

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-in box or by fax [At least 4 working days will be required for processing if the application 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.

Application Form [V] for visiting close relatives

- Definition of close relatives:
 - (i) Grandparents / grandchildren,
 - (ii) Parents / children,
 - (iii) Brothers, sisters and their spouses and
 - (iv) Uncles / aunts and their spouses.
- Sponsor must complete Part B of the application form and sign. He should submit the application to the Closed Area Permit Office (the 'Office') in person.
- If the sponsor is over 65 years old, or supported by medical report that he is not suitable for walking, he may be exempted from getting to the 'Office' to make the application. However, the applicant should produce the related proof document and the copy of the sponsor's Closed Area Permit.
- Applicant should produce his proof of identity and proof of relationship for processing the application.
- The validity of the Closed Area Permit will be decided according to the validity of sponsor's Closed Area Permit.

Application Form [V] for visiting non-close relatives

- Sponsor must complete Part B of the application form and sign. He should submit the application to the 'Office' in person.
- Applicant may authorize the sponsor or other person to submit the application and collect the permit for him with a written authorization and copy of his identity proof.
- The permit is normally valid for 1 day.
- If applicant is a tourist, he may produce the air ticket or travel document to request for a permit valid in the duration of his stay in Hong Kong; but the maximum period will not exceed 180 days.
- The maximum period for visit to Chung Ying Street, Sha Tau Kok will not exceed 7 days.

Application Form [V] for the visitor owning / managing property at the closed area

- Applicant must produce land deed of property.
- Proof of relationship must be produced if the applicant is the family member of the property owner. Property owner should complete Part B and sign. If the property owner stays overseas, the applicant should produce the authorization letter of the property owner.
- The permit is normally valid for five years.

Application Form [V] for the visitor taking care of property as a trustee

- Applicant must produce the land deed of the property.
- Property owner should complete Part B and sign. If the property owner stays overseas, the applicant should produce the authorization letter of the property owner.
- The permit is normally valid for one year.
- Trustee may apply for one additional Closed Area Permit for his family member to assist him to take care of the property and proof of relationship should be produced.

Application Form [V] for parents or guardians escorting their children to and from school in the closed area

- Part B of the application form should be completed and signed by the headmaster of the school concerned.
- Proof of identity must be produced.
- Proof of identity of the student or proof of relationship must be produced.

Application Form [V] for grave sweepers at Sha Ling Cemetery

- Applicant should produce a proof letter issued by the Wo Hop Shek Cemetery Office.
- For other cemetery within the closed area, Part B of the application form should be completed and signed by the village representative of the cemetery concerned.
- Under normal circumstance, Applicant may apply for a Closed Road Permit, which is valid for one day. Application Form [O] should be filled in for this purpose.

Application Form [V] for residence excised from the Frontier Closed Area

- Applicant must complete Part A of the application form and sign.
- Village representative or chairman / vice-chairman of the rural committee must complete Part B and sign.
- Applicant must produce proof of identity.
- Applicant must produce proof of residence.
- Proof of residence means:
 - (i) Title deed / land deed, (iv) Government land lease license,
 - (ii) Valid rental agreement, (v) Squatter house license, and
 - (iii) Government rent / rate bill of recent three months, (vi) Water / electricity bill of recent three months.
- 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 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.

Replacement for loss

- The following document should be produced
 - (i) Applicant's proof of identity, (iii) Report of Lost / Stolen Property
 - (ii) Explanatory Letter from Company (if applicable).

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 or Closed Road 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 may pass part of the 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 in writing to Chief Inspector (Administration) Border District.
Address : Border District Police Headquarters, Man Kam To Road, New Territories.

Review Mechanism

- Should an application be rejected, the applicant may address 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

May contact Duty Officer of Lok Ma Chau, Ta Kwu Ling or Sha Tau Kok for seeking assistance

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