

# PERSONAL DATA "個人資料" !

Traffic Conviction Records Office  
Central Traffic Prosecutions Division  
Traffic Branch Headquarters  
Hong Kong Police Force  
11/F, Arsenal House  
Police Headquarters  
No.1 Arsenal Street  
Wan Chai, Hong Kong



## For Official Use Only

Certificate S/N : \_\_\_\_\_  
Payment Date : \_\_\_\_\_  
Payment Receipt No.: \_\_\_\_\_  
Certificate collected on : \_\_\_\_\_  
Notification posted on: \_\_\_\_\_  
Signature of recipient: \_\_\_\_\_  
Date of receipt: \_\_\_\_\_

Business Hours :-

Monday to Friday : 9:00 a.m. to 12:45 p.m. &  
2:00 p.m. to 4:30 p.m.

Saturdays, Sundays and General Holidays : Closed

Prescribed Fee : HK\$55.00

Certificate will be available for collection after completion of all application procedures if prescribed fee is paid by cash (other arrangement for more applications); or in six working days if prescribed fee is paid by cheque.

## Application for a Certificate Relating to Previous Conviction under Section 75(5) of Road Traffic Ordinance, Cap 374

### **PART A Personal Particulars of Applicant**

Name (in English BLOCK LETTERS) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
HK Identity Card No. / HK Driving Licence No. \_\_\_\_\_ Contact Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_

### **PART B**

I, the above-mentioned applicant, pay the prescribed fee by \*cash or cheque (cheque no. \_\_\_\_\_) and request to be provided with a certificate relating to my previous conviction of offence under Section 75(5) of Road Traffic Ordinance, Chapter 374 after the Commissioner of Police has received the prescribed fee. The record concerned includes: -

- Previous conviction record under Road Traffic Ordinance, Chapter 374 in the past ten years (**Annex A**).
- Payment record under Fixed Penalty (Criminal Proceedings) Ordinance, Chapter 240 in the past five years (**Annex B**).
- Record of driving-offence points under Section 3(2) of Road Traffic (Driving-Offence Points) Ordinance, Chapter 375 in the past five years (**Annex C**).
- Record of Disqualification Order issued under Section 8 of Road Traffic Ordinance, Chapter 375 in the past ten years (**Annex D**).

### **PART C Declaration by Applicant**

I declare that this form is completed to the best of my knowledge and belief. I certify that the information contained above is correct. I understand that if I give false information, HKPF will not be able to provide me with accurate information.

Signature of Applicant : \_\_\_\_\_  
Date : \_\_\_\_\_

### **PART D Authorization (to be completed if the applicant authorizes a person to collect the Certificate)**

I authorize Mr./Ms. \_\_\_\_\_ (I.D. No. \_\_\_\_\_) to collect the Certificate on my behalf.

Signature of Applicant : \_\_\_\_\_  
Date : \_\_\_\_\_

- Note :**
- According to Section 75(5) and (5A), Road Traffic Ordinance, Chapter 374, the Certificate will only be issued to the applicant on receipt of the application made by the applicant and the prescribed fee, as well as after confirming the applicant has paid all fixed penalties, additional penalties and costs.
  - The purpose of collecting personal particulars in this form is for processing the application, notification of application progress and record keeping purpose.
  - Applicant has to produce his/her Hong Kong Identity Card and Hong Kong Driving Licence for verification of identity.
  - Authorized person has to produce his/her Hong Kong Identity Card for verification of identity.
  - For protection of personal data, our staff may refuse to provide the relevant records to the applicant or the authorized person if he/she refuses to produce his/her Hong Kong Identity Card for verification.