



食物環境衛生署
FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT

墳場及火葬場組

CEMETERIES & CREMATORIA SECTION

申請遷移或撿拾骨殖許可證或

遷移盛有遺骸／靈灰的棺柩／金塔／靈灰甕授權書

APPLICATION FOR PERMIT TO REMOVE/EXHUME REMAINS AND/OR
AUTHORISATION TO REMOVE COFFIN/URN CONTAINING
REMAINS/CREMATED ASHES

此欄只供辦事處填寫 FOR OFFICE USE ONLY

檔案編號：

Transaction Ref. No.

收據編號：

Receipt No.

(甲部) 申請人資料 (Section A) Particulars of Applicant

中文姓名：

Name in Chinese _____

中文電碼：

CCC Code _____

英文姓名：

Name in English _____

性別： 男 女

Sex Male Female

出生日期：____/____/____

Date of Birth 日 DD 月 MM 年 YYYY

香港身分證號碼／護照號碼*：

HKID Card/Passport No.* _____

電話號碼：

Tel. No. _____

聯絡地址：

Correspondence Address _____

香港(HK) 九龍(KLN) 新界(NT)

(乙部) 先人資料 (Section B) Particulars of Deceased

中文姓名：

Name in Chinese _____

性別： 男 女

Sex Male Female

國籍：

Nationality _____

英文姓名：

Name in English _____

與申請人關係：

Relationship to Applicant _____

目前處理遺體方法：Current Way to Dispose Remains

土葬

Burial

墳場：

Cemetery _____

段號：

Section No. _____

墓穴編號：

Grave No. _____

火葬

Cremation

火葬場：

Crematorium _____

靈灰存放地點：

Ashes Placed in/at _____

存厝

Storage

地點：

Location _____

其他方法

Other

地點：

Location _____

請註明：

Please Specify _____

擬採用處理遺體方法：Intended Way to Dispose Remains

土葬

Burial

墳場：

Cemetery _____

段號：

Section No. _____

墓穴編號：

Grave No. _____

火葬

Cremation

火葬場：

Crematorium _____

靈灰存放地點：

Ashes Placed in/at _____

存厝

Storage

地點：

Location _____

運送出國

Exportation

目的地：

Destination _____

請發出火葬證明書

Please Issue Certificate of Cremation

請發出搬移棺柩／靈灰甕授權書

Please Issue Authorisation to Remove Coffin/URN

先人狀況：

State of Deceased

遺體

Dead Body

遺骸

Human Remains

骨殖

Exhumed Remains

靈灰

Cremated Ashes

證明文件：

Documentary Proof

死亡登記證明書

Certificate of Registration of Death

批准屍體埋葬證明書

Certificate of Order Authorizing Burial of Body

領取骨灰許可證

Permit To Take Away Ashes

死亡證

Death Certificate

其他

Others

證明文件編號：

Documentary No. _____

簽發日期：

Date of Issue 日 DD 月 MM 年 YYYY

請在適當方格內填上「✓」號。Please tick the appropriate boxes.

* 請刪去不適用者。Please delete where appropriate.

(丙部) 申請人聲明 (Section C) Declaration by Applicant

謹此聲明，就本人所知所信，在本申請表所填報的資料，均屬確實無訛。本人明白，如填報的資料經查明失實，本申請將不獲批准，如已獲批准亦將會被撤回。本人確知先人生前及其最近親並不反對將其骸骨火化。

I declare that to the best of my knowledge and belief all the information contained in this application form is true and correct. I understand that no permission will be given or such permission if given will be revoked if I have made a false declaration. I am certain that the deceased had no objection to the cremation of its remains, nor would similar objection be raised by the deceased's next of kin.

日期： _____ / _____ / _____
Date 日 DD 月 MM 年 YYYY

申請人簽署 Signature of Applicant

注意事項 NOTES

1. 本表格不收費。
No fee is charged for this form.
2. 甲部及乙部須由申請人填寫。
Section A and B are to be completed by the applicant.
3. 丙部須由申請人親自簽署，否則本申請視作無效。申請人如不懂簽名，則須在高級衛生督察（墳場及火葬場）、場地經理（墳場及火葬場）或助理場地經理（墳場及火葬場）面前畫上記號。
Section C must be signed by the applicant personally, otherwise this application will be treated as null and void. If the applicant is unable to sign the application, he/she is required to attend either before the Senior Health Inspector (C & C), Venue Manager (C & C) or Assistant Venue Manager (C & C) to make his/her mark.
4. 食物環境衛生署會利用經本表格所提供的個人資料，處理轄下墳場及火葬場服務的申請事宜。提供個人資料與否，純屬自願性質，但在資料不足的情況下，則恐怕不能處理有關的申請。
The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department for purposes relating to applications for cemeteries and crematoria services. The provision of personal data by means of this form is voluntary. However, if the applicant does not provide sufficient information, we may not be able to process the application.
5. 本表格內所提供的個人資料，可能會被轉交其他政府部門或機構，以達致上文第4段所載的目的。
The personal data provided by means of this form may be disclosed to other Government Departments and Agencies in pursuance of the purposes mentioned in paragraph 4 above.
6. 根據個人資料（私隱）條例第18條、第22條及附表1內第6原則的規定，申請人有權查閱及更正他的個人資料。查閱的權利包括有權索取本表格內所提供的個人資料副本一份。
The applicant has a right of access and correction with respect to personal data as provided for in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. His/Her right of access includes the right to obtain a copy of his/her personal data which he/she has provided by means of this form.
7. 如對經由本表格提供個人資料一事有任何疑問，包括查閱及更正個人資料等，可向本署高級衛生督察（墳場及火葬場）提出，地址為：
港島區： - 跑馬地黃泥涌道一號J（香港墳場側） 電話號碼：2578 9406
九龍及新界區： - 紅磡暢行道六號地下高層 電話號碼：2365 5321
2364 5399
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections should be addressed to the Senior Health Inspector (Cemeteries and Crematoria) at:
Hong Kong Office - 1J, Wong Nai Chung Road, Happy Valley. (Next to Hong Kong Cemetery) Tel. No. 2578 9406
Kowloon & NT Office - Upper Ground Floor, 6, Cheong Hang Road, Hung Hom. Tel. No. 2365 5321
2364 5399

檢拾骨殖條件

Conditions For The Exhumation of Remains

- (一) 申請人必須先得到墳場職員准許，在其監督下及於當日負責清理由檢拾上述先人骨殖所引起一切剩餘物件或泥土及填平有關的墓穴。違者除會被依法檢控外，並要承擔可能導致的訴訟後果。
 - (二) 檢拾先人骨殖未在墳場職員監督下進行，食物環境衛生署有權拒絕為所檢拾的骨殖提供火化服務、簽發遷移許可證或相關的服務。已繳費用概不發還。
- (1) The applicant has to obtain prior permission of the officer-in charge of the cemetery, and under his supervision to clear the debris and soil left after exhumation and fill the grave opening with soil. Any person who fails to comply with the above will be subject to prosecution and has to bear the possible legal consequence.
 - (2) If the exhumation is not carried out under the supervision of the cemetery staff, the Food and Environmental Hygiene Department may refuse to provide skeletal cremation of the removed remains, to issue permission for its removal or related services. The paid fees and charges are not refundable.