

Document checklist for application for “Certificate of No Criminal Conviction” (Applicants in Hong Kong)

* All listed documents (except items c and f) are mandatory. Applicants are recommended to read the "Notes to applicants in Hong Kong" and "Frequently Asked Questions" on our webpage before submission of application (www.police.gov.hk/cncc/en).

<input type="checkbox"/> a. The ORIGINAL of signed “ Application form ”
<input type="checkbox"/> b. The ORIGINAL of signed “ Fingerprint consent form ”
<input type="checkbox"/> c. Standard personal data form (Only required for applications related to visa/permanent residency)
<input type="checkbox"/> d. The ORIGINAL of the Applicant’s Hong Kong Identity Card (if the applicant is a HK resident) / valid Travel Document
<input type="checkbox"/> e. The ORIGINAL and a PHOTOCOPY (for each applicant) of a request letter from the relevant Consulate / Immigration Authority / Government Authority , which contains the applicant’s name and clearly indicates that the production of the Certificate is required. There should also be a <u>POSTAL ADDRESS</u> of the relevant Consulate / Immigration Authority / Government Authority since the application result will be directly sent to them by registered mail. If only the electronic copy of the request letter is available, please print it out for submission.
<input type="checkbox"/> f. The ORIGINAL and a PHOTOCOPY of the documents proving the applicant’s relationship with the “visa principal applicant” for the application, such as a marriage certificate, birth certificate, etc. (Only required if the request letter in item ‘e’ above only mentioned the name of the principal applicant and terms such as “sponsor” / “dependent” / “partner” and does not contain the applicant’s own name)
<input type="checkbox"/> g. Processing fee of HK\$283 per person . Payment by cash, Octopus cards, EPS or crossed cheques payable to "The <u>Government</u> of the Hong Kong Special Administrative Region" are accepted. Regarding the abbreviations on the bank draft / personal cheque, you may write 'The <u>Government</u> of Hong Kong SAR'. Add-value service for Octopus cards is not available at this office.