



Certificate of No Criminal Conviction Notes to Applicants Applying in Hong Kong

The issuance of Certificates of No Criminal Conviction (CNCC) is a charged service provided by the Hong Kong Police Force which is solely in connection with a person's application for various types of visa, such as visit, student or resident visa, or for adoption of children. Applications for the Certificate for any other purposes will not be accepted.

Application Procedures

2. All applicants may submit an application through the **Hong Kong Police Force Online Applications Platform** (<https://www.es.police.gov.hk>) or **in person** at 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:

Monday - Friday 9:00 am – 5:15 pm
Saturday, Sunday/Public Holiday Closed

3. Applicants who choose to submit an application in person at the CNCC Office must make an appointment through the Online Booking System (<https://online.booking.police.gov.hk>). When making an appointment, applicants can choose any working day in the upcoming 60 days, unless all appointment sessions have been booked on that particular day. *Walk-in application will not be entertained.*

Documentation Requirements

4. Applicants shall prepare the documents listed below. Please also read our webpage (<http://www.police.gov.hk/cncc/en>) and the **Frequently Asked Questions** before submission of application.

Online Application	
a.	Hong Kong Identity Card (if the applicant is a HK resident) / valid Travel Document
b.	Request letter from the relevant Consulate / Immigration Authority / Government Authority which contains the applicant's name and clearly indicates that the production of the Certificate is required. There shall also be a <u>POSTAL ADDRESS</u> of the relevant Consulate / Immigration Authority / Government Authority since the application result will be sent to them by registered mail.
c.	Documents proving the applicant's relationship with the "principal applicant" of the concerned visa application, such as a marriage certificate, birth certificate, etc. (Only required if the request letter in item 'b' above only mentioned the name of the "principal applicant" and does not contain the applicant's own name)
d.	Parent/Guardian Consent Form (For applicants aged under 18) (Applicant under the age of 18 is required to submit the signed consent form by his/her parent/guardian to confirm that such procedures are processed with their consent on a fully informed basis.)
e.	Processing fee of HK\$283 per person . The Online Applications Platform accepts credit card, FPS and PPS payments.

In-person application at the CNCC office	
a.	The signed " Application form " (Applicant under the age of 18 is required to submit the signed application form by his/her parent/guardian to confirm that such procedures are processed with their consent on a fully informed basis.)
b.	The signed " Fingerprint consent form "
c.	The ORIGINAL and a PHOTOCOPY of the Hong Kong Identity Card (if the applicant is a HK resident) / valid Travel Document
d.	Request letter from the relevant Consulate / Immigration Authority / Government Authority which contains the applicant's name and clearly indicates that the production of the Certificate is required. There shall also be a <u>POSTAL ADDRESS</u> of the relevant Consulate / Immigration Authority / Government Authority since the application result will be sent to them by registered mail. If only the electronic copy of the request letter is available, please print it out for submission.
e.	Documents proving the applicant's relationship with the "principal applicant" of the concerned visa application, such as a marriage certificate, birth certificate, etc. (Only required if the request letter in item 'd' above only mentioned the name of the "principal applicant" and does not contain the applicant's own name)
f.	Standard personal data form (Only required for visa applications) (Optional)

g.	Processing fee of HK\$283 per person . Payment by cash, Octopus cards, EPS, FPS or crossed cheques payable to "The <u>Government of the Hong Kong Special Administrative Region</u> " are accepted. Regarding the abbreviations on the bank draft / personal cheque, you may write "The <u>Government</u> of Hong Kong SAR". Add-value service for Octopus cards is not available at this office.
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5. Electronic copy of application documents (if any) must be printed out. Printing service is not available at this office.

6. Application documents submitted in languages other than Chinese or English, shall be accompanied with an official transcript, in Chinese or English, as certified either by the issuing authority, or a government-recognized translation services body.

Consent for Fingerprint Taking and Authorization to Disclose Criminal Records

7. Applicants are required to give consent to have (i) their fingerprints taken and retained by the Hong Kong Police Force as well as (ii) details of any criminal conviction recorded against him or her disclosed to the appropriate Consulate / Immigration Authority / Government Authority without prior reference made to the applicants themselves.

Processing Time of Applications and Issuance of Certificate

	Online Application	In-person application at the CNCC office
1.	After submission of application, applicants will be notified of whether the application has been accepted within 14 working days (Subject to actual circumstances)	<i>Not Applicable (Please refer to Point 3 below)</i>
2.	Upon acceptance of the application by this office, applicants will be given a link to make an appointment for the submission of fingerprints at the CNCC Office or the designated police stations.	<i>Not Applicable (Please refer to Point 3 below)</i>
3.	If no criminal conviction data against the applicant is kept by the Hong Kong Police Force, a Certificate will be sent to the relevant Consulate / Immigration Authority / Government Authority within four calendar weeks after the successful submission of the applicant's fingerprints. Applicants will NOT receive any copy of the Certificate.	
4.	If criminal conviction data is found, both the relevant Consulate / Immigration Authority / Government Authority and the applicants will receive a letter advising that a Certificate cannot not be issued and listing out the conviction data, within four calendar weeks after the successful submission of the applicant's fingerprints.	

8. If an applicant is under investigation by the Hong Kong Police Force / law enforcement agencies in Hong Kong, or is currently a defendant in criminal proceedings in Hong Kong, or a subject of non-payment of fine including traffic offences, his/her application will not be further processed until the matter concerned has been concluded. The applicant will receive a letter indicating that his/her application has been suspended pending conclusion of the matter. Once there are no outstanding matters, a Certificate or letter will be issued, in accordance with points 3 and 4 above.

Handling of Personal Data

9. 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 on 10/F, Arsenal House West Wing, Police Headquarters, 1 Arsenal Street, Wan Chai, 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. Fingerprints and other personal data collected shall be destroyed within a reasonable period of time upon conclusion of the application process.

Enquiries

10. For enquiries, please send them to:

Address : **Certificate of No Criminal Conviction Office**
14/F, Arsenal House
Police Headquarters
1 Arsenal Street, Wan Chai, Hong Kong

Fax : (852) 2200 4321

Phone : (852) 2860 6557

Email Address : cncc-enquiries@police.gov.hk