



**IDENTIFICATION BUREAU
HONG KONG POLICE**

October 2004

**Certificate of No Criminal Conviction
Notes to Local Applicants**

The issuance of Certificates of No Criminal Conviction is a charged service provided by the Hong Kong Police Force which is solely in connection with a person's application for a visa to visit or reside in another country. Applications for the Certificate for private, commercial or any other purposes will not be accepted.

Application Procedures and Documentation Requirements

2. All applicants should attend in person the Certificate of No Criminal Conviction Office, which is located at: 14/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong. Operating hours for receiving applications with payment are:

Mondays - Fridays	9:00am-12:45pm 2:00pm-4:15pm
Saturdays	9:00am-11:15am
Sundays/Public Holidays	Closed

3. The applicant should bring along the following documents:
- His or Her Hong Kong Identity Card or valid Travel Document.
 - The original and a photocopy (for each applicant) of a letter from the relevant Consulate / Immigration Authority, which contains his or her name and clearly indicates that the production of the Certificate is required.
 - The original and a photocopy of the documents proving his or her relationship with the Principal Applicant for the visa if the said letter does not contain his or her own name.
 - Processing fee of HK\$235 per person. Payment can be made in cash or by cheque which should be crossed and made payable to "The Government of the Hong Kong Special Administrative Region".

Telephone Appointment in Advance

4. Applicants may elect to make an advance appointment through the Automatic Telephone Appointment Booking System at 2396 5351, no less than one day in advance of the intended appointment.

Consent for Fingerprint Taking and Authorization to disclose Criminal Records and Issuance of Certificate

5. All applicants must consent to have their fingerprints taken. They will be required to sign an authorization to the effect that their fingerprints can be retained by the Hong Kong Police Force and that details of any criminal conviction recorded against him or her in Hong Kong, can be disclosed to the appropriate Consulate / Immigration Authority.

6. If no criminal conviction data against the applicant in Hong Kong is located, we shall issue a letter and send it directly by registered mail to the relevant Consulate / Immigration Authority within four calendar weeks.

7. If criminal conviction data is found, both the relevant Consulate / Immigration Authority and the applicant will be replied with a letter advising that the Certificate could not be issued and listing out the conviction data by registered post within the prescribed period.

8. If the applicant is under investigation by the Hong Kong Police Force, or is currently a defendant in criminal proceedings in Hong Kong, his/her application will not be further processed until the matter concerned has been concluded. We shall issue a letter to the applicant informing that his/her application is pending conclusion of the matter. Once there are no outstanding matters, a Certificate or letter will be issued, in accordance with Paragraphs 6 & 7 above.

9. The relevant application form, standard personal data form and fingerprint consent form can be downloaded from the Hong Kong Police Force homepage - <http://www.info.gov.hk/police>.

Handling of Personal Data

10. The personal data provided by the applicants will only be used for the purpose of processing their applications. Every applicant has the right to request for access and correction of his or her personal data, by sending a written request to the Chief Inspector (Support) Identification Bureau at 10/F, Arsenal House West Wing, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong. In order to recover the administrative cost of acceding to such request, the applicant may be charged for any copy of the data requested, and in most cases, the prevailing government rate for photocopies will apply. All fingerprints and other personal data collected shall be destroyed within a reasonable period of time upon conclusion of the application process.

Enquiries

11. For enquiries, you may write to the Office, e-mail eo-cncc-ib@police.gov.hk, call 2860 6557, or fax 2200 4321.
Pol. 923 (10/04) (with recycled content)



香港警務處
鑑證科
二零零四年十月

無犯罪紀錄證明書 現居本港申請人須知

簽發「無犯罪紀錄證明書」是一項由香港警務處提供的收費服務。本處發出的「無犯罪紀錄證明書」，純粹是供有關人士申請入境簽證前往另一國家旅遊或居住之用。為私人、商業或任何其他目的而要求簽發「無犯罪紀錄證明書」的申請將不予以受理。

申請手續及所需文件

二、 申請人應親身前往香港灣仔軍器廠街一號警察總部警政大樓十四樓「無犯罪紀錄證明書辦事處」辦理手續。該辦事處接受申請連同繳費的辦公時間如下：

星期一至星期五	上午九時至下午十二時四十五分 下午二時至下午四時十五分
星期六	上午九時至上午十一時十五分
星期日/公眾假期	休息

三、 申請人應攜同下列文件：

- (甲) 其香港身份證或有效的旅行證件；
- (乙) 由有關領事館／移民局發出的信件，正本及影印本（每位申請人一份影印本）。信件須載有申請人的姓名及清楚列明領事館／移民局需要檢視無犯罪紀錄證明書；
- (丙) 倘若信件並未載有申請人的姓名，則須提供文件(正本及影印本)證明他或她與簽證主申請人的關係；
- (丁) 辦理申請費用每位港幣二百三十五元，可以現金或支票繳付。如以支票繳付，請將支票劃線及寫明「香港特別行政區政府」為收款人。

電話預約

四、 申請人如欲預約，可於預約時間至少一日前致電2396 5351自動電話預約系統辦理手續。

同意印取指模，授權披露犯罪紀錄及簽發證明書

五、 申請人必須同意接受印取指模，並須簽署一份授權書，授權香港警務處保留其指模及向有關領事館／移民局披露他或她在香港的犯罪紀錄詳情。

六、 如果申請人在本港並無犯罪紀錄，本處會在四星期內以掛號函件直接通知有關領事館／移民局。

七、 如果申請人有犯罪紀錄，在同一期間內會有掛號覆函通知有關領事館／移民局及申請人不能發給「無犯罪紀錄證明書」，並且列出犯罪紀錄資料。

八、 倘若申請人現正接受香港警務處調查，或是香港刑事訴訟中的被告人，其申請將不會進一步處理，直至有關事件結束。本辦事處將發出信件通知申請人其申請有待事件結束。當再沒有其他未完結事件，本處將依據上述第六及七段發出證明書或信函。

九、 有關的申請表格、申請人資料填報表及同意接受套取指模書均可從香港警務處網頁 — <http://www.info.gov.hk/police> 下載。

個人資料的處理

十、 申請人所提供的個人資料只會用作辦理其申請。他們有權以書面向香港灣仔軍器廠街一號警察總部警政大樓西翼十樓鑑證科總督察（支援）要求查閱及更正其個人資料。由於辦理申請需行政費用，警務處處長可能向申請人收取費用。在大多數情況下，每頁所提供資料的收費與政府現時所收取的每頁影印本收費相同。當辦理申請的過程完成後，所套取的指模及其他個人資料會在合理期間銷毀。

查詢

十一、 如有疑問，可寄函辦事處，電郵eo-cncc-ib@police.gov.hk，致電2860 6557，或傳真2200 4321查詢。