



## Protect Our Children

### Support Sexual Conviction Record Check Scheme

To enhance protection of children and mentally incapacitated persons from sexual abuse, employers of organisations or enterprises, when engaging persons to undertake work that requires frequent contact with these persons, may request the eligible applicants to undergo Sexual Conviction Record Check.



## Sexual Conviction Record Check Scheme

### What is "Sexual Conviction Record Check"?

The Sexual Conviction Record Check (SCRC) scheme implemented by the Hong Kong Police Force provides employers with a reliable channel whereby they may ascertain whether applicants applying for work relating to children or mentally incapacitated persons (MIPs) have any sexual conviction records.

The sexual offences covered under the scheme are listed in the Notes to Applicants and Notes to Employers.

### Purpose of SCRC

The scheme serves to help employers assess the suitability of applicants for work relating to children or MIPs and afford better protection to them from sexual abuse.

### How to define work relating to children or MIPs?

The usual duties of the relevant work should involve frequent contact with children or MIPs. In general, the usual duties of the relevant work may conform to one of the following criteria:

- providing services mainly for children or MIPs;
- working in premises that provide services for children or MIPs; or
- involving frequent or regular contact, in particular unmonitored contact, with children or MIPs.

### Who may submit an application for SCRC?

The scope of the scheme covers prospective employees, contract renewal staff as well as staff assigned by outsourced service providers to organisations or enterprises applying to 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.) for work relating to children or MIPs. Employers of organisations or enterprises, when engaging relevant persons to undertake work that requires frequent contact with children or MIPs, may request relevant persons to undergo SCRC. The definition of "work" covers services provided to an organisation or enterprise under a contract of employment, apprenticeship or on a self-employed basis. Applications for the check should be submitted by relevant persons voluntarily to the SCRC Office of the Hong Kong Police Force.

### Application procedures

**Before application:** The applicant should make advance appointment through the Auto-Telephone Answering System (ATAS) at 3660 7499 no less than one working day in advance of the intended appointment.

**Making an application:** The applicant should attend in person at the SCRC Office located at 14/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong to submit an application. To ensure accuracy of the check result, fingerprints of the applicant will be taken by an officer of the SCRC Office.

**Documentation requirement:** The applicant should bring along the following documents:

- his Hong Kong Identity Card (HKID);
- a documentary proof of possible employment related to children or MIPs from relevant employer; and
- a completed application form.

(Note: template of documentary proof provided by the employer and application form can be downloaded at [www.police.gov.hk/scrc](http://www.police.gov.hk/scrc).)

**Application fee:** HK\$105

**Acceptance of application:** Upon acceptance of the application, the applicant will be issued a 14-digit random computer generated checking code. The checking code is valid for 18 months and the result will be available for unlimited times of access during the validity period of the checking code.

**Renewal of application:** The applicant may apply to the SCRC Office in person for extending the validity period of his checking code within the last three months of the validity period. After renewal, the validity period will be extended for another 18 months counting from the original expiry date.

### Result checking procedures

- The applicant may give the checking code and the first four digits of his HKID number to the employer whom he authorises for conducting the check.
- The employer may call the ATAS (Tel: 3660 7499) and conduct the check by inputting the checking code and the first four digits of HKID number of the applicant.
- The ATAS will disclose to the employer that the applicant "has" or "does not have" sexual conviction record. Details of any conviction record will not be disclosed.

### Personal Data Privacy

Employers should neither pass the sexual conviction record or other personal data of the applicant to any unrelated person, nor use the personal data for any purpose other than the intended recruitment purpose in relation to child or MIP-related work. Any person who seeks to abuse the scheme may be liable under Personal Data (Privacy) Ordinance (Cap. 486).

### Enquiry

For more details of the requirements and procedures of the scheme, applicants and employers conducting the check should read the Notes to Applicants and Notes to Employers available at [www.police.gov.hk/scrc](http://www.police.gov.hk/scrc). For any enquiry, please contact the SCRC Office at 3660 7497.

# Online Booking System

Sexual Conviction Record Check ✓

Criminal Conviction Data Access Request ✓

Certificate of No Criminal Conviction ✓

Online Booking System

Accessible by Smartphone, Computer and Tablet

The new Online Booking System has been launched! Members of the public are able to book an appointment for the Sexual Conviction Record Check (SCRC), Criminal Conviction Data Access Request (CCD) and Certificate of No Criminal Conviction (CNCC) applications through smartphones, computers or tablets. Also, applicants can receive SMS or Email acknowledgement and reminder, aiming to alert them to attend the relevant office in person for application submission at the appointment date and time. Try it now at <https://www.obs.police.gov.hk>