

Information Notes

Application for Licence for Possession (Security Guard)

Notes for applicant

- The applicant must be an employee of a company licensed to possess arms and ammunition for the purpose of providing armed security guarding services.
- When considering an application, the Commissioner of Police (“the Commissioner”) shall, in addition to any other relevant matter that he may reasonably take into consideration, have regard to-
 - a. whether the applicant is a fit and proper person to be granted a licence, such as:
 - i. whether he has any criminal record;
 - ii. whether he has any medical history which may affect his ability of handling the arms and ammunition under application; and
 - iii. whether his physical and mental conditions are considered suitable.
 - b. whether there is good reason for that applicant to hold a licence; and
 - c. whether it is objectionable, for reasons of public safety and security, to grant the licence to that applicant.
- Applicants, both for new and renewal applications, will be required to undertake and pass an arms handling test. The employer of the applicants should arrange with the Police Licensing Office for the applicants to attend the handling test. The qualification for passing the test (part I and/or part II of the test) is valid for 3 months and the applicant has to test again if the qualification expires.
- The applicant shall possess a valid Security Personnel Permit (Category C).
- The upper age limit of the applicant is 55 years.
- The application for renewal must be submitted to the Police Licensing Office **at least 3 months prior to** expiry of the current licence.

Documents to be submitted by applicant

- You are required to submit, together with this application, the following documents -
 - a. 2 recent full face photographs (4cm × 5cm);
 - b. a copy of your Hong Kong Identity Card;
 - c. a copy of your valid security personnel permit;
 - d. a copy of your valid licence for possession (security guard) (if any); and
 - e. confirmation letter from the employer.
- You must sign on each copy of the supporting documents to confirm authenticity.

Completion of form

- This application form shall be completed in Chinese or English (block letters).
- Application forms can be downloaded from Police Website <http://www.police.gov.hk>.
- You are advised to read the Firearms and Ammunition Ordinance, Cap. 238, Part IV in particular. Copy of the Ordinance is available from the Government Publications Centre and on the Internet <http://www.legislation.gov.hk>.

Application and enquiries

- Application can be made *by mail* or *in person* to –

Arms Licensing Section	Telephone no.	: 2860 6538	
Police Licensing Office	Fax no.	: 2200 4323	
12/F., Arsenal House	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m.
Police Headquarters			2 p.m. to 5:45 p.m.
1 Arsenal Street			
Wanchai, Hong Kong		Saturdays/Sundays/Public Holidays	Closed

- If you have any enquiries or need more information about the application procedure, please contact the Arms Licensing Section of Police Licensing Office by telephone or by fax or by email : arms-licensing@police.gov.hk.
- We pledge to complete processing an application within 24 working days after receiving **ALL** the required documents and information. Our pledge depend much on the quality of information provided in your application and if insufficient information is supplied, this will affect the time required to process your application.

Issue/Amendment/Replacement of licence

- Upon approval of the application, you are required to pay the prescribed fee within 3 months. Otherwise a fresh application will be required.

Terms and conditions of licence

- Licence granted is subject to terms and conditions.
- Licensee who fails to comply with any term or condition of the licence commits an offence under Section 23 of the Firearms and Ammunition Ordinance, Cap 238.

Fees

- Licence for Possession (Security Guard)
 - Amendment/Replacement of Licence
- } Please refer to the “Licence Fees” at Police Website
<http://www.police.gov.hk>.

Shroff office

Shroff Office
11/F., Arsenal House
Police Headquarters
1 Arsenal Street
Wanchai, Hong Kong

Office hours	: Mondays – Fridays	9 a.m. to 1 p.m. 2 p.m. to 5 p.m.
	Saturdays/Sundays/Public Holidays	Closed

Payment Method:

- Cash;
- Cheques, Drafts and Cashiers Orders should be made payable to “**The Government of the Hong Kong Special Administrative Region**” or “**The Government of the HKSAR**” and crossed;
- Octopus (add value service will not be provided);
- EPS.

Provision of Personal Data

Purpose of collection

- The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of applications/record purpose/record update/all kinds of present and subsequent investigations as well as the enforcement of related licence conditions in connection with arms licences and/or exemption and/or authorization and/or approval under the Firearms and Ammunition Ordinance, Cap. 238.
- The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
- Any material falsification or omission of information may result in the Commissioner’s refusal to give approval.

Classes of transferees

- The personal data you provide by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned above.

Access to personal data

- You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to Executive Officer (Licensing), Police Licensing Office, 12-13/F., Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong (Telephone no.: 2860 2973 / Fax no.: 2200 4322).

Warning

- Under Section 47 of the Firearms and Ammunition Ordinance, Cap. 238, any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.
- Under the Prevention of Bribery Ordinance, Cap. 201, it is an offence for any person to solicit, offer or accept any advantage including money and gifts in connection with the processing of any application.