

墳場及火葬場組

CEMETERIES & CREMATORIA SECTION

申請火葬／土葬證明書

APPLICATION FOR CERTIFICATE OF CREMATION/BURIAL

(甲部) 申請類別 (Section A) Type of Application

請只填選一項。Please tick one item only.

- 申請火葬證明書 Application for Certificate of Cremation
- 申請土葬證明書 Application for Certificate of Burial

(乙部) 申請人資料 (Section B) Particulars of Applicant

申請人姓名：(中文) _____ (英文) _____ (先生／女士*)
Name of Applicant (Chinese) (English) (Mr./Ms.*)

中文電碼： _____ 香港身分證／護照*號碼： _____
Chinese Commercial Code HKID Card/Passport* No.

電話號碼： _____ 流動電話號碼： _____
Tel. No. Mobile Phone No.

聯絡地址： _____
Correspondence Address

香港／九龍／新界*
HK/Kln/NT*

本署可為先人在「無盡思念」網站免費開設個人紀念網頁(請參閱注意事項第3項)。如欲獲得以上服務，請提供電郵地址及表示同意如下：

The Department may create a dedicated memorial webpage for the deceased at the Internet Memorial Service free of charge (please read Note 3). If you wish to receive the service, please provide your email address and indicate consent below:

- 本人同意使用我的電郵地址作上述用途。 電郵地址： _____
I agree to the use of my email address for the above purpose. Email Address

(丙部) 先人資料 (Section C) Particulars of the Deceased

先人姓名：(中文) _____ (英文) _____ (先生／女士*)
Name of Deceased (Chinese) (English) (Mr./Ms.*)

與申請人關係： _____ 香港身分證／護照*號碼(如有)： _____
Relationship with Applicant HKID Card/Passport* No. (if any)

火葬／土葬*日期： _____ / _____ / _____ 國籍： _____
Date of Cremation/Burial* 日 DD 月 MM 年 YYYY Nationality

火葬場名稱(火葬適用)： _____
Name of Crematorium (Applicable to Cremation)

政府墳場名稱(土葬適用)： _____ 段號： _____ 墓穴編號： _____
Name of Government Cemetery (Applicable to Burial) Section No. Grave No.

請在適當方格內填上「✓」號。Please tick the appropriate box(es).

請於背頁簽署。Please sign overleaf.

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

(丁部) 申請人聲明 (Section D) 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。

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.

日期：
Date 日 DD / 月 MM / 年 YYYY

申請人簽署
Signature of Applicant

此欄只供辦事處填寫 FOR OFFICE USE ONLY

檔案編號：
Transaction Ref. No.

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收據編號：
Receipt No.

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日期：
Date 日 DD / 月 MM / 年 YYYY

食物環境衛生署職員簽署
Signature of FEHD Officer

職員姓名及職位
Name and Post Title

注意事項 Notes																	
1.	本表格不收費。 No fee is charged for this form.																
2.	申請人與食物環境衛生署（食環署）進行任何事務往來時，均不得向食環署人員提供任何利益。 Applicants, while having dealings of any kind with the Food and Environmental Hygiene Department (FEHD), should not offer any advantage to FEHD officers.																
3.	申請人必須填寫本表格的甲、乙及丙部。 Applicant should complete Sections A, B and C of this form. 申請人可為先人在「無盡思念」網站（ memorial.gov.hk ）開設紀念網頁。申請人只需填寫電郵地址，本署會預設一個載有其先人姓名及去世日期的個人紀念網頁，並於發出火葬／土葬證明書後兩個工作天內發出確認通知電郵，以便申請人隨時啟動戶口及登入紀念網頁編輯網頁內容。網上追思服務費用全免。如申請人已用相同的電郵地址為同一先人於「無盡思念」網站開設紀念網頁，則不會重複開設網頁。 Applicant interested in creating a memorial webpage at the Internet Memorial Service (memorial.gov.hk) for the deceased only needs to provide his/her email address. The Department will then create a dedicated memorial webpage displaying the name and date of death of the deceased. A notification email for confirmation will be issued within two working days after issue of Certificate of Cremation/Burial. The applicant may then activate the account, log in to the webpage and edit the contents at any time. The Internet Memorial Service is free of charge. If a memorial webpage at the Internet Memorial Service has already been created for the same deceased by the applicant using the same email address, no additional webpage will be created.																
4.	丁部須由申請人親自簽署，否則本申請將被視作無效。申請人如不懂簽名，則須在高級衛生督察（墳場及火葬場）、衛生督察（墳場及火葬場）或高級管工（墳場及火葬場）面前畫上記號。 Section D 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), Health Inspector (C&C) or Senior Foreman (C&C) to make his/her mark.																
5.	申請人須填妥本表格並親自前往食環署墳場及火葬場辦事處辦理(地址：香港跑馬地黃泥涌道 1 號 J／九龍紅磡暢行道 6 號地下高層)。請帶備有關文件（例如：死亡證正本、領取骨灰許可證正本或副本、有關公眾或私營墳場發出的證明文件正本或副本）。如先人並非在食環署轄下火葬場火葬，本署將不會接受申請。 Applicant has to apply in person at the Cemeteries and Crematoria Offices of FEHD at 1J Wong Nai Chung Road, Happy Valley, Hong Kong or Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon. Please bring along documents pertaining to the deceased (e.g. original death certificate, original or copy of "Permit To Take Away Cremated Ashes", original or copy of documentary certificate issued from the concerned public or private cemetery). Application will not be considered if the deceased was not cremated in crematorium under FEHD.																
6.	火葬證明書／土葬證明書的收費為 140 元。有關費用會不時調整，以付款當日的規定收費為準。已繳費用，恕不退還。 The fee for the Certificate of Cremation/Certificate of Burial is \$140. The respective fee may be adjusted from time to time and charged according to the prevailing prescribed fee on the day of payment. Fees paid are not refundable.																
7.	<u>一般查詢</u> <u>General Enquiry</u> 如有任何查詢，可致電或傳真至： For enquiries concerning the application, please call or fax to: <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">港島辦事處</td> <td style="width: 10%;">—</td> <td style="width: 40%;">跑馬地黃泥涌道 1 號 J（香港墳場側）</td> <td style="width: 30%;">電話號碼：2570 4318 傳真號碼：2591 1879</td> </tr> <tr> <td>九龍及新界辦事處</td> <td>—</td> <td>紅磡暢行道 6 號地下高層</td> <td>電話號碼：2365 5321 傳真號碼：2176 4963</td> </tr> <tr> <td>Hong Kong Office</td> <td>—</td> <td>1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)</td> <td>Tel.No. : 2570 4318 Fax No. : 2591 1879</td> </tr> <tr> <td>Kowloon & NT Office</td> <td>—</td> <td>Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</td> <td>Tel.No. : 2365 5321 Fax No. : 2176 4963</td> </tr> </table>	港島辦事處	—	跑馬地黃泥涌道 1 號 J（香港墳場側）	電話號碼：2570 4318 傳真號碼：2591 1879	九龍及新界辦事處	—	紅磡暢行道 6 號地下高層	電話號碼：2365 5321 傳真號碼：2176 4963	Hong Kong Office	—	1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)	Tel.No. : 2570 4318 Fax No. : 2591 1879	Kowloon & NT Office	—	Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	Tel.No. : 2365 5321 Fax No. : 2176 4963
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8.	<p>收集個人資料聲明 Personal Information Collection Statement</p> <p>(i) 食環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 FEHD 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.</p> <p>(ii) 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 8 (i) 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 8(i) above.</p> <p>(iii) 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／她的個人資料。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 I 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.</p> <p>(iv) 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： 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:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">港島辦事處</td> <td style="width: 30%;">— 跑馬地黃泥涌道 1 號 J (香港墳場側)</td> <td style="width: 40%;">電話號碼：2578 9406</td> </tr> <tr> <td>九龍及新界辦事處</td> <td>— 紅磡暢行道 6 號地下高層</td> <td>電話號碼：2364 5405</td> </tr> <tr> <td>Hong Kong Office</td> <td>— 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)</td> <td>Tel.No.: 2578 9406</td> </tr> <tr> <td>Kowloon & NT Office</td> <td>— Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</td> <td>Tel.No.: 2364 5405</td> </tr> </table>	港島辦事處	— 跑馬地黃泥涌道 1 號 J (香港墳場側)	電話號碼：2578 9406	九龍及新界辦事處	— 紅磡暢行道 6 號地下高層	電話號碼：2364 5405	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.: 2364 5405
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