



December 2024

## **Sexual Conviction Record Check - Notes to Applicants**

The Sexual Conviction Record Check (SCRC) is an administrative scheme operated by the Police to enable employers to check whether persons undertaking child-related work and work relating to mentally incapacitated persons (MIPs) have any criminal conviction records against a specified list of sexual offences at Appendix 1. This scheme serves to help employers assess the suitability of eligible applicants for child-related or MIP-related work and afford better protection for children and MIPs from sexual abuse.

### **Eligibility**

2. An “eligible applicant” under the scheme means (1) prospective employees, (2) contract renewal staff and (3) prospective self-employed persons undertaking child-related or MIP-related work for individual employers (e.g. parents who engage private tutors for their children or MIPs), organisations or enterprises (including schools, residential care homes for disabled persons, private tutorial centers and private interest/activity institutions, e.g. swimming clubs, ball games clubs, music centers, etc.).

To further enhance the protection of children or MIPs, the Government plans to expand the scope to further cover volunteers, existing employees and self-employed persons in phases. The Government will make the announcement in the fullest of time.

3. In accordance with the definition of “work” as stipulated in the “Interim Proposal” by LRC, the word “work” should be given a wider meaning, and should include work carried out by an individual: under a contract of employment or apprenticeship; as training undertaken as part of an educational or vocational course; and on a self-employed basis. “Child-related or MIP-related work” is defined as work where the usual duties involve, or are likely to involve, frequent or regular contact with children or MIPs. In general, the usual duties of the relevant work may conform to one of the following criteria:

- (a) providing services mainly for children or MIPs (such as, teachers, tutors working in tutorial centres, tutors of interest classes, social workers looking after children, paediatricians and nursing staff, tutors working in special schools, private tutors and sports coaches etc.);
- (b) working in premises that provide services for children or MIPs (such as general staff or assistants, librarians and cleaners in schools or tutorial centres, etc.); or
- (c) involving frequent or regular contact, in particular unmonitored contact, with children or MIPs (such as permanently hired school bus drivers, assistants of children activities, etc.).

4. Applicants under the age of 18 should always obtain consent from their parent or guardian when submitting their applications or for any further procedures (such as those denoted in paragraphs 11, 12, 17 and 19 below). The parent or guardian should sign on all required documents to confirm that such procedures are processed with their consent on a fully informed basis. If the applicants under the age of 18 submit the application online, the parent/ guardian consent form should be uploaded.

## Voluntary application

5. Employers, when engaging persons to undertake work that requires frequent contact with children or MIPs, may request the eligible applicants to undergo SCRC. Applications for the check should be submitted by the eligible applicants on a voluntary basis to the SCRC Office of the Police.

## Application methods, application procedures and documentation requirements

6. Applicants can submit the application via the Online Applications Platform (OAP) or make appointments to submit the application in person at the SCRC Office through the Online Booking System. The details of the application procedures are listed below:

### 6.1 Online Application



6.1.1 Applicants can submit the application form, upload the required documents and pay the prescribed fee through the OAP ([https://www.es.police.gov.hk/eserv-online-portal-ui/#/pages/e-services-application-forms/13?locale=en\\_US](https://www.es.police.gov.hk/eserv-online-portal-ui/#/pages/e-services-application-forms/13?locale=en_US))<sup>1</sup>.

6.1.2 The SCRC Office will process the online applications within 14 working days upon receipt of the applications<sup>2</sup>. After the applications being accepted by the SCRC Office, the applicant will receive a link for making the appointment for taking the fingerprints via the OAP where the applicant can select the most preferable date, time and location for taking the fingerprints subject to availability. In any event that the online applications submitted by the applicants have not fulfilled the requirements (e.g. incorrect information, unfit documents), the SCRC Office will contact the applicant through the OAP. The processing time of the application by the SCRC Office will be recounted upon the replies received from the applicant.

6.1.3 The applicant should submit the fingerprints according to the appointment at the selected location. Walk-in submission of the fingerprints will not be entertained. The applicant will be notified through the OAP within two working days of whether he has submitted the fingerprints successfully.

6.1.4 If the applicant has successfully submitted his fingerprints, the SCRC check result will be uploaded to the ATAS within five working days. At the same time, the applicant can download the letter with the random 14-digit computer generated unique checking code on the OAP. The applicant who has been informed of his failure in the submission of the fingerprints (e.g. poor quality of the fingerprints), a link for making an appointment for re-taking the fingerprints by ink at the SCRC Office will be sent to the applicant through the OAP.

### 6.2 Apply in person



6.2.1 Applicants should make appointments through the Online Booking System (<https://online.booking.police.gov.hk/>)<sup>3</sup> at least one hour before the time making the appointment. Walk-in application will not be entertained.

<sup>1</sup> Payment methods, including credit card, FPS and PPS, are accepted on OAP.

<sup>2</sup> The working days for the SCRC Office to process an online application will be varied subject to actual circumstances, which may be adjusted according to the amount of the applications.

<sup>3</sup> Applicants should make appointment by the “iAM Smart” account on the Online Booking System if they apply in person.

6.2.2 Applicants should attend in person according to the appointment at the SCRC Office located at 14/F, Arsenal House, Police Headquarters (PHQs), 1 Arsenal Street, Wan Chai, Hong Kong. Its operating hours for receiving applications are:

Monday – Friday	9:00 am – 5:15 pm
Saturday and Sunday / Public Holiday	Closed

6.2.3 Upon acceptance of the application, a letter with the random 14-digit computer generated unique checking code provided will be issued to the applicants immediately at the SCRC Office.

7. The applicant should submit the required documents as follows:

- (a) His Hong Kong Identity (HKID) card;
- (b) A documentary proof of employment related to children or MIPs from a relevant employer, with the employer's acknowledgement that he has read the Notes to Employers and fully understood the terms and conditions of the service including his responsibilities contained therein. A template of the documentary proof can be downloaded from the SCRC homepage - <https://www.police.gov.hk/scrc/en>;
- (c) A completed application form. A blank application form can be downloaded from the SCRC homepage - <https://www.police.gov.hk/scrc/en> (Online applicant only needs to fill in the online application form on the OAP); and
- (d) A fee of HK\$140 per person<sup>4</sup>.

8. Applicants should give their consent to take the fingerprints in connection with his SCRC application to ensure accuracy of the check result.

#### Release of result

9. The SCRC Office will issue a letter with the random 14-digit computer-generated unique checking code provided to the applicants who have successfully completed the applications. Applicants or employers authorised by the applicants will be able to access the check result through the ATAS at 3660 7499 by entering the first four digits of the applicant's identity document number together with the unique checking code. A transaction number will be provided for reference whenever the result is checked. The checking code has a validity period of 36 months dated from the first uploading of the check result onto the ATAS. Applicants can pass the checking code to multiple employers whom they authorise when applying for child-related or MIP-related work during the validity period. The check result, which will be updated daily, will be available for unlimited times of access during the validity period. A transaction number generated by the system will be given to the authorised enquirer in each access to the check result for reference. At the conclusion of this validity period, the check result will be deleted from the ATAS and the checking code will be invalidated. The ATAS cannot be accessed by a telephone with the caller display function disabled.

10. If an applicant does not have a conviction record against the specified list of sexual offences, the check result will be uploaded onto the ATAS within five working days after successful submission of the fingerprints. No written confirmation will be issued.

---

<sup>4</sup> For applying in person, payment can be made by Octopus cards, EPS or FPS at the SCRC Office, or in cash at the Police Shroff on 11/F, Arsenal House, PHQs. Add-value service for Octopus cards will not be provided by the SCRC Office.

11. If an applicant has a conviction record against the specified list of sexual offences, the applicant will be contacted for an interview by a SCRC officer within seven working days after successful submission of the fingerprints. The applicant will be provided with his sexual conviction record in writing during the interview and be requested to sign on a prescribed proforma to consent to the Police revealing the existence of sexual conviction record in the ATAS check result. In all events, the message in the ATAS will only reveal that the applicant (with no name mentioned) has a conviction record against the specified list of sexual offences. Details of the record(s) will not be disclosed. If the applicant fails to attend the interview, the application will be suspended. As such, the check result will not be uploaded in the ATAS. No refund to the applicant will be made.

12. If an applicant has been arrested or charged with any of the specified list of sexual offences, but not yet convicted or acquitted, his application will not be further processed until the conclusion of the matter. The applicant will be contacted by the SCRC Office that his application is withheld pending conclusion of the matter. Once there is no outstanding matter, the applicant should contact the SCRC Office to resume his application as soon as possible. Alternatively, the applicant may choose to submit an application to the SCRC Office, authorising the Police to disclose the fact of his involvement in an outstanding case. Upon receipt of the authorisation, such facts will be disclosed, upon enquiry, to the enquirer who is able to provide the first four digits of the applicant's identity document number and the unique checking code.

13. If an applicant is a wanted person, the application will not be accepted, albeit the applicant may submit a fresh application when he is no longer a wanted person. If the online applicant is found wanted by the Police after the submission of the application, his application will not be further processed until the conclusion of the matter. Once there is no outstanding matter, the applicant should contact the SCRC Office for resumption of his application as soon as possible.

14. Criminal conviction record(s) out of the specified list of sexual offences or record(s) of conviction for sexual offence(s) regarded as "spent" under section 2 of the Rehabilitation of Offenders Ordinance (Cap 297, Laws of Hong Kong) will not be disclosed in the check result. Overseas conviction records will not be covered.

15. After the uploading of the check result onto the ATAS and throughout the validity period of the checking code, an applicant's check result will be updated on a daily basis to see whether the applicant has become a wanted person or been newly arrested or charged with any of the specified list of sexual offences. Once confirmed, the SCRC Office will contact the applicant for arrangements to complete the necessary formalities, and the ATAS will no longer reveal a "clean" record for these applicants. In any case, an applicant who has become a wanted person, or been newly arrested or charged with any of the specified list of sexual offences should contact the SCRC Office as soon as practicable to confirm the status. Applicants are also encouraged to check their results through the ATAS at times so as to ensure the accuracy of the result, and contact the SCRC Office immediately for rectification in case of any dispute to over the result.

#### Refusal of application

16. If an applicant is not eligible for the check or refuses to accept the terms and conditions as specified in the Notes to Applicants while applying, the SCRC Office will reject the application.

## Withdrawal of checking account

17. If an applicant wishes to withdraw his checking account, he should submit the request through the OAP or in person at the SCRC Office. After the checking account is withdrawn, no refund or reactivation of withdrawn checking account will be allowed. Applicants may submit a fresh application following the procedures set out in paragraphs 6 to 8 above for a new valid checking account.

18. For the purpose of personal data privacy protection, applicants are encouraged to withdraw their checking account once they no longer require the check result for applying for child or MIP-related work.

## Renewal application

19. An applicant may submit a renewal application for extending the validity period of his application within the last three months of the validity period. Applicants can submit the application via the OAP or make appointments to submit the application in person at the SCRC Office through the Online Booking System. Walk-in application will not be entertained. The details of the application procedures are listed below:

### 19.1 Online Application



19.1.1 Applicants can submit the application form, upload the required documents and pay the prescribed fee through the OAP ([https://www.es.police.gov.hk/eserv-online-portal-ui/#/pages/e-services-application-forms/13?locale=en\\_US](https://www.es.police.gov.hk/eserv-online-portal-ui/#/pages/e-services-application-forms/13?locale=en_US))<sup>5</sup>.

19.1.2 SCRC Office will process the online applications within 14 working days upon receipt of the applications<sup>6</sup>. The applicant will be notified of the successful renewal of the application and can download the letter with the original 14-digit computer-generated unique checking code through the OAP. The extended validity period will be stated in the letter.

19.1.3 In any event that the online applications submitted by the applicants have not fulfilled the requirements (e.g. incorrect information, unfit documents), the SCRC Office will contact the applicant through the OAP. The processing time of the application by the SCRC Office will be recounted upon the replies received from the applicant.

### 19.2 Apply in person



19.2.1 Applicants should make appointments through the Online Booking System (<https://online.booking.police.gov.hk/>)<sup>7</sup> at least one hour before the time making the appointment. Walk-in application will not be entertained.

19.2.2 Applicants should attend in person according to the appointment at the SCRC Office located at 14/F, Arsenal House, PHQs, 1 Arsenal Street, Wan Chai, Hong Kong. The operating hours for receiving applications from the SCRC Office have been stipulated in paragraph 6.2.2 above.

20. Documentary proof of employment related to children or MIPs from the employer and fingerprint-taking are NOT required for the submission of the renewal application. The prescribed fee for

<sup>5</sup> Payment methods, including credit card, FPS and PPS, are accepted on OAP.

<sup>6</sup> The working days for the SCRC Office to process an online application will be varied subject to actual circumstances, which may be adjusted according to the amount of the applications. The latest processing time required by the Office will be announced in the SCRC homepage.

<sup>7</sup> Applicants should make advance appointment by the “iAM Smart” account on the Online Booking System if they choose to apply in person.

the renewal application is HK\$93 per person<sup>8</sup>.

21. The validity period of the application will be extended for another 36 months, counting from the expiry date of the preceding validity period. The applicant or his authorised employers will be able to access the check result using the original checking code for another 36 months. There is no limit on the number of renewal applications for each applicant.

22. Once the checking code has expired, the check result will be deleted from the ATAS and the checking code will be invalidated. Applicants may submit fresh applications for SCRC following the procedures set out in paragraphs 6 to 8 above.

#### Handling of personal data

23. The personal data provided by the applicants will only be used for the purpose of processing their SCRC applications. An applicant has the right to request for access and correction of his personal data by sending a written request to the Chief Inspector (Support) of Identification Bureau (address:10/F, Arsenal House West Wing, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong). To recover the administrative cost of acceding to such requests, the applicant may be charged for any copy of the data requested, and in most cases, the prevailing government rate for photocopies will apply. Fingerprints and other personal data collected shall be destroyed within a reasonable period upon conclusion of the checking process.

24. An applicant is neither obliged to apply for the check nor to provide his identity document number and checking code to anyone unless he wishes to do so. If he wishes to do so, he should remind the employer or person concerned to familiarise himself with the content of the Notes to Employers. If leakage of checking code beyond his control is suspected, the applicant should inform the SCRC Office at 3660 7497 at the earliest convenience. The original checking code will be invalidated, and a new one will be provided upon completion of the required procedures to reconfirm the applicant's identity. Any forced application or abuse of checking should be reported to the Privacy Commissioner for Personal Data. Further information is available at <https://www.pcpd.org.hk/>.

#### Enquiries

25. Details of the SCRC scheme including application form, Notes to Applicants and Notes to Employers are available at the Police homepage – <https://www.police.gov.hk/scrc/en>. For enquiries about SCRC services, please write to the SCRC Office or call on telephone 3660 7497 or fax at 2200 4479. The e-mail address is [enquiry-scr-ib@police.gov.hk](mailto:enquiry-scr-ib@police.gov.hk).

---

<sup>8</sup> For applying in person, payment can be made by Octopus cards, EPS or FPS at the SCRC Office, or in cash at the Police Shroff on 11/F, Arsenal House, PHQs. Add-value service for Octopus cards will not be provided by the SCRC Office.

**Specified List of Sexual Offences**Crimes Ordinance (Cap 200, Laws of Hong Kong)

section 47	Incest by men
section 48	Incest by women of or over 16
section 118	Rape
section 118A	Non-consensual buggery
section 118B	Assault with intent to commit buggery
section 118C	Homosexual buggery with or by a man under 21 (only if the victim was under 16)
section 118D	Buggery with a girl under 21 (only if the victim was under 16)
section 118E	Buggery with a mentally incapacitated person
section 118G	Procuring others to commit homosexual buggery (only if to procure a victim under 16)
section 118H	Gross indecency with or by a man under 21 (only if the victim was under 16)
section 118I	Gross indecency by a man with a male mentally incapacitated person
section 119	Procurement of an unlawful sexual act by threats or intimidation
section 120	Procurement of an unlawful sexual act by false pretences
section 121	Administering drugs to obtain or facilitate an unlawful sexual act
section 122	Indecent assault
section 123	Sexual intercourse with a girl under 13 (only if the offender was 18 or above)
section 124	Sexual intercourse with a girl under 16 (only if the offender was 18 or above)
section 125	Sexual intercourse with a mentally incapacitated person
section 126	Abduction of an unmarried girl under 16
section 127	Abduction of an unmarried girl under 18 for sexual intercourse
section 128	Abduction of a mentally incapacitated person from parent or guardian for sexual act
section 129	Trafficking in persons to or from Hong Kong for the purpose of prostitution
section 130	Control over persons for the purpose of unlawful sexual intercourse or prostitution
section 132	Procurement of girl under 21
section 133	Procurement of a mentally incapacitated person to have unlawful sexual intercourse
section 134	Detention for intercourse or in a vice establishment
section 135	Causing or encouraging prostitution of, intercourse with, or indecent assault on, a girl or boy under 16
section 136	Causing or encouraging prostitution of a mentally incapacitated person
section 138A	Use, procurement or offer of persons under 18 for making pornographic or for live pornographic performances
section 140	Permitting a girl or boy under 13 to resort to or be on premises or vessel for intercourse
section 141	Permitting a young person to resort to or be on premises or vessel for intercourse, prostitution, buggery or homosexual act (only if the victim was under 16 and the offender was 18 or above)
section 142	Permitting a mentally incapacitated person to resort to or be on premises or vessel for intercourse, prostitution or homosexual act
section 146	Indecent conduct towards a child under 16
section 159AAB	Voyeurism
section 159AAC	Unlawful recording or observation of intimate parts

Prevention of Child Pornography Ordinance (Cap 579, Laws of Hong Kong)

section 3	Offences relating to child pornography
-----------	--

Related inchoate offences

Inciting another to commit any of the above offences

Aiding, abetting, counselling or procuring the commission of any of the above offences

Conspiracy to commit any of the above offences

Attempting to commit any of the above offences.