**United States Consulate General – Hong Kong and Macau**
**26 Garden Road**
**Central, Hong Kong**
Website: http://hongkong.usconsulate.gov
Email: Visa Inquiry Form at our Website
Fax: (852) 2147-3586

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- *Instructions on Obtaining Civil Documents and Police Certificates from the Philippines*
- *Document Verification Process for Applicants born in the Philippines or Holding Passports Issued by the Government of the Philippines*
- *Philippines National Statistics Office contact information*

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## Civil Documents and Police Certificates from the People's Republic of China

**Birth/marriage/death/divorce certificates:** Individuals living outside China may obtain civil documents for birth, marriage, death and divorce from the Notary Public Office with jurisdiction over their county of previous residence. Relatives or friends may request issuance of certificates on behalf of an applicant who is living abroad. Relatives and friends should have specific written authorization from the interested party requesting the documents. Alternatively, persons in need of civil documents may contact the PRC Embassy or Consulate nearest to their residence abroad and ask that their request be forwarded to the appropriate Notary Public Office. Obtaining civil documents through a PRC Embassy or Consulate can require considerable time.

**Police certificates:** Individuals should apply for a certificate of no criminal record at the local Public Security Bureau (PSB). Once the certificate has been obtained, individuals should then make an application to the Notary Public Office for a certificate based on the PSB document.

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## Unobtainable Birth Certificates

Applicants who cannot obtain a birth record should request a certified statement from the appropriate government authority stating the reason why the birth record is not available. Applicants may then submit this certified statement along with secondary evidence of their birth. For applicants who reside in Hong Kong, the Certificate of Registered Particulars issued by the Hong Kong Immigrant Department, is accepted in lieu of an unobtainable birth certificate. A similar document can be obtained from the Macau Direcção dos Serviços de Identificação.

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## *Local Agencies that Offer Assistance in Completing Visa Forms*

Each individual applicant bears the responsibility for the information contained in his or her own visa application form and many complete their form on their own. However, you may seek assistance in preparing your visa application form.

Sources that may provide such assistance, often for a fee, include: cultural or religious groups (many such groups exist and have experience in assisting immigrants) and private attorneys.

ORGANIZATIONS THAT HAVE INFORMED THE DEPARTMENT OF STATE THAT THEY PERFORM SUCH SERVICES INCLUDE:

1) International Organization for Migration (IOM)
   Room 904, Yaumatei Carpark Building, 250 Shanghai Street, Kowloon
   Telephone: (852) 2332-2441 or 2332-2446
2) Caritas (Migration Service)
   Hong Kong: 1/F, Caritas House, 2-8 Caine Road, Hong Kong
   Kowloon: Caritas Community Center, 1/F, 256-A Prince Edward Road, Kowloon
   Telephone (for both locations): (852) 2843-4673

**Please note the U.S. Government, including the U.S. Consulate General in Hong Kong, does not assume responsibility for the professional ability or appropriateness of the organizations listed.**

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## *Police Clearances from Hong Kong and Macau*

Police clearances for Hong Kong and Macau will be sent by the police authorities directly to the U.S. Consulate General. There is no need to confirm the receipt of your police clearance with either the Consulate or NVC. Please note that failure to apply for a police certificate at least 6 weeks before the scheduled interview date may result in a delay with processing the visa application.

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# *Applying for a Police Clearance from Hong Kong*

The issuance of a Certificate of No Criminal Conviction is a charged service provided by the Hong Kong Police Force. Both individuals residing in Hong Kong and individuals residing outside of Hong Kong may apply.

*Individuals residing in Hong Kong*

All applicants should appear in person at the Certificate of No Criminal Conviction Office which is located at 14/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong. The office is open from 9am to 5:15pm from Monday to Friday. (Note: The payment window is closed daily between 1-2pm and stops accepting payments at 5pm.) Applicants may elect to make an advance appointment through the Automatic Telephone Appointment System at 2396-5351, no less than one day in advance of the intended appointment. **Please note that the "Certificate of No Criminal Conviction" or an appropriate reply together with the applicant's police record will be sent directly to the Consulate General and/or immigration office specified on the application.**

An applicant should be prepared to present the following items:

(1) his/her Hong Kong Identity Card or valid travel document;
(2) the original and a photocopy (for each applicant) of the letter from NVC which contains his/her name and the checklist of documents necessary for obtaining a visa (the one that references the need for police certificates);
(3) the original and photocopy of a document proving his/her relationship with the principal applicant for the visa if item #2 does not contain the applicant's name;
(4) the processing fee of HK$180 per person – payment via cash, Octopus cards or checks payable to "The Government of the Hong Kong Special Administrative Region."

All applicants must consent to have their fingerprints taken. Each applicant must sign an authorization that the fingerprints can be retained by the Hong Kong Police and that details of any criminal conviction recorded in Hong Kong can be disclosed to the U.S. Consulate General.

*Individuals residing outside Hong Kong*

Applications should be made in writing to:

The Commission of Police (Attn: EO CNCC)
14/F, Arsenal House
Police Headquarters, 1 Arsenal Street
Wan Chai, Hong Kong

An applicant residing outside Hong Kong must submit the following items. Please note that documents issued in languages other than Chinese or English, must be accompanied by an official transcript, in Chinese or English, endorsed either by the issuing authority or a certified translation services body.

(1) A photocopy of his/her Hong Kong Identity Card or valid travel document;
(2) A photocopy (for each applicant) of the letter from NVC which contains his/her name and the checklist of documents necessary for obtaining a visa (the one that references the need for police certificates);

(3) A photocopy of a document proving his/her relationship with the principal applicant for the visa if item #2 does not contain the applicant's name;
(4) a full set of the applicant's fingerprints taken and certified by a recognized and official police or law enforcement agency where the applicant currently resides. Certification of the fingerprints must clearly state: (i) the full name and rank of the person taking the prints, (ii) the full name of the police or law enforcement agency with their official chop; and (iii) the date and place the prints were taken. Prints that do not clearly show certification will be refused. Fingerprints taken by the applicant him/herself, a legal representative or private/commercial agency are also unacceptable.
(5) a bank draft in the amount of HK$180 per person, made payable to "The Government of the Hong Kong Special Administrative Region." The draft must be payable in Hong Kong. A personal cheque in Hong Kong dollars, which is issued and authorized by any licensed banks in Hong Kong, is also acceptable.

If an applicant is under investigation by the Hong Kong Police or is currently a defendant in criminal proceedings in Hong Kong or is subject to non-payment of fines including traffic offences, his/her application will not be further processed until the matter has been concluded.

The relevant application form, standard personal data form, and fingerprint consent form can be downloaded from the Hong Kong Police homepage at www.police.gov.hk. Any inquiries may be addressed to Certificate of No Criminal Conviction office, email: eo-cncc-ib@police.gov.hk, phone: +852-2860-6557 (for local residents); +852-2860-6558 (for overseas applicants), fax: +852-2200-4321.

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## *Applying for a Police Certificate from Macau*

Residents of Macau:

- Age requirement: All applicants should be 16 years of age or older.

- BIR Holder: If the applicant is a Macau Identity Card or "BIR" holder (Bilhete de Identidade de Residente de Macau), the card must be presented with the application.

- Non-BIR Holder: If the applicant is not a BIR holder, he or she must submit documents proving his or her ties to Macau, such as an identification permit of non-resident worker or a testimonial letter from a school or employer in Macau.

- BIR and Non-BIR Holders may personally submit their own applications or they may have a family member or representative submit an application on their behalf. Applications made by a family member must include documentation identifying the applicant, documentation identifying the family member making the application, and documentation proving that the applicant cannot apply in person. Applications made by a representative must include a letter of authorization from the applicant, a photocopy of the applicant's identification, and the representative's original document of identification. If an applicant is not appearing in person, a full set of his/her ten fingerprints must be submitted.

- Fees: Regular application (6 working days) costs 50 patacas (approximately $6USD). Express application (3 working days) costs 150 patacas (approximately $19USD)

- Address: Direcção dos Serviços de Identificação - Avenida da Praia Grande, No. 804, Edificia China plaza, 1° andar, Macau.

Non-Residents of Macau:

- Applicants residing outside of Macau may mail an application to Macau P.O. Box 1089.

- Each applicant must submit a letter listing the following information: the applicant's full name, date and place of birth, names of his/her parents, nationality, marital status, purpose for the certificate request (ex: visa application at the U.S. Consulate General) and contact information for the applicant (address and phone number).

- The letter must be signed by the applicant with the print of the applicant's right index finger visible next to the signature. (First time applicants must submit all ten fingerprints.)

- Each applicant must submit documents proving his/her former residence in Macau (documents of identification issued in Macau or a testimonial letter from a former school or employer in Macau).

- Each applicant must submit a photocopy of a relevant document showing his/her parents' names (such as a birth certificate) if the data is not already on record with the Identification Department.

- Each applicant must present a photocopy of a passport issued by the country where the applicant presently resides, or of which the applicant is a national.

- Fees (postage and bank charges included): Standard Service (6 business days) -- bank draft in US$19.00 or HK$150.00. Express Service (3 business days) -- bank draft in US$32.00 or HK$250.00. Payable to: Direcção dos Serviços de Identificação.

Please note that police certificates and/or any records of conviction may be sent directly to the Consulate General and/or immigration authority. Additional information is available at http://www.dsi.gov.mo/documents/cert_index_e.html

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## *Civil Documents and Police Certificates from Philippines*

Applicants who were born in the Philippines or carry passports issued by the Government of the Philippines require the following civil documents:

BIRTH CERTIFICATE – a certified birth certificate from the National Statistics Office (NSO) printed on NSO Security Paper. This is required for all applicants. Applicants with children should also submit a NSO birth certificate for all children, whether or not the child is applying for a visa. Applicants who need to obtain a certified copy of their birth certificate from the NSO can call the NSO Information Center at (63)(2)737-1111 or see the contact list at the end of this document.

MARRIAGE CERTIFICATE – applicants who are/were married in the Philippines must submit an NSO marriage certificate on security paper.

PROOF OF TERMINATION OF MARRIAGE – applicants who had a marriage annulled in the Philippines should submit an annulment certificate from the NSO on security paper. Please note that documents issued by a court must be accompanied by an NSO issued certificate to be accepted. If an applicant had a Philippine national spouse who died, even outside the Philippines, the applicant should submit a death certificate from the NSO on security paper. If an applicant was divorced in Hong Kong or another location, he/she should submit the original and final divorce decree (with English translation if applicable.)

NATIONAL BUREAU OF INVESTIGATION (NBI) CLEARANCE – applicants who have resided in the Philippines after age 16 must have a valid record clearance from the National Bureau of Investigation (NBI). Clearances should be in the applicant's current name, birth certificate name, maiden name, married name, and any aliases or nicknames ever used, including different spellings of all names ever used. An official letter of explanation from the NBI is required for any notation of "No criminal record", "No pending criminal case" or "With derogatory record." NBI is located along Taft Avenue in Manila. You may contact NBI at (632) 523-82-31 to 38. For immigration purposes, an NBI clearance is considered valid only for one year from the date it is issued.

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## *Document Verification for Applicants born in the Philippines or Carrying Passports Issued by the Government of the Philippines*

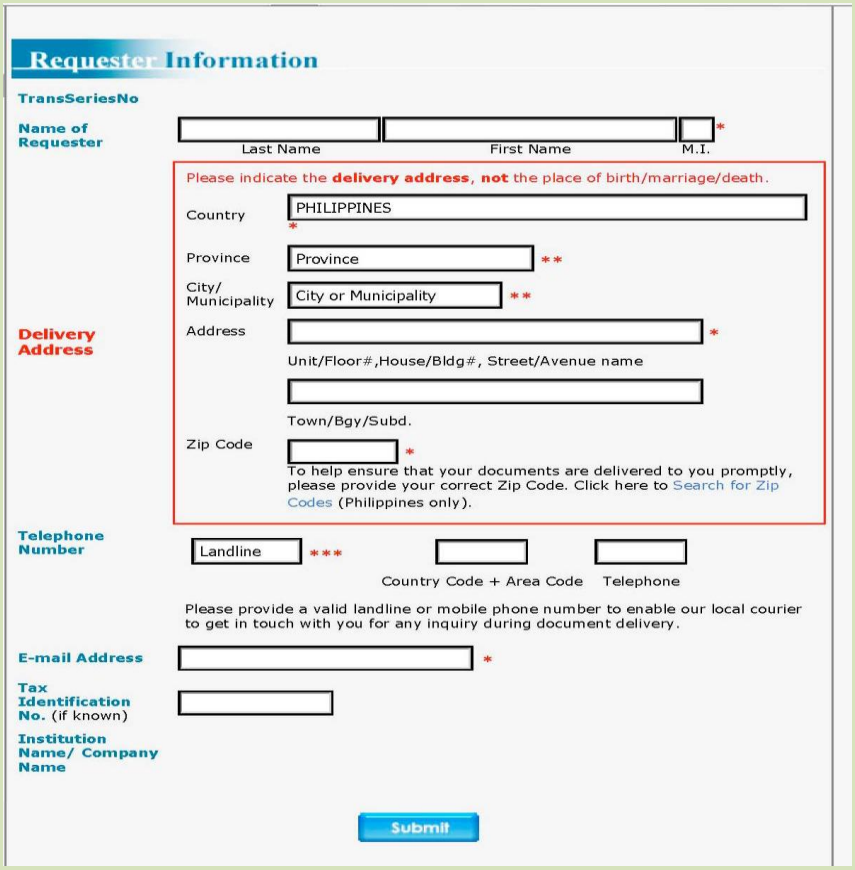
In addition, applicants born in the Philippines or carrying passports issued by the Government of the Philippines are subject to document verification process. One part of this process involves obtaining a Certificate of No Marriage Record (CENOMAR). The CENOMAR should be ordered through the National Statistics Office (NSO) E-census website and sent directly to the U.S. Consulate General (see the link and directions attached). The $25.00 (USD) fee for this service should be paid with a credit card issued in the United States. We advise you to work with the petitioner as you complete the application.

# Requesting a Certificate of No Marriage (CENOMAR) through eCensus

Step 1:
Click on the link below
https://www.ecensus.com.ph/Secure/frmIndex.asp

Step 2:
Click on the "REQUEST " button

Step 3:
Choose "APPLY CERTIFICATES " from the drop down menu




Step 4:
Enter your name as the REQUESTER

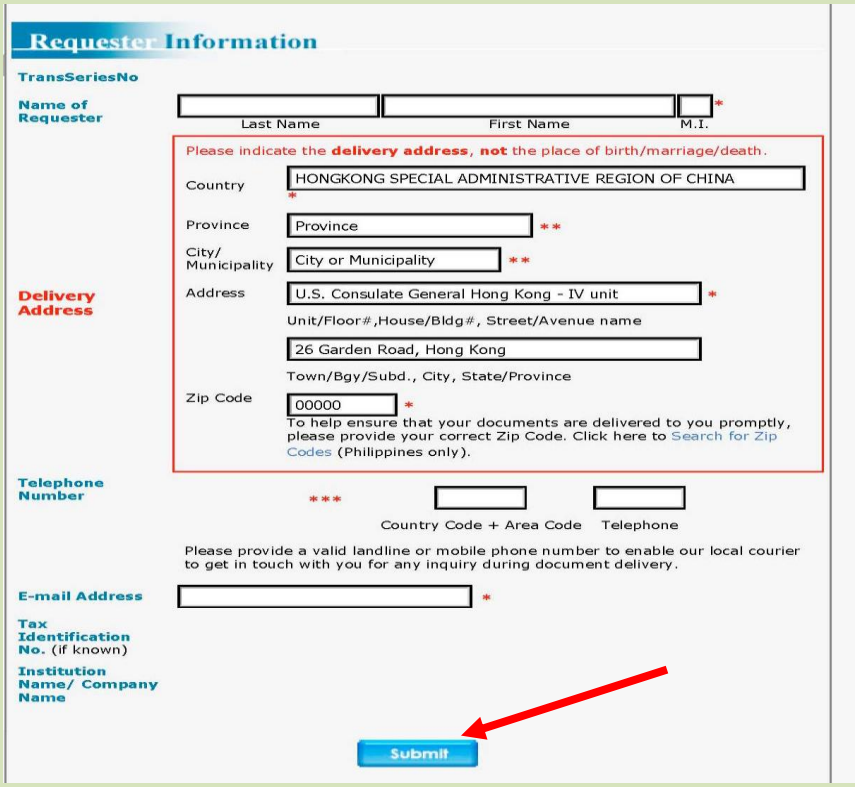
Step 5:
Use Drop Down Box to Enter Hong Kong

For the Delivery Address enter:
U.S. Consulate General
Hong Kong – IV Unit
26 Garden Road,
Hong Kong

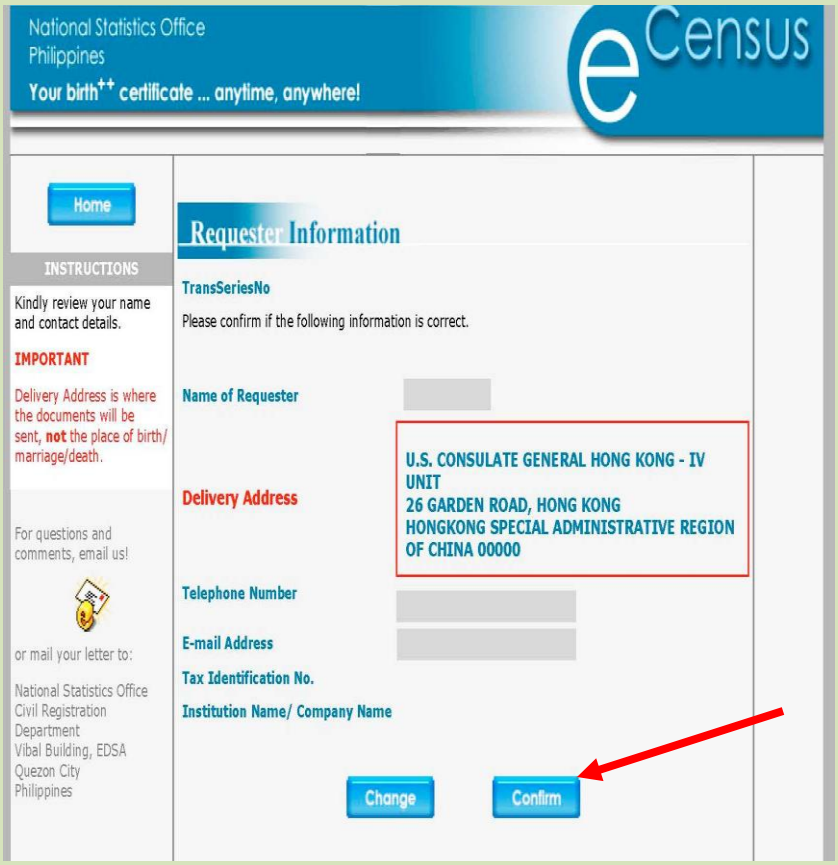
Zip Code: 00000

Step 6:
Enter your contact telephone number and email address

Step 7:
Click the "SUBMIT" button



Step 8:
Verify information is correct and Click the "CONFIRM" button



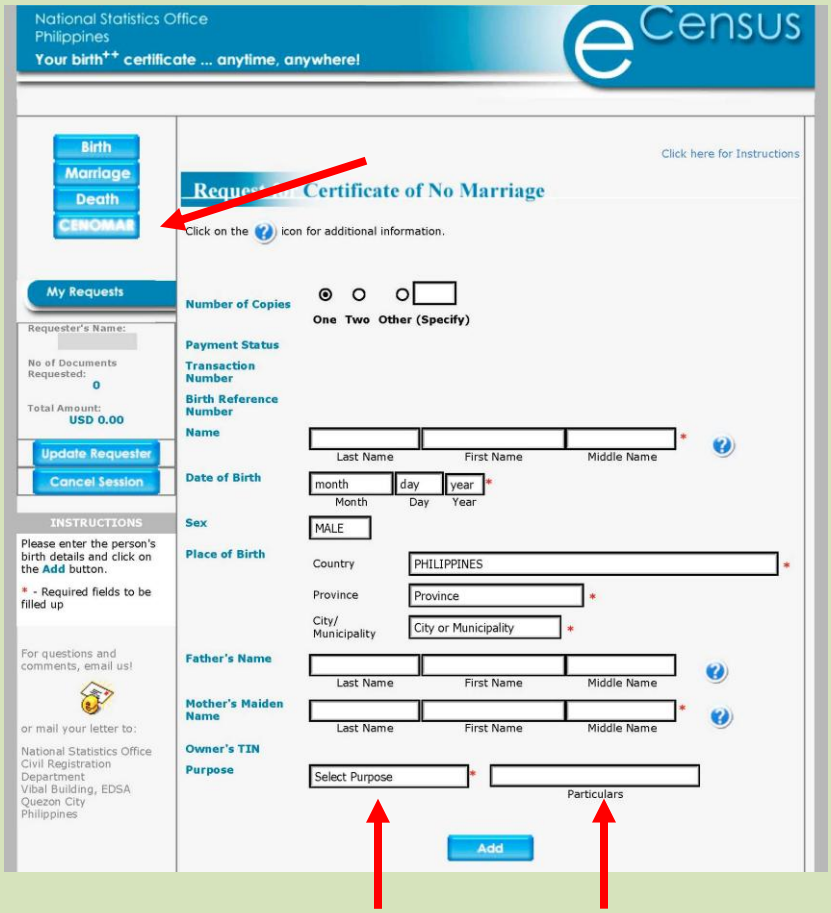

Step 9:
Click the "CENOMAR" button

Step 10:
Enter Information as it appears on your Birth Certificate

Step 11:
Purpose:
Choose "OTHER" from the drop down box

Step 12:
Particulars:
Enter MARRIAGE

Step 13:
Click the "ADD" button

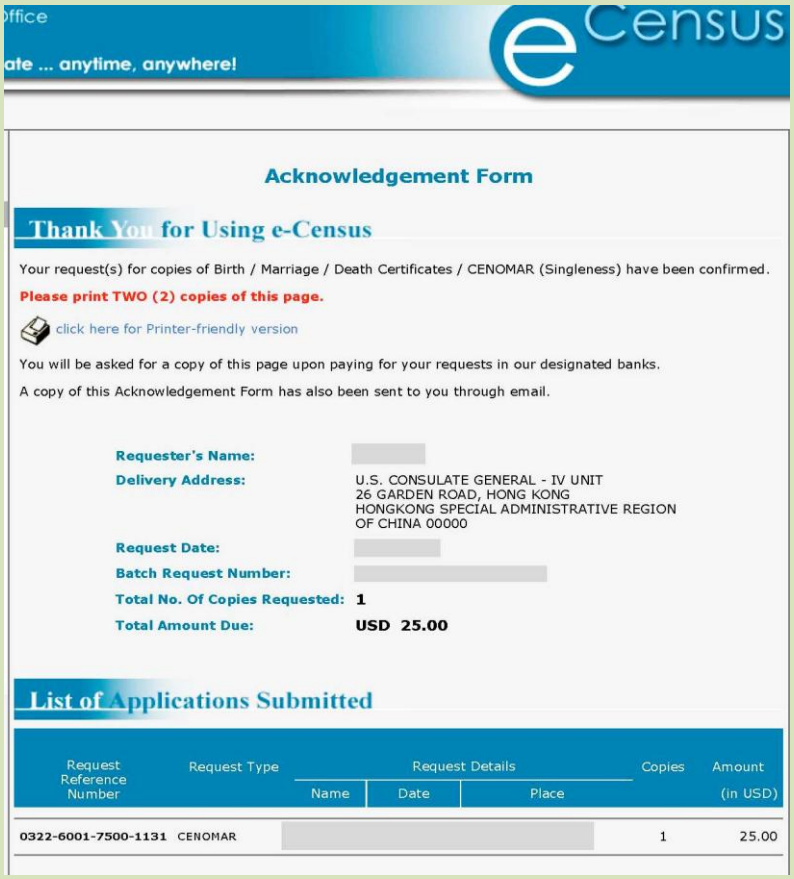


Step 14:
Click "SUBMIT REQUESTS" button

Step 15:
Click "CONFIRM" button

Step 16:
Click "PAY ONLINE" button

Step 17:
Print ACKNOWLEDGEMENT FORM




Step 18:
Enter the U.S. Credit Cardholder's name as it appears on their statement

Step 19:
Enter Cardholder's billing address as it appears on their statement

Step 20:
Enter the TWO LETTER state code, please see details below

Step 21:
Enter Credit Card details

Step 22:
Click "SUBMIT" button

| | |
|---|---|
| ALABAMA | AL |
| ALASKA | AK |
| AMERICAN SAMOA | AS |
| ARIZONA | AZ |
| ARKANSAS | AR |
| CALIFORNIA | CA |
| COLORADO | CO |
| CONNECTICUT | CT |
| DELAWARE | DE |
| DISTRICT OF COLUMBIA | DC |
| FEDERATED STATES OF MICRONESIA | FM |
| FLORIDA | FL |
| GEORGIA | GA |
| GUAM | GU |
| HAWAII | HI |
| IDAHO | ID |
| ILLINOIS | IL |
| INDIANA | IN |
| IOWA | IA |
| KANSAS | KS |
| KENTUCKY | KY |
| LOUISIANA | LA |
| MAINE | ME |
| MARSHALL ISLANDS | MH |
| MARYLAND | MD |
| MASSACHUSETTS | MA |
| MICHIGAN | MI |
| MINNESOTA | MN |
| MISSISSIPPI | MS |
| MISSOURI | MO |
| MONTANA | MT |
| NEBRASKA | NE |
| NEVADA | NV |
| NEW HAMPSHIRE | NH |
| NEW JERSEY | NJ |
| NEW MEXICO | NM |
| NEW YORK | NY |
| NORTH CAROLINA | NC |
| NORTH DAKOTA | ND |
| NORTHERN MARIANA ISLANDS | MP |
| OHIO | OH |
| OKLAHOMA | OK |
| OREGON | OR |
| PALAU | PW |
| PENNSYLVANIA | PA |
| PUERTO RICO | PR |
| RHODE ISLAND | RI |
| SOUTH CAROLINA | SC |
| SOUTH DAKOTA | SD |
| TENNESSEE | TN |
| TEXAS | TX |
| UTAH | UT |
| VERMONT | VT |
| VIRGIN ISLANDS | VI |
| VIRGINIA | VA |
| WASHINGTON | WA |
| WEST VIRGINIA | WV |
| WISCONSIN | WI |
| WYOMING | WY |

Military "State"

| | |
|---|---|
| Armed Forces Africa | AE |
| Armed Forces Americas (except Canada) | AA |
| Armed Forces Canada | AE |
| Armed Forces Europe | AE |
| Armed Forces Middle East | AE |
| Armed Forces Pacific | AP |

# NSO Documents

A number of Census Serbilis Centers (CSCs) in Metro Manila and in various regional centers and key cities / municipalities have been opened for the convenience of the public applying for copies of birth, marriage and death certificates. Applications may be made in person by the owner or by his/her duly authorized representative.

Outlets: METRO MANILA - LUZON - VISAYAS - MINDANAO

## Metro Manila Outlets

| | | |
|---|---|---|
| **NSO EAST AVENUE**<br>East Avenue, Quezon City<br>(in front of SSS Building<br>and beside LRA Building) 1101<br>Tel.: (02) 926-89-05 / 926-86-72 | **MAKATI CITY**<br>Ground Floor, Makati City Hall<br>(Old Building)<br>Jose P. Rizal Street, Makati City 1200<br>Tel.: (02) 895-14-18 | **PASAY CITY**<br>Ground Floor, Lifestyle I Building<br>Hobbies of Asia<br>8 Pres. Diosdado Macapagal Boulevard<br>Pasay City 1300<br>Tel.: (02) 833-37-80 / 833-88-42 |
| **CALOOCAN CITY**<br>Caloocan City Hall, Annex Building<br>(across Metropolitan Trial Court)<br>Mabini Street, Caloocan City 1400<br>Tel.: (02) 288-88-11 | **MUNTINLUPA CITY**<br>Ground Floor, Annex Building<br>Muntinlupa City Hall<br>Putatan, Muntinlupa City 1772<br>Tel.: (02) 862-03-39 | **PASIG CITY**<br>3rd Floor, Pasig City Hall<br>F. Caruncho Avenue<br>Pasig City 1603<br>Tel.: (02) 625-42-36 |

Outlets: METRO MANILA - LUZON - VISAYAS - MINDANAO

## Luzon Outlets

| | | |
|---|---|---|
| **CAR - BAGUIO**<br>3rd Floor, Jupiter Building<br>Andres Bonifacio Street<br>Baguio City 2600 | **REGION 3 - PAMPANGA**<br>Ground Floor, TLS Building<br>Kalayaan Village, Quebianwan<br>San Fernando City, Pampanga 2000 | **REGION 4B - CALAPAN**<br>Martinez Building, Roxas Drive<br>Barangay Lumangbayan<br>Calapan City, Oriental Mindoro 5200 |
| **REGION 1 - LA UNION**<br>4th Floor, Virginia Building<br>Quezon Avenue<br>San Fernando City, La Union 2500 | **CABANATUAN**<br>2nd Floor, Liwag Building<br>Burgos Avenue<br>Cabanatuan City, Nueva Ecija 3100 | **PUERTO PRINCESA**<br>2nd Floor, CBPP Building<br>Rizal Avenue<br>Puerto Princesa City, Palawan 5300 |
| **VIGAN**<br>2nd Floor, Singson Building<br>Del Pilar corner Mabini Streets<br>Vigan City, Ilocos Sur 2700 | **OLONGAPO**<br>CAP Building<br>#19 - 18th Street, West Bajac-Bajac<br>Olongapo City 2200 | **REGION 5 - LEGAZPI**<br>2nd Floor, Volcanic Building<br>Rizal Street, Tinago<br>Legazpi City, Albay 4500 |
| **DAGUPAN**<br>Ground Floor, Barrozo Building<br>A.B. Fernandez Street corner East Avenue<br>Dagupan City, Pangasinan 2400 | **REGION 4A - LIPA**<br>Ground Floor, Zillion Builders Building<br>General Luna Street, Barangay Sabang<br>Lipa City, Batangas 4217 | **NAGA**<br>2nd Floor, MMCN Building<br>Panganiban Avenue<br>Naga City, Camarines Sur 4400 |
| **LAOAG**<br>3rd Floor, Ilocano Heroes Memorial Hall<br>Rizal Street<br>Laoag City, Ilocos Norte 2900 | **LUCENA**<br>Teresita Building<br>46 Quezon Avenue, Barangay I<br>Lucena City 4301 | |
| **REGION 2 - CAGAYAN**<br>Ground Floor, Gonzaga Street Extension<br>Ugac Norte<br>Tuguegarao City, Cagayan 3500 | **TRECE MARTIRES**<br>2nd Floor, First Stone Arcade II<br>Governor's Drive<br>Trece Martires City, Cavite 4109 | |
| **BAYOMBONG**<br>Garcillan Building, National Road<br>District 4, Santa Rosa<br>Bayombong, Nueva Vizcaya 3700 | | |

Outlets: METRO MANILA - LUZON - VISAYAS - MINDANAO

## Visayas Outlets

| | | |
|---|---|---|
| **REGION 6 - ILOILO**<br>2nd Floor, Villanueva Building<br>J.M. Basa corner Rizal Streets<br>Iloilo City 5000 | **REGION 7 - DUMAGUETE**<br>2nd Floor, 220 North Road<br>Dumaguete City<br>Negros Oriental 6200 | **REGION 8 - TACLOBAN**<br>Ground Floor, Yuhoo Ventures<br>Building C (near SSS/PRC)<br>Barangay 77, Fatima Village<br>Marasbaras, Tacloban City<br>Leyte 6500 |
| **BACOLOD**<br>4th Floor, G&M Building<br>San Juan corner Luzuriaga Streets<br>Bacolod City 6100 | | **CATBALOGAN**<br>2nd Floor, Noble Building<br>Rizal Avenue<br>Catbalogan City, Samar 6700 |
| **KALIBO**<br>Fortunato Quimpo Street<br>Kalibo, Aklan 5600 | | |

Outlets: METRO MANILA - LUZON - VISAYAS - MINDANAO

## Mindanao Outlets

| | | |
|---|---|---|
| **REGION 9 - ZAMBOANGA**<br>2nd Floor, Cortez Building<br>Dr. Evangelista Street<br>Barangay Santa Catalina<br>Zamboanga City 7000 | **REGION 11 - DAVAO**<br>Ango Building<br>Cabaguio Avenue<br>Davao City 8000 | **REGION 13 - BUTUAN**<br>Ground Floor, Acerado Building<br>Ochoa Avenue<br>Butuan City 8600 |
| **DIPOLOG**<br>Ground Floor, Barbaso Building<br>Magsaysay Street<br>Dipolog City, Zamboanga del Norte 7100 | **REGION 12 - GENERAL SANTOS**<br>2nd Floor, Pietros Hotel<br>National Highway<br>General Santos City 9500 | **TANDAG**<br>Pimentel Building<br>Telaje, Tandag City<br>Surigao del Sur 8300 |
| **REGION 10 - CAGAYAN DE ORO**<br>Ground Floor, Lantoria Building<br>77 Julio Pacana Street<br>Cagayan de Oro City 9000 | **ARMM - COTABATO**<br>Ground Floor, Carumba Building<br>Jupiter Street<br>Cotabato City 9600 | |
| **OZAMIS**<br>2nd Floor, Casa Esperanza Building<br>Don Anselmo Bernard Avenue<br>Ozamis City, Misamis Occidental 7200 | | |
| **ILIGAN**<br>Mezzanine Floor, Elena Tower Inn<br>National Highway, Tibanga<br>Iligan City 9200 | | |

In addition to the Census Serbilis Centers, the public may also avail of the on-line application for copies of birth, marriage, and death documents though **e-Census**. For more information, please visit the e-Census website at http://www.e-census.com.ph.

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- 取得香港和澳門警方證書說明
- 取得菲律賓公民文件及警方證書說明 (請參閱英文版)
- 菲律賓出生或持有由菲律賓政府發出護照的申請人之文件核實過程 (請參閱英文版)
- 菲律賓國家統計處聯絡資料 (請參閱英文版)

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## *中國大陸公民文件及警方證書*

**出生 / 結婚 / 死亡 / 離婚 證書:** 居住在中國大陸以外人士，可從過往居住的縣市轄下的公證處，取得出生、結婚、死亡及離婚公民文件。親友可代表居住於海外的申請人，以該人士的具體書面授權，要求簽發證書。需要公民文件人士，也可聯絡其海外居住地附近的中國大使館或領事館，將其要求轉給有關的公證處，透過中國大使館或領事館申請公民文件可能需時頗長。

**警方證書:** 個人應向當地公安局申請無刑事紀錄證書，然後以公安局的證明，向公證處申請證書。

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## *無法取得出生證書*

申請人未能取得出生記錄，應該要求有關政府當局發出認證聲明，說明沒有出生記錄的原因；然後申請人可以呈交這份認證聲明及次等出生證據。在香港居住的申請人，可以用香港移民局發出的登記事項證明書代替出生證書。類似文件可向澳門身份證明局申請。

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## *協助填寫簽證申請表格的本地機構*

每位申請人需要承擔他／她的簽證申請表中所包含資料的責任，許多申請人士都會自行填寫這些表格，但你在填寫簽證申請表格時也可尋求協助。

可循以下途徑尋求這方面的協助，但通常需付費，包括：文化或宗教團體（現存許多團體有經驗協助申請人）和私家律師。

已通知國務院提供這類服務的機構包括：

(1) 國際移民組織（IOM）
九龍上海街 250 號油麻地停車場大廈 904 室
電話：(852) 2332-2441 或 2332-2446

(2) 明愛（移民服務）
香港：香港堅道 2-8 號明愛大廈一樓
九龍：九龍太子道 256-A 號一樓明愛社區中心
電話：(852) 2843-4673（港九通用）

**請注意：美國政府包括美國駐港總領事館對上列組織的專業能力或適合與否，均不予負責。**

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## *香港和澳門警方證書*

香港和澳門警務處會直接將警方證書送到美國總領事館。你不需要跟領事館或 NVC 確定收到警方證書。請注意：沒有在約見面談最少六星期前申請警方證書會引致延遲處理簽證申請。

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## *申請香港警方證書*

簽發無犯罪記錄證明書是一項由香港警務處提供的收費服務。居住在香港和非居住在香港的人士都可以申請。

居住在香港的人士
所有申請人應親身前往香港灣仔軍器廠街一號警察總部警政大樓十四樓「 無 犯 罪 紀 錄 證 明 書 辦 事 處 」，辦公時間 : 上午九時至下午五時十五分，星期一至星期五。(留意 : 收費櫃台於下午一 時至二 時及下午五時後將會停止接受繳款。) 申請人如欲預約，可於

預約時間至少一日前致電 2396 5351 自動電話預約系統辦理手續。**請注意：「無 犯 罪 紀 錄 證 明 書」或與警方紀錄有關的答覆，將會直接送到申請書指定的總領事館和／或 移民辦事處。**

申請人應攜同下列文件：
( 1 ) 他／她香港身份證或有效的旅行證件；
( 2 ) 由 NVC 發出的信件，正本及影印本（每位申請人），信件須載有申請人的姓名和所需文件目錄 (信件目錄列明需要警方證書)；
( 3 ) 倘若第二項並未載有申請人的姓名，則須提供正本及影印本文件證明他或她與簽證主要申請人的關係；
( 4 ) 辦理申請費用每位港幣一百八十元 --- 可用現金、八達通卡或支票繳付。如以支票繳付，請將支票劃線及寫明「 香 港 特 別 行 政 區 政 府 」爲收款人。

申請人必須同意接受印取指模，並須簽署一份授權書，授權香港警務處保留其指模及向美國總領事館披露他或她在香港的犯罪紀錄詳情。

非居住在香港的人士
申請人須以書面去信：
香港灣仔軍器廠街一號
警察總部警政大樓十四樓
警務處處長（ 無犯罪紀錄證明書辦事處行政主任收啓 ）

申請人必須呈交下列文件。請注意：如果申請文件非以中文或英文書寫，申請人另須遞交一份中文或英文譯本；該譯本需由簽發當局或政府認可的翻譯機構核實。
( 1 ) 他／她香港身份證或有效旅行證件的影印本；
( 2 ) 由 NVC 發出的信件的影印本 （每位申請人），信件須載有申請人的姓名和所需文件目錄 (信件目錄列明需要警方證書)；
( 3 ) 倘若第二項並未載有申請人的姓名，則須提供證明他或她與簽證主要申請人的關係文件的影印本；
( 4 ) 由申請人現居地當局認可及正式的警察或執法機構替申請人印取的全套手指模。這套手指模須由該機構證明屬實。此項證明須清楚說明：(i) 替申請人印取手指模的人的姓名及職級； (ii) 該警察或執法機構的全名，並蓋上機構印章；及 (iii) 印取手指模的日期及地點。未有清楚顯示上述證明的手指模將不予接納。由申請人本人、法律代表或私人 ／ 商業機構印取的手指模亦不予接納。
( 5 ) 銀行匯票，寫明「 香 港 特 別 行 政 區 政 府 」爲收款人及必須在香港支付，每份申請的費用爲港幣一百八十元。香港註冊銀行發行及認可的個人支票 ( 以港幣支付 ) 均可接受。

倘若申請人現正接受香港警務處調查，或是香港刑事訴訟中的被告人，或是欠交罰款包括交通違例事項 的士人，其申請將不會進一步處理，直至有關事件結束。

有關的申請表格、申請人資料填報表及同意接受套取指模書，可從香港警務處網頁 www.police.gov.hk下載。如有疑問，可向無犯罪紀錄證明書辦事查詢，

電郵: eo-cncc-ib@police.gov.hk，致電 +852- 2860 6557 ( 本地居民 ) ; +852-2860-6558 ( 海外申請人士 )，傳真+852- 2200 - 4321 查詢 。

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# *申請澳門警方證書*

居住在澳門的人士：

- 年齡要求：所有申請人要 16 歲或以上。

- BIR 持有人：如果申請人是澳門身份證或 BIR 持有人須出示該證明。

- 非 BIR 持有人：如果申請人是非 BIR 持有人，他 / 她一定要提交與澳門地區有聯系的證明，例如非本地勞工身份許可證，或澳門的學校或僱主的證明書。

- BIR 或非 BIR 持有者可親身或可委托其家人或代理人遞交申請書。由家人辦理須包括辦證人身份證明文件，家人的身份證明文件和文件證明申請人不能親身申請。若由代理人申請，須包括委托書，申請人身份證明副本，代理人的身份證明文件正本。如申請人不能親身申請要有一套十指指摸。

- 費用：普通申請 (六個工作天) 需五十澳門幣 (大約六美元)。加快申請 (三個工作天) 需一百五十澳門幣 (大約十九美元) 。

- 地址：身份證明局 --- 澳門南灣大馬路 804 號，中華廣場一樓 (八角亭斜對面 ) 。

非居住在澳門的人士：

- 澳門以外的申請人可郵寄申請書到澳門郵箱 1089 號。

- 每位申請人須以信函列出：申請人全名，出生日期及地點，他 / 她父母的名字，國籍，婚姻狀況，申請證明書的用途 (例如：美國總領事館簽證申請) 和申請人聯絡資料 (地址和電話號碼)。

- 信函要有申請人簽名及在簽名旁邊印有申請人右手食指指摸。(如屬首次申請，便須要遞交十指指摸)。

- 每位申請須提出曾在澳門居住證明 (澳門發出的身份證明文件或前學校或前僱主發出證明信) 。

- 每位申請人要呈交有父母名字文件的副本 (例如出生證書) 如果該資料沒記載在身份證明局內。

- 每位申請人須出示其現時居住或其國籍所屬國家發出的護照的副本。

- 收費 (包括郵費和銀行收費) ：普通申請 (六個工作天) ---- 銀行匯票美金十九元或港幣一佰五十元，加快服務 (三個工作天) ---- 銀行匯票美金三十二元或港幣二百五十元，匯票抬頭：身份證明局。

請注意: 警方證書及 / 或任何刑事紀錄會直接送到總領事館和 / 或移民辦事處。更多資料在 http://www.dsi.gov.mo/documents/cert_index_e.html

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*菲律賓公民文件及警方證書*

(參閱英文版)

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*爲菲律賓出生或持有由菲律賓政府發出護照的申請人核實文件*

(參閱英文版)

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*菲律賓國家統計處聯絡資料*

(參閱英文版)

1/2009