

## Information Note

### **Administration of Declarations or Oaths/Affirmations for Private Use in Home Affairs Enquiry Centres of the Home Affairs Department**

This is a free service available at Home Affairs Enquiry Centres (referred to as “Enquiry Centres” hereunder) of the Home Affairs Department (“HAD”) to members of the public seeking the administration of declarations or oaths/affirmations required of by non-governmental bodies (which is also referred to as “declarations or oaths/affirmations for private use”).

#### **Service Timeslots**

The Enquiry Centres administer declarations/oaths/affirmations at designated timeslots. Members of the public who wish to use the service (referred to as “service seekers” hereunder) should check with the relevant Enquiry Centre in advance or browse the HAD website to confirm the availability of service timeslots. The list of addresses and telephone numbers of the Enquiry Centres is at **Appendix**. It is advisable for the service seeker to arrive at Enquiry Centre 15 minutes earlier for preparatory work (e.g. completion of form and stamping of relevant document(s)).

#### **Procedures**

The service seeker must approach an Enquiry Centre in person, and bring along with his/her original valid identification document which bears his/her name and photograph (e.g. Identity Card) for proving his/her identity. He/She needs to complete a form (declaration or affidavit/affirmation) prescribed by the HAD, and if necessary, attaches supporting document(s) as exhibit(s) to the prescribed form. Finally, he/she should read out the declaration or oath/affirmation before the Commissioner for Oaths.

If the service seeker is not conversant with official language (i.e. Chinese or English), the HAD can book a timeslot for provision of on-site interpretation service by non-governmental organisation. The service seeker may also choose to bring along with a person who is conversant with official language and the language/dialect which the service seeker is conversant with to act as interpreter.

#### **Points to Note**

The service seeker must ensure that the contents of the declaration or affidavit/affirmation are true, and must bear the legal responsibility and consequence of making false declarations/statements. Pursuant to Section 36 of the Crimes Ordinance (Cap. 200), any person who knowingly and wilfully makes a false statement in a statutory declaration shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 2 years and to a fine. Pursuant to Section 40 of the Crimes Ordinance, any person who wilfully uses for any purpose any affidavit which he knows to be false or does not believe to be true, wherever such affidavit may have been sworn, shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 7 years and to a fine.

It is essential that a sense of solemnity should be maintained whilst making a declaration, taking an oath or making an affirmation. To this effect, the service seeker concerned should stand straight during the process unless it is impractical for him/her to do so.

**List of Home Affairs Enquiry Centres**

| <b>Name</b>                                       | <b>Address</b>  | <b>Telephone Number</b> | <b>Opening Hours</b>                                       |
|---|---|-------------------------|--|
| Central & Western Home Affairs Enquiry Centre     | G/F, Harbour Building, 38 Pier Road, Central, Hong Kong   | 2189 2819               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Eastern Home Affairs Enquiry Centre               | G/F, Eastern Law Courts Bldg, 29 Tai On Street, Sai Wan Ho, Hong Kong                                       | 2886 6531               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Southern Home Affairs Enquiry Centre              | G/F., Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong   | 2814 5720               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Wan Chai Home Affairs Enquiry Centre              | G/F, 2 O'Brien Road, Wan Chai, Hong Kong  | 2575 2477               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Kowloon City Home Affairs Enquiry Centre          | LG/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom, Kowloon                                  | 2621 3401               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Kwun Tong Home Affairs Enquiry Centre             | G/F, Eastcore, 398 Kwun Tong Road, Kwun Tong, Kowloon   | 2342 3431               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Sham Shui Po Home Affairs Enquiry Centre          | G/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon                      | 2728 0781               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Wong Tai Sin Home Affairs Enquiry Centre          | Unit 201, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon                       | 2322 9701               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Yau Tsim Mong Home Affairs Enquiry Centre         | G/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon                                     | 2399 2111               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Islands Home Affairs Enquiry Centre (Cheung Chau) | G/F, 22 San Hing Street, Cheung Chau  | 2981 1060               | Mon - Fri: 8:45 am - 6:45 pm (except public holidays)      |
| Islands Home Affairs Enquiry Centre (Mui Wo)      | G/F, Mui Wo Government Offices, 2 Ngan Kwong Wan Rd, Mui Wo, Lantau Island                                  | 2984 7231               | Mon, Wed & Fri: 9:00 am - 6:00 pm (except public holidays) |
| Islands Home Affairs Enquiry Centre (Tung Chung)  | 1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island                          | 2109 4953               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Kwai Tsing Home Affairs Enquiry Centre            | 2/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Rd, Kwai Chung, New Territories               | 2425 4602               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| North Home Affairs Enquiry Centre                 | G/F, North District Government Offices, 3 Pik Fung Road, Fanling, New Territories                           | 2683 2913               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Sai Kung Home Affairs Enquiry Centre              | G/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O, New Territories | 3740 5347               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Sha Tin Home Affairs Enquiry Centre               | G/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories                            | 2606 5456               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Tai Po Home Affairs Enquiry Centre                | G/F, Tai Po Government Offices Building, 1 Ting Kok Rd, Tai Po, New Territories                             | 2654 1262               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Tsuen Wan Home Affairs Enquiry Centre             | 1/F, Tsuen Wan Multi-Storey Carpark Building, 174 - 208 Castle Peak Road, Tsuen Wan, New Territories        | 2492 5096               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Tuen Mun Home Affairs Enquiry Centre              | 2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories                                 | 2451 1151               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |
| Yuen Long Home Affairs Enquiry Centre             | G/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories                   | 2474 0324               | Mon - Fri: 9:00 am - 7:00 pm (except public holidays)      |