



**Certificate of No Criminal Conviction
Notes to Applicants Applying outside 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. Applicants may submit application through the **Hong Kong Police Force Online Applications Platform** (<https://www.es.police.gov.hk>) or choose the following traditional application methods to submit applications:

(i) Submit Applications by post to:

The Commissioner of Police (Attn.: EO CNCC)
14/F, Certificate of No Criminal Conviction Office,
Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong

(ii) Applicants may arrange a representative to hand in their application to the above address or deposit their application into the drop-in box located at the First Floor of the Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong. No authorization letter is required for the representative.

3. If applicants choose to arrange a representative to submit their application at the CNCC Office in person, an appointment has to be made through the Online Booking System (<https://online.booking.police.gov.hk>). In doing so, applicants can choose any working day in the upcoming 60 days, unless the appointment sessions available for that particular day have been fully booked. *Walk-in application will not be entertained.*

Documentation Requirements

4. All applications must contain 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.

Required Documents for Online Application and Submission Method

Documents Submitted in Online Applications Platform	
a.	Hong Kong Identity Card / 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.
After the submission of above documents and notified of the acceptance of application, send the following document to the CNCC Office BY POST	
f.	The ORIGINAL of a full set of the applicant's fingerprints taken by law enforcement agency / Consulate where the applicant presently resides. Detailed requirements are as follow: A full set of fingerprints should include the impression of each of the applicant's fingers, the plain impression of the four fingers of the applicant's left and right hand taken simultaneously, and the plain impressions of thumbs. Information and certification required on the fingerprint form as follow: i. The full name of the applicant; ii. Application reference; iii. The name and rank of the person taking the fingerprints; iv. The full name and the <u>OFFICIAL STAMP</u> of the law enforcement agency / Consulate; and v. Where and when the fingerprints were taken. Fingerprints submitted that do not clearly show the certification or with incomplete information will not be accepted. If the fingerprints are taken by commercial agencies authorized by overseas law enforcement agency or consulates , applicants

should provide written proof of the authorization.

***Fingerprints taken by the applicants themselves, legal representatives or commercial agencies without authorization from overseas law enforcement agencies or consulates will not be accepted.

Fingerprints taken on the fingerprint form provided by our office / overseas law enforcement agencies / Consulates is accepted.

Required Documents for Applicants who Submit Application using traditional methods (by Post / Arrange Representative to submit at CNCC office or Deposit the Application into the Drop-in Box)

Required Documents	
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.	A PHOTOCOPY of applicant's Hong Kong Identity Card / 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.	The ORIGINAL of a full set of the applicant's fingerprints taken by law enforcement agency / Consulate where the applicant presently resides. Detailed requirements are as follow: A full set of fingerprints should include the impression of each of the applicant's fingers, the plain impression of the four fingers of the applicant's left and right hand taken simultaneously, and the plain impressions of thumbs. Information and certification required on the fingerprint form as follow: i. The full name of the applicant; ii. The name and rank of the person taking the fingerprints; iii. The full name and the <u>OFFICIAL STAMP</u> of the law enforcement agency / Consulate; and iv. Where and when the fingerprints were taken. Fingerprints submitted that do not clearly show the certification or with incomplete information will not be accepted. <u>If the fingerprints are taken by commercial agencies authorized by overseas law enforcement agency or consulates, applicants should provide written proof of the authorization.</u> ***Fingerprints taken by the applicants themselves, legal representatives or commercial agencies without authorization from overseas law enforcement agencies or consulates will not be accepted. Fingerprints taken on the fingerprint form provided by our office / overseas law enforcement agencies / Consulates is accepted.
g.	Standard personal data form (Only required for visa applications) (Optional)
h.	Processing fee of HK\$283 per person . Please pay the processing fee in bank draft, made payable to "The <u>Government</u> of the Hong Kong Special Administrative Region". The draft must be payable in Hong Kong. A personal cheque in HK dollar which is issued and authorized by any licensed bank in Hong Kong is also acceptable. Regarding the abbreviations on the bank draft / personal cheque, you may write 'The <u>Government</u> of Hong Kong SAR'. Alternatively, you may mail the application documents to your relative/friend in Hong Kong who can submit the application on your behalf and pay the fee in cash / Octopus Card / EPS / FPS in our office. <i>Appointment is required for document submission or payment from applicants.</i> Please note that cash sent by mail are not accepted.

5. Electronic copy of application documents (if any) must be printed out. Printing service is not available at this office.

6. Upon receipt of complete application documents and the required processing fee, a confirmation email will be sent to applicant who submit by post or deposit their application into the drop-in box. In the absence of the completed documents, application will not be further processed and the documents will be returned to the applicant by post.

7. 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.

Authorization to Disclose Criminal Records

8. 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	Applicants who submit application by post or deposit their application into the drop-in box
1.	After submission of application, applicant 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, applicant will receive a notification requesting to submit a full set of the applicant's fingerprints taken by law enforcement agency / Consulate where the applicant presently resides to the CNCC Office by post .	<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.	

9. 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 is 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

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 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

11. 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 6558

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