

Notes

- Application form must be completed and signed by the applicant.
- The application may be submitted by the applicant in person, by post, to the drop box or by fax [At least 4 working days will be required for processing if application form is submitted by post, to the drop-in box or by fax].
- Submission of the application and collection of the permit may be handled by an authorized person with the written authorization of the applicant.
- Residents under the age of 18 do not require to apply for the Closed Area Permit.

Category

Application Form [R] for indigenous villagers and fishermen

- Applicant must complete Part A of the application form and sign.
- Indigenous village representative or chairman / vice-chairman of the rural committee must complete Part B and sign.
- Applicant must produce proof of identity.
- Spouse of applicant must produce proof of identity and proof of relationship.
- Children of applicant must produce proof of identity and proof of relationship.
- For renewal of permit, applicant is required to produce proof of identity and the old Closed Area Permit. The indigenous village representative or chairman / vice-chairman of the rural committee does not need to complete Part B or sign.
- For renewal of the permit, the spouse of the applicant must produce proof of identity and proof of relationship.
- Applicant who is not indigenous resident and whose address is outside the Frontier Closed Area should use Application Form [V].

Application Form [R] for resident

- Applicant must produce proof of residence.
- Proof of residence means:
 - (i) Title deed / land deed,
 - (ii) Valid rental agreement,
 - (iii) Government rent / rate bill of recent three months,
 - (iv) Government land lease license,
 - (v) Squatter house license, and
 - (vi) Water / electricity bill of recent three months.
- Applicant must complete Part A and sign.
- Validity of the Closed Area Permit
 - (i) For self purchased property / family property – 5 years,
 - (ii) For rented property, the permit is normally valid for the duration of the tenancy agreement, a maximum period of 1 years, and
 - (iii) For authorized residence, the permit is normally valid for one year.
- For renewal, the applicant should produce the above mentioned proofs.
Note:
 - (i) If the aforesaid proof of residence is not registered under the name of the applicant, the applicant should produce the consent letter or authorization letter for permission of residency by the registered owner.
 - (ii) If the property has been sold or rented out, the applicant should return the old permit for cancellation.

Replacement for loss

- The following documents should be produced:
 - (i) Applicant's proof of identity
 - (ii) Report of Lost / Stolen Property

Important notes

- Closed Area Permits are issued free of charge but replacement for loss, defaced or damaged permits will be issued subject to the levy of a charge in accordance with the relevant legislation. [For Closed Area Permit, the charge is HK\$125-]
- Closed Area Permits are not transferable.
- The Commissioner of Police has the authority to cancel or revoke the permits issued.
- The used or expired Closed Area Permit should be handed back to the Closed Area Permit Office for cancellation.

Collection of Personal Data

- The information provided to the Commissioner of Police will be used for the purpose relating to the application for Closed Area Permit.
- The Commissioner of Police has the right to pass part or all information to other departments authorized by law.
- According to the Personal Data (Privacy) Ordinance, the applicant has the right of access or correction with respect to personal data. Request for personal data access or correction should be made to Chief Inspector (Administration) Border District, in writing.
Address: Border District Police Headquarters, Man Kam To Road, New Territories.

Review Mechanism

- Should an application be rejected, the applicant may apply in writing to the Assistant District Commander (Administration) Border District for a review.
- Should the applicant be not satisfied with the result of the review, he may appeal in writing to the District Commander of Border District.

Border Closed Area Permit Office

- Office hours: Mondays to Fridays 9:00 a.m. to 12:30 p.m. and 2:00 p.m. to 4:45 p.m.
Closed on Saturdays, Sundays & General Holidays
- Address: Closed Area Permit Office, No. 8, Sha Tau Kok Road,
Fanling, New Territories.(Next to Sheung Shui Police Station)
- Telephone No.: 2860 4143 Fax No.: 2675 9925

Non-Office Hours

Urgent application may be submitted in person to Duty Officer of Lok Ma Chau, Ta Kwu Ling or Sha Tau Kok

Lok Ma Chau Police Station - 3661 4400
Ta Kwu Ling Police Station - 3661 4200
Sha Tau Kok Police Station - 3661 4100

Application Form

- <http://www.police.gov.hk>
- Fax hotline 2860 4143