



January 2026

## Certificate of No Criminal Conviction Notes to Applicants Applying outside Hong Kong

The issuance of Certificate of No Criminal Conviction (CNCC) is a charged service provided by the Hong Kong Police Force which is solely in connection with a person's application for various types of visa, such as visit, student or resident visa, or for adoption of children. Applications for the Certificate for any other purposes will not be accepted.

### Application Procedures

2. Applicants shall submit application through the **Hong Kong Police Force Online Applications Platform** (<https://www.es.police.gov.hk>).

### Documentation Requirements

3. All applications must contain the documents listed below. Please also read our webpage (<http://www.police.gov.hk/cncc/en>) and the **Frequently Asked Questions** before submission of application.

### *Required Documents*

<b>Documents Submitted via Online Applications Platform</b>	
a.	<b>Hong Kong Identity Card / valid Travel Document</b>
b.	<b>Request letter from the relevant Consulate / Immigration Authority / Government Authority</b> which contains the applicant's name and clearly indicates that the production of the Certificate is required. There shall also be a <u>POSTAL ADDRESS</u> of the relevant Consulate / Immigration Authority / Government Authority since the application result will be sent to them by registered mail.
c.	Documents <b>proving the applicant's relationship</b> with the "principal applicant" of the concerned visa application, such as a marriage certificate, birth certificate, etc. (Only required if the request letter in item 'b' above only mentioned the name of the "principal applicant" and does not contain the applicant's own name)
d.	<b>Parent/Guardian Consent form</b> (For applicants aged under 18) (Applicant under the age of 18 is required to submit a signed consent form by his/her parent/guardian to confirm that the CNCC application is submitted with their consent on a fully informed basis.)
e.	Processing fee of <b>HK\$311 per person</b> . The Online Applications Platform accepts credit card, FPS and PPS payments.
<b>After being notified of the acceptance of application, send the full set of applicant's fingerprints to the CNCC Office BY POST</b>	
The ORIGINAL of a full set of the applicant's fingerprints taken by law enforcement agency / Consulate at where the applicant presently resides or an agency appointed by the aforementioned authorities. Detailed requirements are as follow:  A full set of fingerprints shall include the impression of each of the applicant's fingers, the plain impression of the four fingers of the applicant's left and right hand taken simultaneously, and the plain impressions of thumbs.  Information required on the fingerprint form is as follow: i. The full name of the applicant; ii. CNCC Application reference; iii. The name and rank of the person taking the fingerprints; iv. The full name and the <u>OFFICIAL STAMP</u> of the law enforcement agency / Consulate; and v. Where and when the fingerprints were taken.  Fingerprints taken on the fingerprint form provided either by our office / overseas law enforcement agencies / Consulates are accepted. Fingerprint forms submitted without the complete information as mentioned above will not be accepted. Electronic or certified true copy of a fingerprint form will not be accepted.	

4. Application documents submitted in languages other than Chinese or English, shall be accompanied with an official transcript, in Chinese or English, as certified either by the issuing authority, or a government-recognized translation services body.

### Authorization to Disclose Criminal Records

5. Applicants are required to give consent to allow the Hong Kong Police Force to (i) retain their fingerprints and (ii) disclose the details of any criminal conviction recorded against them to the appropriate Consulate / Immigration Authority / Government Authority without prior reference made to the applicants themselves.

## Processing Time of Applications and Issuance of Certificate

1.	After the submission of application, applicants will be informed of the progress within 14 working days (subject to actual circumstances). Upon acceptance of application, applicants will be notified to submit a full set of their own fingerprints, taken by the law enforcement agency or the Consulate at where the applicant resides, to the CNCC Office by post.
2.	Upon receiving the full set of applicant's fingerprints, the application result will be provided to the relevant parties <u>within 20 working days</u> .  If no criminal conviction data against the applicant is kept by the Hong Kong Police Force: <ul style="list-style-type: none"><li>• A Certificate will be sent to the relevant Consulate / Immigration Authority / Government Authority. <b>Applicants will NOT receive any copy of the Certificate.</b></li></ul> If criminal conviction data is found: <ul style="list-style-type: none"><li>• Both the relevant Consulate / Immigration Authority / Government Authority and the applicants will receive a letter advising that a Certificate cannot be issued and listing out the conviction data.</li></ul>

6. If an applicant is under investigation by the Hong Kong Police Force / law enforcement agencies in Hong Kong, or is currently a defendant in criminal proceedings in Hong Kong, or is a subject of non-payment of fine including traffic offences, his/her application will not be further processed until the matter concerned has been concluded. The applicant will receive a notification about the suspension of his/her application and the required formality afterwards.

## Handling of Personal Data

7. The personal data provided by applicants will only be used for the purpose of processing their application and afterwards destroyed within a reasonable period of time upon conclusion of the application process. Every applicant has the right to request for access and correction of his or her personal data, by sending a written request to the Chief Inspector (Support) Identification Bureau on 10/F, Arsenal House West Wing, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong. In order to recover the administrative cost of acceding to such request, applicants using this service may be charged for any copy of the data requested, and in most cases, the prevailing government rate for photocopies will apply.

## Enquiries

8. For enquiries, please send them to:

Address : **Certificate of No Criminal Conviction Office**  
**14/F, Arsenal House, Police Headquarters**  
**1 Arsenal Street, Wan Chai, Hong Kong**

Fax : (852) 2200 4321

Phone : (852) 2860 6557

Email Address : **[cncc-enquiries@police.gov.hk](mailto:cncc-enquiries@police.gov.hk)**