

## Information Notes

### Application for Licence for Possession (Security Guard)

#### A. Notes for Applicants

- 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-
  1. 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.
  2. whether there is good reason for that applicant to hold a licence; and
  3. 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 60 years.
- The application for renewal must be submitted to the Police Licensing Office **at least 3 months prior to expiry** of the current licence.

#### B. Application Procedures

- You may opt for submitting your application and documents required for application in person, by fax, mail or online. If you opt for online submission, please refer to “Step 1 – Notes for Applicants” of the online application form via <https://www.licensing.police.gov.hk/licensing> for application requirements.
- Documents required for application include:
  1. a copy of your Hong Kong Identity Card;
  2. 2 recent full face photographs (4cm × 5cm);
  3. a copy of your valid security personnel permit;
  4. a copy of your valid licence for possession (security guard) (if any); and
  5. confirmation letter from the employer.
- If you opt for submitting your application online, please download and print out your application form, and sign to confirm the content of your application. You are required to submit the duly signed application form, 2 recent full face photographs (4cm x 5cm) and the confirmation letter from your employer to the Police Licensing Office by post within 14 days from the date of your online submission.
- Upon approval of the application, you will receive a confirmation e-mail from the Police Licensing Office. You are required to pay the prescribed fee within three months since the date of the confirmation e-mail. Otherwise, a fresh application will be necessary.
- You can pay online by following the instruction on the confirmation e-mail and call 2860 6536 to contact the Police Licensing Office afterwards for collection of your licence. You can also make an appointment with the Police Licensing Office for making payment in person and collecting licence on the same day.

#### C. Completion of Form

- In addition to online submission of application, applicants can submit their application form in person. All application form (paper form) shall be completed in Chinese or English (block letters) with a black or blue pen. The application form can be downloaded from the “Downloadable Forms” section of Hong Kong Police website at [https://www.police.gov.hk/ppp\\_en/11\\_useful\\_info/licences/arms.html](https://www.police.gov.hk/ppp_en/11_useful_info/licences/arms.html).

- You are advised to read the Firearms and Ammunition Ordinance, Cap. 238, in particular Parts II and IV thereof. Please note that Firearms and Ammunition (Declaration of Arms) (Amendment) Regulation 2021 has taken effect on 1 November 2021. Firearm component parts specified in the Schedule to the Firearms and Ammunition (Declaration of Arms) Regulations (Cap. 238D), i.e. barrel, chamber, cylinder, frame, body, received, breech block, bolt or other mechanism for containing the pressure of discharge at the rear of a chamber, are within the definition of “arms” under the Firearms and Ammunition Ordinance (Cap. 238). Copy of the Ordinance is available at the Government Publications Centre and Hong Kong e-Legislation at <https://www.elegislation.gov.hk>.

#### D. Application and Enquiries

- The address and office hours of the Police Licensing Office are listed below:

|                         |                                  |                     |
|-------------------------|----------------------------------|---------------------|
| Arms Licensing Section  | Office hours : Mondays – Fridays | 9 a.m. to 1 p.m.    |
| Police Licensing Office |                                  | 2 p.m. to 5:45 p.m. |
| 12/F., Arsenal House    | Saturdays/Sundays/Public         | Closed              |
| Police Headquarters     | Holidays                         |                     |
| 1 Arsenal Street        |                                  |                     |
| Wanchai, Hong Kong      |                                  |                     |

- 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.

Telephone no. : 2860 6538  
 Fax no. : 2200 4323  
 Email : [arms-licensing@police.gov.hk](mailto:arms-licensing@police.gov.hk)

- We pledge to complete processing of an application within 24 working days upon receipt of ALL the required documents and information. Our pledge depends 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.

#### E. 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.

#### F. Criminal Records

- You should include full details of all convictions in your application. No conviction will be regarded as “spent”. The provisions under section 2 of the Rehabilitation of Offenders Ordinance, Cap. 297, do not by reason of section 4 of that Ordinance apply to proceedings relating to a person’s suitability to be granted or to continue to hold a licence.

#### G. Fees

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

#### H. Shroff office

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|----------------------|----------------------------------|------------------|
| Shroff Office        | Office hours : Mondays – Fridays | 9 a.m. to 1 p.m. |
| 11/F., Arsenal House |                                  | 2 p.m. to 5 p.m. |
| Police Headquarters  | Saturdays/Sundays/Public         | Closed           |
| 1 Arsenal Street     | Holidays                         |                  |
| Wanchai, Hong Kong   |                                  |                  |

- 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.

## **I. Provision of Personal Data**

### **Purpose of collection**

- The personal data provided by means of the application form will be used by the Hong Kong Police Force to facilitate the 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 and ammunition licences and/or exemption and/or authorisation and/or approval under the Firearms and Ammunition Ordinance, Cap. 238.
- The provision of personal data by means of the application form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.

### **Classes of transferees**

- The personal data you provide may be disclosed to other government bureaux, departments and other organisations for the purposes mentioned above.

### **Access to personal data**

- You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided on the application form subject to payment of a fee.

### **Enquiries**

- Enquiries concerning the personal data collected by means of the application form, including 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 6527 / Fax no.: 2200 4322).

## **J. 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, any person who solicits, offers or accepts any advantage including money and gifts in connection with the processing of any application commits an offence and is liable to a fine of \$500,000 and to imprisonment for 7 years.

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