



PERSONAL DATA - 個人資料

Application for Closed Area Permit

(applicable to visitor)

PART A – Particulars of Applicant (please read the attached notes before completing this form)

Identity document No. _____ () Current Closed Area Permit No.(if any) _____

Name (in English) _____ (in Chinese) _____

Date of Birth _____ (year) _____ (month) _____ (day) Sex Male Female

Residential Address _____

Telephone No. Home _____ Office _____ Mobile Phone _____ Fax No. _____

I hereby apply for a Closed Area Permit to enter : Sha Tau Kok Ta Kwu Ling Lok Ma Chau Others (Specify) _____

for the following reason : (Please 'tick' (✓) the appropriate box)

from _____ (year) _____ (month) _____ (day) to _____ (year) _____ (month) _____ (day)

<input type="checkbox"/> visiting friends Must specify name _____	<input type="checkbox"/> visiting relatives (must state relationship and name) _____
<input type="checkbox"/> having a need to maintain a traditional link with the local community in the closed area because of family or historical background	<input type="checkbox"/> owning property within the closed area
<input type="checkbox"/> having a need to liaise with the rural committee within the closed area	<input type="checkbox"/> being the parents / guardians who need to escort a student to attend a school within the closed area
<input type="checkbox"/> being authorized by the property owner to take care of the property within the closed area	<input type="checkbox"/> others (please specify) _____

I consent to Police investigation of the mentioned information in order to ascertain its accuracy.

I hereby declare that the information provided by me in this application form is true and I understand that I may be liable to prosecution for a criminal offence if I wilfully give any information which I know to be false or do not believe to be true.

Signature of Applicant _____

Date _____

PART B – Completed by Sponsor/School Headmaster/Village Representative

I certify that the applicant in Part A enters the closed area for the following reason
(please 'tick' (✓) the appropriate box and state the reason in detail, and fill in the declaration in Page 2)

<input type="checkbox"/> having a need to maintain a traditional link with the local community in the closed area because of family or historical background	<input type="checkbox"/> visiting close relatives (must state the relationship)
<input type="checkbox"/> having a need to liaise with the rural committee within the closed area	<input type="checkbox"/> owing property within the closed area
<input type="checkbox"/> being authorized by the property owner to take care of the property within the closed area	<input type="checkbox"/> being parents / guardians who need to escort a student to attend a school within the closed area
<input type="checkbox"/> friend or relative of sponsor (must state the relationship and the name) _____	

Reason :

I hereby declare that the information provided by me in this application form is true and I understand that I may be liable to prosecution for a criminal offence if I willfully give any information which I know to be false or do not believe to be true.

Name	_____	Signature	_____
Identity document No.	_____	Closed Area Permit No.	_____
Address in closed area/ Name of school	_____ _____	Telephone No.	_____
		Date	_____

Village Representative/School Headmaster/Rural Committee Stamp

PART C – For Police Use Only

Approved : Closed Area Permit No _____

Area : All closed areas Sha Tau Kok Ta Kwu Ling Lok Ma Chau Others (specify) _____

Conditions : No access to Chung Ying Street, Sha Tau Kok No access to Border Crossing Point No access to the closed area except for working purpose
 Group Permit, details please see attached Escort is required

Period of validity From _____(year) _____(month) _____(day) to _____(year) _____(month) _____(day)

Remarks (reason for rejection or approval for special case) _____

Processed by _____

Approved by _____ Date _____

PART D – For Use by Duty Officer of Sheung Shui Police Station/Closed Area Permit Office Only

The applicant has collected the Closed Area Permit on producing the proof of identity and signing Part E of this form.

Duty Officer SSDIV /

Staff of Closed Area Permit Office _____ Date _____

PART E – For Acknowledgement of Receipt of Closed Area Permit

I _____ (Name), Hong Kong Identity Card number _____ (

have collected Closed Area Permit No. _____ Signature of Recipient _____ Date _____

Notes

- Application form must be completed and signed by the applicant.
- The application may be submitted by the applicant in person, by post, to the drop box or by fax [4 working days will be required for processing if the application is submitted by post, to the drop box or by fax].
- Submission of the application and collection of the permit may be handled by an authorized person with the written authorization of the applicant.

Application Form [V] for visiting close relatives

- Definition of close relatives:
 - (i) Grandparents / grandchildren,
 - (ii) Parents / children,
 - (iii) Brothers, sisters and spouses of brothers or sisters, and
 - (iv) Uncles / aunts and their spouses.
- Sponsor must complete Part B of the application form and sign and he should get to the office to submit the application in person.
- If the sponsor is over 65 years old, or proved with the medical report that he is not suitable for walking, he may be exempted to get to the office to make the application. However, the applicant should produce his proof documents and the identity documents of the sponsor.
- Applicant should produce his proof of identity, the proof of relationship and the valid Closed Area Permit of the Sponsor.
- The validity of the closed area permit will be same as his.

Application Form [V] for visiting non-close relatives

- Sponsor must complete Part B of the application form and sign and he should submit the application to the Closed Area Permit Office in person.
- Applicant may authorize the sponsor or other person to submit the application and collect the permit for him with a written authorization.
 - (i) Applicant should produce his proof of identity,
 - (ii) The permit is normally valid for a period of four days, and
 - (iii) If the applicant is a tourist, he may produce the air ticket or travel document to request for the duration of his stay in Hong Kong; but the maximum period will not exceed 180 days.

Application Form [V] for the visitor owning / managing property at the closed area

- Applicant must produce land deed of property.
- Proof of relationship must be produced if the applicant is the family member of the property owner.
- The property owner should complete Part B and sign. If the property owner stays overseas, the applicant should produce the authorization letter of the property owner.
- The permit is normally valid for five years.

Application Form [V] for the visitor taking care of property as a trustee

- Applicant must produce the land deed of the property.
- The property owner should complete Part B and sign. If the property owner stays overseas, the applicant should produce the authorization letter of the property owner.
- The permit is normally valid for one year.
- The trustee may apply for one Closed Area Permit for his family member to assist him to take care of the property; and proof of relationship should be produced.

Application Form [V] for parents or guardians escorting their children to and from school in the closed area

- Part B of the application form should be completed and signed by the headmaster of the school concerned.
- Proof of identity must be produced.
- Proof of identity of the student or proof of relationship must be produced.

Application Form [V] for grave sweepers at Sha Ling Cemetery

- Applicant should produce a referral letter issued by Wo Hop Shek Cemetery Office.
- For other cemetery within the closed area, Part B of the application form should be completed and signed by the village representative of the cemetery concerned.
- Applicant must complete application form [O] if Closed Area Permit is required.

Replacement for loss

- The following document should be produced
 - (i) Applicant's proof of identity,
 - (ii) Loss report issued by a police station, and
 - (iii) The company letter (if applicable).

Important notes

- Closed Area Permits are issued free of charge but replacement for loss, defaced or damaged permits will be issued subject to the levy of a charge in accordance with the relevant legislation.
[For Closed Area Permit, the charge is HK\$140- / for the Closed Road Permit, the charge is HK\$65-]
- Closed Area Permits / Closed Road Permits are not transferable.
- The Commissioner of Police has the authority to cancel and withdraw the permits issued.

Collection of Personal Data

- The information provided to the Commissioner of Police will be used for purpose relating to the application for Closed Area Permit.
- The Commissioner of Police may give some of the information to other departments authorized by law.
- According to the Personal Data (Privacy) Ordinance, the applicant has the right of access or correction with respect to personal data. Request for personal data access or correction should be addressed to District Commander of Border District.
Border District Police Headquarters, Man Kam To Road, New Territories.

Review Mechanism

- Should an application be rejected, the applicant may address to the Assistant District Commander (Administration) Border District for seeking a review.
- Should the applicant be aggrieved by the result of the review, he may apply in writing to the District Commander of Border District for a final review.

Border Closed Area Permit Office

- Office hours: Mondays to Fridays 9:00 a.m. to 12:30 p.m. and 2:00 p.m. to 4:30 p.m.
Saturdays 9:00 a.m. to 11:15 a.m.
Closed on Sundays & Public Holidays
- Address: Closed Area Permit Office, Sheung Shui Police Station, No. 8,
Sha Tau Kok Road, Fanling, New Territories
- Telephone No.: 2860 4143 Fax No.: 2675 9925

Non-Office Hours

May contact Duty Officer of Lok Ma Chau, Ta Kwu Ling or Sha Tau Kok for seeking assistance

Lok Ma Chau Police Station - 2482 8200
Ta Kwu Ling Police Station - 2674 8300
Sha Tau Kok Police Station - 2674 8600

Application Form

- <http://www.info.gov.hk/police>
- Fax hotline 2860 4143