

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



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\$61.00

For Official Use Only

Certificate S/N : _____

Payment Date : _____

Payment Receipt No. : _____

Certificate collected on : _____

Notification posted on : _____

Signature of recipient :

Date of receipt : _____

Application Form of Certificate of Previous Conviction Issued under Section 75(5) of Road Traffic Ordinance (Cap 374) of Laws of Hong Kong

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 / Octopus / FPS 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: -

- (a) Previous conviction record under Road Traffic Ordinance, Chapter 374 in the past ten years.
- (b) Payment record under Fixed Penalty (Criminal Proceedings) Ordinance, Chapter 240 in the past five years.
- (c1) Record of driving-offence points under Section 3(2) of Road Traffic (Driving-Offence Points) Ordinance, Chapter 375 in the past five years.
- (c2) Record of taxi-driver-offence points under Section 3 of the Taxi-Driver-Offence Points Ordinance (Chapter 647) in the past five years.

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 :**
- (1) 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.
 - (2) The Certificate(s) can be collected in person or by an authorized person at our office after completion of all application procedures. If prescribed fee is paid by cash or Octopus, the Certificate(s) will be available for collection on the same day of application for one to four applications; for five to nine applications, the Certificates can be collected on the next working day after receipt of the application and on the third working day for ten or more applications. If prescribed fee is paid by cheque, the Certificate(s) will be available for collection on the sixth working days.
 - (3) The purpose of collecting personal particulars in this form is for processing the application, notification of application progress and record keeping purpose.
 - (4) Applicant has to produce his/her Hong Kong Identity Card and Hong Kong Driving Licence for verification of identity.
 - (5) Authorized person has to produce his/her Hong Kong Identity Card, copy of applicant's Hong Kong Identity Card and copy of applicant's Hong Kong Driving Licence for verification of identity.
 - (6) 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.
 - (7) Applicant or authorized person has to submit the original application form (electronic signature is not accepted).