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## Office Hours, Location and Contact (Recommended)

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### 1. Functions of the Passport and Visa Office

- 1) [Issue passports or travel documents to Chinese citizens;](#)
- 2) [Issue visas to aliens visiting China \(including the Hong Kong SAR\) ;](#)
- 3) [Notarize documents for Chinese citizens and authenticate documents for Chinese citizens and aliens.](#)

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### 2. Office Hours and Holiday Schedule

The office hours of the Passport and Visa Office are:

**9:00am-12:00pm, 1:00pm-2:30pm**

(Windows are temporarily closed during lunch hour of 12:00pm-1:00pm)

Monday to Friday except the following holidays:

***Holiday Schedule of 2005***

Jan. 3	Mon.	New Year's Day
Jan. 17	Mon.	American M. L. King, Jr.'s Birthday
Feb.9,10, 11	Wen., Thu. and Fri.	Chinese New Year's Day
Feb. 21	Mon.	American Presidents' Day
May 2, 3	Mon.	International Labor Day
May 30	Mon.	American Memorial Day
Jul. 4	Mon.	American Independence Day
Sep. 5	Mon.	American Labor Day
Sep. 30, Oct. 3	Fri. and Mon.	Chinese National Day
Oct. 10	Mon.	American Columbus Day
Nov. 11	Fri.	American Veteran's Day
Nov. 24	Thu.	Thanksgiving Day
Dec. 23	Fri.	Christmas Day

Applicants are suggested to avoid the crowd and long line.

Generally speaking, the visa application hall is crowded in all the afternoons,  
and on Mondays, Tuesdays, Fridays and the first 2 days after the holidays above.  
It is less crowded from 9:00 to 10:30 am. and on Wednesdays and Thursdays.

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### 3. Address and Location

Passport and Visa Office  
Consulate General of the P. R. China in New York  
520 12th Ave.  
New York, NY 10036



To get directions, [please click here](#).

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#### 4. Application Hall

The main entrance of the Application Hall is located at the corner of 42<sup>nd</sup> St. and 12<sup>th</sup> Ave, Manhattan.

1 <sup>st</sup> Floor	Window 1-5 *	Window 9	Window 8&10
	Visa Authentication	Submit Pickup Form	Cashier and Pickup
2 <sup>nd</sup> Floor	Window 12-16 *		
	Passport and Travel Document for Chinese Citizens		

A computer-queuing system has been started at the windows of visa, authentication and passport and travel documents (marked as \*).

1) Applicants should first get the queuing forms at the entrance of the hall. One applicant can only get one queuing form for one kind of application.

2) Please be seated and wait to be called. Queuing number becomes invalid if you are called 3 times. You may be required to pick up another queuing form.

3) Two numbers will be displayed on the window. NOW is for the applicants who are submitting applications, NEXT is for the next applicants. Please go to the relevant window in advance when your number displays NEXT.

Please submit pickup forms to Window 9, and then pay fees to Window 8 or 10. No queuing form is required at these windows.

Instant picture and self-help copiers are available in the Hall. Application forms are provided for free.

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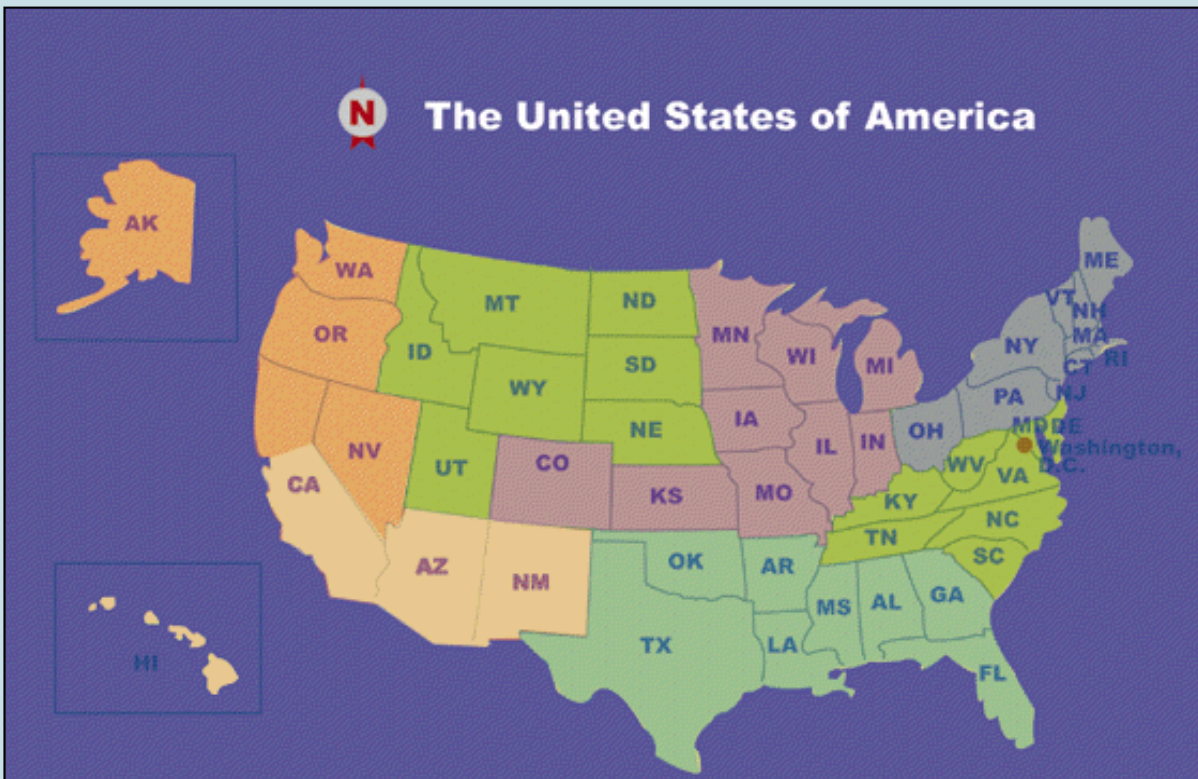
## 5.Consular Districts

The Passport and Visa Office only transacts consular documents for residents in its consular districts, which includes:

*Connecticut, Maine, Ohio, Massachusetts, New Hampshire,  
New Jersey, New York, Pennsylvania, Rhode Island, Vermont.*

*Consular Districts of Chinese Embassy and Consulate in the United States*

*(Click the name of your State to visit the website of the Embassy or relevant Consulate):*



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## 6.Contact Us

(1) Information Center: [\(212\)868 2078](tel:2128682078)

1) To listen to recorded information about visa, passport or authentication 24/7;

2) To get application forms with fax machine 24/7;

3) To reach consuls between **10:00am-12:00am, 1:00pm-2:30pm** on **working days**.

(2) Fax: [\(212\)465 1708](tel:(212)4651708)

(3) Email: [cnnnyconsulate@mfa.gov.cn](mailto:cnnnyconsulate@mfa.gov.cn)

1) The email is set for visa, passport, authentication and legalization applicants only.

2) Please visit our website or listen to the Information Center at (212)868 2078 carefully before sending your email. Questions covered by the website or the Information Center and inquiry of the progress of applications will not be replied.

3) Please illustrate your application in detail and specify **Passport, Visa, Notarization, Authentication, Travel Document** as the subject of your email so that it can be handled accordingly and replied to promptly and accurately.

4) Please be noticed that we do not issue any documents via email, or through internet.

5) Email with virus will not be replied.

(4) Supervisor's Email: [visadirector@gmail.com](mailto:visadirector@gmail.com)

This email is managed by the supervisor of the Passport and Visa Office. It is set for suggestions and complaints only.

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## 7. Key Links

Name	Website
Ministry of Foreign Affairs	<a href="http://www.mfa.gov.cn">http://www.mfa.gov.cn</a> <i>Find information for other Chinese Embassies or Consulates</i>
Chinese Embassy in U.S.	<a href="http://www.china-embassy.org">http://www.china-embassy.org</a>
Chinese Consulate General in San Francisco	<a href="http://www.chinacounsulatesf.org">http://www.chinacounsulatesf.org</a>
Chinese Consulate General in Los Angeles	<a href="http://www.chinaconsulatela.org">http://www.chinaconsulatela.org</a>
Chinese Consulate General in Chicago	<a href="http://www.chinaconsulatechicago.org">http://www.chinaconsulatechicago.org</a>
Chinese Consulate General in Houston	<a href="http://www.chinahouston.org">http://www.chinahouston.org</a>
Ministry of Public Security	<a href="http://www.mpa.gov.cn">http://www.mpa.gov.cn</a>
China National Tourism Administration	<a href="http://www.cnta.com">http://www.cnta.com</a>
China Customs General Administration	<a href="http://www.customs.gov.cn">http://www.customs.gov.cn</a>
Hong Kong SAR Immigration Department	<a href="http://www.info.gov.hk/immd">http://www.info.gov.hk/immd</a>
Macao SAR Identification Department	<a href="http://www.dsi.gov.mo">http://www.dsi.gov.mo</a>

China National Tourist Office	<a href="http://www.cnto.org">http://www.cnto.org</a>
China Center of Adoption Affairs	<a href="http://www.china-ccaa.org">http://www.china-ccaa.org</a>

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