

**墳場及火葬場組**  
**CEMETERIES & CREMATORIA SECTION**

**申請檢拾非葬於墳場內的骨殖**  
**APPLICATION FOR EXHUMATION OF REMAINS AT PLACES OTHER THAN CEMETERIES**

**請注意：** 在本申請表格所填報的資料，均須真確無訛。申請人如填報的資料經查明失實或作出虛假聲明，本申請將不獲批准，如已獲批准亦將會被撤回。申請人亦可能須為虛假資料或聲明負上相關的法律責任。  
**Please Note:** The applicant must ensure all the information contained in this application form is true and correct. If false information is given or false declaration is made by the applicant, no permission will be given or such permission if given will be revoked. Also, the applicant may be liable to legal responsibility arising from the false information given or false declaration made.

**(甲部) 申請人資料 (Section A) 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： \_\_\_\_\_ 香港/九龍/新界\*  
Correspondence Address HK/Kln/NT\*

與先人關係： \_\_\_\_\_  
Relationship with the Deceased

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）。如欲獲得有關服務，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 item 3 of the Notes). If you wish to receive the service, please provide your email address and indicate consent below:

本人同意貴署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 by the Department for Email Address  
the above purpose.

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

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

埋葬日期： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 香港身分證/護照\*號碼(如有)： \_\_\_\_\_  
Date of Burial 日 DD 月 MM 年 YYYY HKID Card/Passport\* No. (if any)

埋葬地點： \_\_\_\_\_  
Place of Burial (請詳細說明地點 Please provide details of location)

擬處理遺體方式：  土葬 (墳場名稱： \_\_\_\_\_)  
Intended Way to Dispose of Remains Burial (Name of Cemetery)  
請只填選一項。Please tick one item only.  火葬 (火葬場名稱： \_\_\_\_\_)  
Cremation (Name of Crematorium)

請在適當方格內填上「✓」號。Please tick the appropriate box(es).  
\* 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，在本申請表格所填報的資料，均屬真確無訛。本人明白，如填報的資料經查明失實或作出虛假聲明，本申請將不獲批准，如已獲批准亦將會被撤回。本人亦可能須為虛假資料或聲明負上相關的法律責任。

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 given false information or made a false declaration. Also, I may be liable to legal responsibility arising from the false information given or false declaration made.

日期： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date      日 DD      月 MM      年 YYYY

\_\_\_\_\_  
申請人簽署  
Signature of Applicant

**撿拾骨殖條件**

**Condition for the Exhumation of Remains**

如撿拾先人骨殖未在墳場職員監督下進行，食物環境衛生署（食環署）有權拒絕為所撿拾的骨殖簽發起回骨殖授權書，或提供火化服務、金塔土葬服務或其他相關服務。已繳費用，恕不退還。

If the exhumation is not carried out under the supervision of the cemetery staff, the Food and Environmental Hygiene Department (FEHD) may refuse to issue an Authorisation to Exhume Remains, or provide skeletal cremation service, urn grave burial service or other related services for the removed remains. The fees and charges paid are not refundable.

**此欄只供辦事處填寫 FOR OFFICE USE ONLY**

日期： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date      日 DD      月 MM      年 YYYY

\_\_\_\_\_  
食環署職員簽署  
Signature of FEHD Officer

\_\_\_\_\_  
職員姓名及職位  
Name and Post Title

注意事項 Notes	
1.	<p>本表格不收費用。 No fee is charged for this form.</p>
2.	<p>申請人與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 FEHD, should not offer any advantage to FEHD officers.</p>
3.	<p>申請人必須填寫本表格的甲及乙部。 Applicant should complete Sections A and B of this form.</p> <p>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，食環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，並於遷移或撿拾骨殖後兩個工作天內發出確認通知電郵，以便申請人隨時啓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。</p> <p>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. FEHD 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 the removal/exhumation of remains. 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.</p>
4.	<p>丙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。</p> <p>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&amp;C), Health Inspector (C&amp;C) or Senior Foreman (C&amp;C) to make his/her mark.</p>
5.	<p>申請人必須親自前往食環署墳場及火葬場辦事處辦理申請（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，包括：</p> <p>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, including:</p> <p>(i) 先人的死亡證正副本（如沒有死亡證，申請人須先往生死登記總處補領有關文件）或死亡登記證明書或授權埋葬屍體命令證明書； death certificate of the deceased (if it is not available, applicant should apply for the re-issue of related document(s) at the Births and Deaths General Register Office) or Certificate of Registration of Death or Certificate of Order Authorising Burial of Body;</p> <p>(ii) 近日拍攝的墓地／金塔相片四張：遠景（墓地／金塔面積佔相片總面積不多於百分之三十）及近景（墓地／金塔面積佔相片總面積多於百分之七十）各兩張，清楚顯示碑文的全部文字；及 four recent photos of the concerned grave/urn: two distant views (i.e. the grave headstone/urn approximately occupy not more than 30% of total area of photos) showing the surrounding environment and two close-up views (i.e. the grave headstone/urn approximately occupy at least 70% of total area of photos) with all inscriptions on the tombstone clearly shown; and</p> <p>(iii) 證明申請人為骨殖將被撿拾者的合法遺產代理人或為其最近親，或獲該合法遺產代理人或獲該最近親妥為授權的代理人的文件。如未能出示上述證明文件，可提供其他可以直接或間接證明申請人與先人的關係的證明文件（例如：與先人的相片、出世紙、居住記錄、族譜或先人生前的其他資料）。 documentary proof showing that the applicant is the legal personal representative or the next of kin of the deceased whose remains are to be exhumed, or the duly authorised agent of such legal personal representative or next of kin. If the documentary proof is not available, other supporting document(s) (e.g. photos taken with the deceased, birth certificate, residential record, family pedigree or any other document(s) relating to the deceased) to prove the relationship of the applicant with the deceased person directly or indirectly may be provided.</p> <p>如未能提供與先人關係的證明文件，則須在上述辦事處作法定聲明，確認與先人的關係，及解釋無法出示關係證明文件的原因。 If applicant could not provide the documentary proof of relationship with the deceased, he/she shall make a declaration in the above office to confirm the relationship with the deceased and explain why the document could not be presented.</p>
6.	<p>在申請獲得批准及撿拾骨殖許可證發出後的十天內，食環署有關墳場辦事處職員會聯絡申請人預約撿拾骨殖的日期及時間，以安排一同到墓地／金塔察看。骨殖撿拾工作必須在食環署職員監督下才可進行，申請人必須向本署職員展示有關墓地／金塔內安放有先人骨殖，否則骨殖撿拾工作不能繼續。如墓穴或金塔內未有發現人類骸骨或只發現骨灰，已批准的撿拾骨殖准許將會被撤回。食環署保留最終決定權。在完成撿拾骨殖後，申請人會即場獲發起回骨殖授權書。</p> <p>Within 10 days after the approval of this application and the issue of Permit to Exhume Remains, officer of respective cemetery offices shall make appointment with the applicant for on-site inspection to the hillside grave/urn grave. Exhumation of remains must be carried out only under the supervision of FEHD staff and applicant shall reveal to the staff the existence of the skeletal remains of the deceased in the grave/urn, otherwise the exhumation could not proceed. If there are no skeletal remains inside the concerned grave/urn or there are only cremated ashes therein, the permission given to exhume remains will be revoked. FEHD reserves the right of final decision. After completion of exhumation, an Authorisation to Exhume Remains will be given to the applicant on the spot.</p>
7.	<p>如在墓地／金塔視察的約定時間前一小時天氣轉壞，例如香港天文台發出八號或以上熱帶氣旋警告信號、任何暴雨警告信號、雷暴警告或山泥傾瀉警告，有關已預約的視察將會取消。食環署職員會致電通知申請人取消有關預約，申請人亦可致電相關墳場辦事處查詢。</p> <p>If the weather deteriorates one hour before the appointed time of the on-site inspection, e.g. when the Hong Kong Observatory issues Tropical Cyclone Warning Signal No.8 or above, any Rainstorm Warning Signal, Thunderstorm Warning or Landslip Warning, the scheduled inspection will be cancelled. Staff of FEHD will contact the applicant by phone to inform the cancellation of appointment. Applicant can also make enquiry to the respective cemetery office.</p>

8.	<p><u>一般查詢</u> <u>General Enquiry</u></p> <p>如有任何查詢，可致電或傳真至： For enquiries concerning the application, please call or fax to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</td> <td style="width: 10%; text-align: center;">—</td> <td style="width: 40%;">跑馬地黃泥涌道 1 號 J (香港墳場側) 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)</td> <td style="width: 20%;">電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</td> </tr> <tr> <td>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</td> <td style="text-align: center;">—</td> <td>紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</td> <td>電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.</td> </tr> </table>	港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office	—	跑馬地黃泥涌道 1 號 J (香港墳場側) 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)	電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.	九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office	—	紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.
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9.	<p><u>收集個人資料聲明</u> <u>Personal Information Collection Statement</u></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，食環署有可能沒法處理有關申請。 The personal data provided by means of this form will be used by FEHD for purposes relating to the 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 9(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 9(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。食環署應查閱要求而提供資料時，可能會徵收費用。 The applicant has a right of access and correction with respect to personal data as provided 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. A fee may be imposed for complying with a data access request.</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，可向食環署高級衛生督察(墳場及火葬場)提出，地址為： Enquiries concerning the personal data collected by means of this form, including access to and correction of the data, should be addressed to the Senior Health Inspector (C&amp;C) of FEHD at:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</td> <td style="width: 10%; text-align: center;">—</td> <td style="width: 40%;">跑馬地黃泥涌道 1 號 J (香港墳場側) 1J Wong Nai Chung Road, Happy Valley Next to Hong Kong Cemetery)</td> <td style="width: 20%;">電話號碼：2578 9406 Tel. No. 傳真號碼：2591 1879 Fax No.</td> </tr> <tr> <td>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</td> <td style="text-align: center;">—</td> <td>紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</td> <td>電話號碼：2364 5405 Tel. No. 傳真號碼：2765 6402 Fax No.</td> </tr> </table>	港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office	—	跑馬地黃泥涌道 1 號 J (香港墳場側) 1J Wong Nai Chung Road, Happy Valley Next to Hong Kong Cemetery)	電話號碼：2578 9406 Tel. No. 傳真號碼：2591 1879 Fax No.	九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office	—	紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	電話號碼：2364 5405 Tel. No. 傳真號碼：2765 6402 Fax No.
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