temporary Residence Registration

The Exit and Entry Administration Law of the People's Republic of China stipulates that

Where foreigners stay in hotels in China, the hotels shall register their accommodation in accordance with the regulations on the public security administration of the hotel industry, and submit foreigners' accommodation registration information to the public security organs in the places where the hotels are located.

For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after the foreigners' arrival, go through the registration formalities with the public security organs in the places of residence.

Therefore, if you stay in a non-hotel residence, please go to the local police station to register for temporary residence as soon as possible. For those who fail to register, the public security organs have the right to impose a warning or a fine of less than two thousand yuan.

2

Registration Places

Check-in at the Hotel: Check-in at the Hotel: Register at the front desk of the hotel. (no need to go to the local police station for temporary residence registration)

On-site Registration (for residences other than hotels): The police station of the place of residence. (In some areas, Management and Service Centers for Expats may undertake this business, please pay attention to the latest local announcements)

Online Application: If there is a QR code of housing information posted at the door of the residence, please follow the WeChat official account of "Shenzhen Public Security" first, select "Entry and Exit Service" and "Registration of Temporary Residence for Foreigners", and then scan the code after following the instructions. (It is recommended to use a QR code to go directly to the registration link.)



3

Registration Time

First Registration:

Within 24 hours after check-in

Update Registration:

Update the registration before "duration date" on the registration form; if you change your passport, visa or address, you also need to update the temporary residence registration.

4

Required Materials

First-time Registration:

- Passport (including passport photo page, valid visa page and last entry inspection stamp)
- Lease Contract, Real Estate Certificate, Residence Certificate Issued by Community Workstation or Population Collection Form (show one of them)
- Photo

Update Registration:

- Passport (if you change to a new passport, you need to bring your old and new passports together)
- Other Information Change Materials (such as new lease contract, new real estate certificate, etc.)

Special Reminder: The specific requirements for registration of temporary residence in different police stations may be different. Please consult the staff of relevant police stations in detail before proceeding.

