



December 2024

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

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 or MIP-related work and afford better protection for children and MIPs from sexual abuse. Nevertheless, the scheme cannot take the place of prudent selection and employment practice, as well as proper supervision.

2. An employer should not demand the applicant to apply for the SCRC if the usual duties of the applicant do not involve child-related or MIP-related work. Any person who seeks to abuse the scheme may be liable under Personal Data (Privacy) Ordinance (Cap 486, Laws of Hong Kong). The SCRC Office will conduct regular checks on the applications and refer the suspicious case to the related unit of the Police for further investigation. The relevant parties may be liable for criminal charges and be sentenced to 14-year imprisonment if convicted with the offence of using a false instrument.

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. Individual employers, organisations or enterprises, when engaging persons to undertake work that requires frequent contact with children or MIPs, may request the eligible applicants to undergo SCRC. Applications for SCRC should be submitted by the eligible applicants on a voluntary basis to the SCRC Office of the Police. Consent of the eligible applicants to allow the check result to be disclosed through ATAS will be required.

5. In order to facilitate the application for SCRC, employers are required to provide the eligible applicants with documentary proof of employment related to children or MIPs for submission to the SCRC Office, 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. The template of the documentary proof can be downloaded from the SCRC homepage - <https://www.police.gov.hk/scrc/en>. Employers should only issue such documentary proof to the applicants at the advanced stage of the selection, employment or contract renewal process. In all events, SCRC should not be used to screen applicants/ candidates at an early stage of selection or employment process.

#### Release of result

6. Employer(s) authorised by an applicant 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 a random 14-digit computer generated unique checking code provided in the letter issued by the SCRC Office to the applicant. (Sample of the Letter of Unique Checking Code is at Appendix 2). A transaction number will be provided whenever the result is checked. The employer should record the transaction number for reference. The ATAS cannot be accessed by a telephone with the caller display function disabled.

7. One of the following messages will be given in the ATAS as the check result:

- (a) The applicant (with no name mentioned) "**has**" a conviction record against the specified list of sexual offences as at a particular date;
- (b) The applicant (with no name mentioned) "**does not have**" a conviction record against the specified list of sexual offences as at a particular date; or
- (c) The result of the check is withdrawn upon the applicant's request. Please contact the applicant for the details.

8. To cater for special cases, the callers may be directed by an ATAS message to contact an SCRC officer for the status of an applicant.

9. If the applicant has conviction record(s) against the specified list of sexual offences, the Police will provide the applicant with the concerned sexual conviction record(s) in writing, but the message in the ATAS will not disclose details of conviction record(s). Employers should enquire about such record(s) from the applicant directly if needed. If an applicant does not have a conviction record against the specified list of sexual offences, no written confirmation will be issued by the Police.

10. 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.

11. After the uploading of check results onto the ATAS and throughout the validity period of the application, an applicant's check result will be updated on a daily basis to see whether he 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 at once.

## Handling of personal data

12. The purpose of the SCRC is to enable employers of persons undertaking child-related or MIP-related work to check whether eligible applicant(s) has any sexual conviction record(s). Employers should neither pass the checking code, the check result or other personal data of the applicant to any unrelated person, nor use the personal data for any purpose other than the intended selection, recruitment or employment purpose. All access to the check result will be audit logged by the ATAS. Any person who uses the sexual conviction record or other personal data obtained for any purpose other than the intended purpose when the data is first collected may be liable under the Personal Data (Privacy) Ordinance (Cap 486, Laws of Hong Kong) and result in a fine of \$1,000,000 and imprisonment for 5 years if data was provided to a third party for gain.

## Enquiries

13. 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-scrc-ib@police.gov.hk](mailto:enquiry-scrc-ib@police.gov.hk).

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 pornography 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
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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.

# PRIVATE AND CONFIDENTIAL

香港警務處  
鑑證科



HONG KONG POLICE FORCE  
IDENTIFICATION BUREAU

Application No. : xxxxxxxxxxxxxxxx

YYYY-MM-DD

## Sexual Conviction Record Check Result : Unique Checking Code

XYZ,

I acknowledge receipt of your application under the administrative scheme of Sexual Conviction Record Check (SCRC).

You are advised that the check result will be uploaded onto the Auto Telephone Answering System (ATAS) at 3660 7499 in accordance with the terms and conditions specified in the "Notes to Applicants". You may access your result through the ATAS by entering the first four digits of your identity document number and the unique checking code provided herewith.

Unique checking code : xxxxxxxxxxxxxxxx  
Validity period : From YYYY-MM-DD to YYYY-MM-DD  
Available period for renewal : From YYYY-MM-DD to YYYY-MM-DD

Please ensure proper handling and storage of this checking code as any leakage of the code may result in unintended disclosure of your sensitive personal data. You are not obliged to provide your identity document number and unique checking code to anyone unless you wish to do so. If you elect to do so, please remind the person concerned, to familiarize himself with the content of the "Notes to Employers", which can be downloaded from the SCRC homepage. In the event that this letter was lost, please contact the SCRC Office at your earliest convenience.

If you would like to submit the renewal application, you can do so through the Online Applications Platform with "iAM Smart +" or make an appointment through the Online Booking System with "iAM Smart" to submit the renewal application in person at the SCRC Office within the last three months of the validity period. An email and/or SMS reminder before expiry will be sent to the email address and/or local mobile number you provided. No documentary proof from the employer is required and you should pay a prescribed fee for the submission of the renewal application. After renewal, the validity period will be extended for another 36 months counting from the expiry day of the preceding validity period. Please note that if your account has expired, we could not process your request for renewal and you have to submit a fresh application for the checking.



SCRC Homepage

No signature required for this computer generated e-document