

Document checklist for application for “Certificate of No Criminal Conviction” (Applicants outside Hong Kong)

* All listed documents (except items c and f) are mandatory. Applicants are recommended to read the "Notes to applicants outside Hong Kong" and "Frequently Asked Questions" on our webpage before submission of application (www.police.gov.hk/cncc/en).

<input type="checkbox"/>	a. The ORIGINAL of signed “ Application form ”						
<input type="checkbox"/>	b. The ORIGINAL of signed “ Fingerprint consent form ”						
<input type="checkbox"/>	c. Standard personal data form (Only required for applications related to visa/permanent residency)						
<input type="checkbox"/>	d. A PHOTOCOPY of applicant’s Hong Kong Identity Card / valid Travel Document						
<input type="checkbox"/>	e. A PHOTOCOPY of a 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 should also be a <u>POSTAL ADDRESS</u> of the relevant Consulate / Immigration Authority / Government Authority since the application result will be directly sent to them by registered mail. If only the electronic copy of the request letter is available, please print it out for submission.						
<input type="checkbox"/>	f. A PHOTOCOPY of the documents proving the applicant’s relationship with the “visa principal applicant” for the application, such as a marriage certificate, birth certificate, etc. (Only required if the request letter in item ‘e’ above only mentioned the name of the principal applicant and terms such as “sponsor” / “dependent” / “partner” and does not contain the applicant’s own name)						
<input type="checkbox"/>	g. 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:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"><u>Fingerprints Taken by:</u></th> <th style="width: 33%;"><u>Information on Fingerprint Form and Supplementary Proof Required</u></th> <th style="width: 33%;"><u>Fingerprint Form and Impression Requirement</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> Overseas law enforcement agencies Consulates </td> <td style="vertical-align: top; padding: 5px;"> <u>Information</u> <ul style="list-style-type: none"> Full name of the applicant Name and rank of the person taking the fingerprints Full name and the OFFICIAL STAMP </td> <td style="vertical-align: top; padding: 5px;"> <u>Form</u> <ul style="list-style-type: none"> Fingerprint form provided by our office / overseas law enforcement agencies / Consulates </td> </tr> </tbody> </table>		<u>Fingerprints Taken by:</u>	<u>Information on Fingerprint Form and Supplementary Proof Required</u>	<u>Fingerprint Form and Impression Requirement</u>	<ul style="list-style-type: none"> Overseas law enforcement agencies Consulates 	<u>Information</u> <ul style="list-style-type: none"> Full name of the applicant Name and rank of the person taking the fingerprints Full name and the OFFICIAL STAMP 	<u>Form</u> <ul style="list-style-type: none"> Fingerprint form provided by our office / overseas law enforcement agencies / Consulates
<u>Fingerprints Taken by:</u>	<u>Information on Fingerprint Form and Supplementary Proof Required</u>	<u>Fingerprint Form and Impression Requirement</u>					
<ul style="list-style-type: none"> Overseas law enforcement agencies Consulates 	<u>Information</u> <ul style="list-style-type: none"> Full name of the applicant Name and rank of the person taking the fingerprints Full name and the OFFICIAL STAMP 	<u>Form</u> <ul style="list-style-type: none"> Fingerprint form provided by our office / overseas law enforcement agencies / Consulates 					

	<p>of the law enforcement agency / Consulate</p> <ul style="list-style-type: none"> Where and when the fingerprints were taken <p><u>Supplementary Proof</u></p> <ul style="list-style-type: none"> Nil 	<p><u>Impression</u></p> <ul style="list-style-type: none"> Include the impression of each of the applicant's fingers: <ul style="list-style-type: none"> plain impression of the four fingers of the left and right hand taken simultaneously plain impressions of thumbs of the left and right hand
<ul style="list-style-type: none"> Commercial agencies authorized by overseas law enforcement agency or consulates 	<p><u>Information</u></p> <ul style="list-style-type: none"> Full name of the applicant Name and rank of the person taking the fingerprints Full name and the OFFICIAL STAMP of the authorized agency Where and when the fingerprints were taken <p><u>Supplementary Proof</u></p> <ul style="list-style-type: none"> Written proof of the authorization 	
<ul style="list-style-type: none"> Applicants themselves Legal representatives Commercial agencies without authorization from overseas law enforcement agencies or consulates 	<p><u>NOT ACCEPTED</u></p>	

h. Processing fee of **HK\$250 per person.**

Please pay the processing fee in bank draft, made payable to "The Government 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 Government 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 in our office*.

Please note that credit card/ electronic/ online/ telegraphic transfer of money / electronic cheque or cash sent by mail are not accepted.

* Appointment is required for document submission or payment from applicants (including applicant's representative in Hong Kong). Applicants shall make an advance appointment through the Online Booking System (OBS) (<https://www.obs.police.gov.hk/en>) or the Auto-Telephone Answering System at (852)2396 5351, no less than one day prior to the intended appointment. Walk-in application will not be entertained.

When making an appointment, you can choose any working day in the upcoming 60 days, unless the appointment sessions available for that particular day have been fully booked. If there is a cancellation of booking, the relevant timeslot will also be released for a new booking immediately.