

## Filming Involving Use of Modified Firearms and/or Blank Ammunition

**Permit Name:** Exemption Permit for Location Filming involving Use of Modified Firearms and Blank Ammunition.  
**Licensing Authority:** Hong Kong Police Force  
**Inquiry Contact:** Arms Licensing Section, Police Licensing Office  
Address: 12/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong  
Tel: 2860 6536 / 6538 Fax: 2200 4323 Email: arms-licensing@police.gov.hk

**The Regulation:** Section 4(3) of the Firearms and Ammunition Ordinance, Chapter 238, Laws of Hong Kong and Noise Control Ordinance, Chapter 400, Laws of Hong Kong.

### **1. Control Subject Matter:**

- Any use of modified firearms or blank ammunition for location filming requires:
  - an exemption permit for each handler or user of modified firearms or blank ammunition from the Police Licensing Office; and
  - an approval from the Police Public Relations Branch (PPRB) for each scene that involves the use.
- Except those declared suitable by the Commissioner of Police, any articles within the definition of “arms” under the Firearms and Ammunition Ordinance will not be licensed for filming. Air guns over 2 joules will not normally be allowed for filming purposes.

### **2. Conditions of the Permit:**

- Approval will be granted with terms and conditions specifying requirements relevant to the use of the modified firearms or blank ammunition for location filming.

### **How to Apply:**

1. Apply for the exemption permit from the Police Licensing Office with standard application form at least 10 working days prior to its use. Application should be made by the production manager (or a person holding equivalent position) and attached a copy of identity documents of the applicants, a copy of Business Registration Certificate, a confirmation letter from the Arms Dealers, a list of modified firearms to be used, their serial numbers, signed authorisations, a “User Application” from EACH user or handler of the firearms or blank ammunition and a copy of his/her identity document.

**Note:** The permit is for each individual person, including the producer and his assistant, who will use/handle the modified firearms/blank ammunition.

2. After that, one should also write to the Police Public Relations Branch (PPRB) to obtain an approval at least 3 working days prior to each scene to be filmed with information on the details of the date, time and location of the intended filming, details of user/handler and modified firearms, intended number of shots to be fired (including NGs) and the original copy of the exemption permits. If the shooting is going to take place inside a private or government property, a copy of the agreement for such use is needed.

**Note:** Particulars of user/handler and modified firearms/ blank ammunition should match with those on the exemption permit.

Contact: PPRB, Tel: 2860 6186/ Fax: 2200 4303

### **Permit Fees:**

- \$620 per permit (subject to annual review)

### **Duration of Permit:**

- As stated on the permit and approval respectively

### **Form Required:**

- The application form for the exemption permit, the user application for the “Approval for Filming”, and guidelines are available at the Resource Centre of Film Services Office, Police Licensing Office or Police Homepage.

**Note:** The arms dealer needs to apply for a Limited Licence for Possession from the Police Licensing Office for the conveyance of his modified firearms to filming locations.

**Application for Permission to use  
Modified Firearms and Blank Ammunitions for Location Filming**

To: Commissioner of Police (Attn: CIP TV & Films Liaison Section PPRB)

Fax: (852) 2200 4303

Total pages: \_\_\_\_\_

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From: (1) Name of Company: \_\_\_\_\_

(2) Name of Applicant: \_\_\_\_\_ HKID No.: \_\_\_\_\_  
Position: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

(3) Business Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

(4) Name of the Film/Production: \_\_\_\_\_

(5) Filming Date & Time: \_\_\_\_\_

(6) Filming Location: \_\_\_\_\_  
\_\_\_\_\_

(7) Exemption Permit No: FMS

(8) Persons who will use and handle modified firearms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(9) Total no. and serial no. of the modified firearms to be used: \_\_\_\_\_  
\_\_\_\_\_

(10) Total no. of shots to be fired: \_\_\_\_\_

\_\_\_\_\_  
Company Chop

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**  
Please download this form and fill in the particulars required. You can either submit this form together with the following material by fax (fax no. (852) 2200 4303) or by person/delivery to "Police Public Relations Branch at 11/F, Arsenal House, Police Headquarters, No.1 Arsenal Street, Wanchai, Hong Kong" at least **3 working days** prior to the actual date of filming for processing:

- (1) Copy of the Exemption Permit
- (2) Script of this particular scene
- (3) Synopsis of the film if this is the first application of the film.

(4) Agreement of "Premises/Places" hired for filming.

**TV & Films Liaison Section**

**Personal Information Collection Statement**

1. We collect personal data from you in this form for the purpose of processing applications related to location filmings and correspondence.
2. You are not obliged to supply the data but failing to supply may result in failing to obtain the related permit.
3. In furtherance of the above purpose, the data collected will be transferred to other government departments or a police district where the location filming will take place.
4. You have a right of access to your personal data and to request its correction.
5. Should you wish access to your personal data or to correct it, you should write to:

Chief Inspector of Police, TV & Films Liaison Section,  
Police Public Relations Branch,  
11/F, Arsenal House, Police Headquarters,  
No. 1 Arsenal Street,  
Wanchai,  
Hong Kong.



Application No.  
(For Official Use Only)

**HONG KONG POLICE FORCE**  
**Firearms and Ammunition Ordinance (Chapter 238)**  
**Application for Exemption**

Before completing this form, please read the 'Information Notes'

This application is for - (Please "✓" as appropriate)

- modified firearms for TV/ Film shooting
- starting pistols for sport
- deactivated firearms for self collection
- sport and competition
- others (please specify \_\_\_\_\_ )

**Part I : Particulars of the applicant / organisation**

Please provide a copy of the relevant registration documents of the organisation / school / company, such as Business Registration Certificate and / or Memorandum and Article of Association (for organization only)

Name in full : \_\_\_\_\_  
(English) (Chinese)

Type of Identity Document and No. / HKID Card No. : \_\_\_\_\_

Chinese Commercial Code : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Nationality : \_\_\_\_\_

Date of Birth : \_\_\_\_\_  Male  Female

Place of Birth : \_\_\_\_\_ Occupation : \_\_\_\_\_

Residential Address : \_\_\_\_\_  
\_\_\_\_\_

Name of the Organisation / School / Company : \_\_\_\_\_  
\_\_\_\_\_

Business / School / Society \* Registration Certificate No. : \_\_\_\_\_

Business / School / Society \* Address : \_\_\_\_\_  
\_\_\_\_\_

Tel. No. : \_\_\_\_\_ (Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) Fax No. : \_\_\_\_\_

\* Delete where inappropriate



**Source where the subject arms and ammunition are to be obtained**  
*Please provide a confirmation letter from the source*

Full name and address of the dealer / organisation / individual

**Storage of the subject arms and ammunition**

*The subject arms and ammunition except deactivated firearms MUST be stored in an approved armoury when not in use*

Name and address of the storage

**Part III: Use of the Subject Arms and Ammunition**  
**(To be completed for all applications other than deactivated firearms)**

Name of the production / activity : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Details of use of the subject arms and ammunition:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date & time covered : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Part IV : Authorization and Declaration of the Applicant**

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, true, correct and complete. I understand that section 47 of the Firearms and Ammunition Ordinance, (Cap. 238) states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.

I hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to Police Licensing Office, and to obtain information and/or to inquire into any and all my personal data (including my medical reports, etc) from any third party for the purpose of investigation into and/or enforcing any matters relating to my application/licence/exemption.

I also agree that the personal data provided by means of this form will be used by the Commissioner of Police for processing applications/updating record/conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with licences/exemption under the Firearms and Ammunition Ordinance (Cap. 238).

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Official chop of the Company / Organisation  
(where applicable)

\_\_\_\_\_  
Name of the Applicant ( in BLOCK Letter )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position held



## Information Notes

### Application for an Exemption

#### Notes for applicant

- When considering an application for an exemption, the Commissioner of Police (“the Commissioner”) shall, in addition to any other matter that he may reasonably take into consideration, have regard to-
  - a. whether the applicant is a fit and proper person to be granted an exemption, such as:
    - i. whether he has any criminal record;
    - ii. whether he has any medical history which may affect his ability of handling the arms and ammunition under application; and
    - iii. whether his physical and mental conditions are considered suitable.
  - b. whether there is good reason for that applicant to be exempted; and
  - c. whether it is objectionable, for reasons of public safety and security, to exempt the applicant.

#### Documents to be submitted by applicant

- You are required to submit, together with this application, the following documents as appropriate:

##### Modified Firearm for TV/Film Shooting

- a copy of Business Registration Certificate;
- a copy of the identity document(s);
- a written confirmation from the arms dealer providing the modified firearms and blank ammunition; and
- a list of modified firearms.

##### Starting Pistol for Sport

- a copy of Business Registration Certificate, Certificate of Incorporation or Certificate of Registration of a School, as appropriate;
- a copy of the identity document(s);
- proof of qualification to use the starting pistol and ammunition;
- a written confirmation from the source providing the starting pistol and ammunition, with the quantity of starting pistol and ammunition to be used; and
- a written confirmation from the owner of the venue where the starting pistol and ammunition will be used.

##### Deactivated Firearm for Personal Collection

- a copy of the identity document;
- an invoice from the arms dealer providing the deactivated firearm; and
- a copy of document issued by the Commissioner of Police to prove that the deactivated firearm has been examined by the Police Forensic Firearms Examination Bureau and certified to be suitable for personal collection.

- You must sign on each copy of the supporting documents to confirm authenticity.

#### Completion of form

- This form shall be completed in Chinese or English (block letters).
- Application forms can be downloaded from Police Website <http://www.police.gov.hk>.
- You are advised to read the Firearms and Ammunition Ordinance (Cap. 238) in particular Section 4 thereof. Copy of the Ordinance is available from the Government Publications Centre and on the Internet <http://www.legislation.gov.hk>.

#### Application and enquiries

- You are required to submit *in person* the completed application form together with the duly signed supporting documents to –

Arms Licensing Section	Telephone no.	: 2860 6538	
Police Licensing Office	Fax no.	: 2200 4323	
12/F., Arsenal House	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m.
Police Headquarters			2 p.m. to 5:45 p.m.
1 Arsenal Street			
Wanchai, Hong Kong	Saturdays/Sundays/Public Holidays	Closed	

- If you have any enquiries or need more information about the application procedure, please contact the Arms Licensing Section of Police Licensing Office by telephone or by fax or by email : [arms-licensing@police.gov.hk](mailto:arms-licensing@police.gov.hk).
- We pledge to complete processing of an application within 9 working days for Film Shooting or Sport and 24 working days for other cases upon receipt of **ALL** the required documents and information. Our pledge depends on the quality of information provided in your application and if insufficient information is supplied, this will affect the time required to process your application.

## Issue of an exemption

- Upon approval of the application, you are required to pay the prescribed fee within 3 months. Otherwise a fresh application will be required.

## Terms and conditions of an exemption

- Exemption granted is subject to terms and conditions.
- The holder of an exemption who fails to comply with any term or condition of an exemption commits an offence under Section 23 of the Firearms and Ammunition Ordinance, Cap. 238.

## Fees

- Exemption
  - Replacement of Exemption
- } Please refer to the “Arms Licences Fees Table” at Police Website  
<http://www.police.gov.hk>.

## Shroff office

Shroff Office 11/F., Arsenal House Police Headquarters 1 Arsenal Street Wanchai, Hong Kong	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m. 2 p.m. to 5 p.m.
		Saturdays/Sundays/Public Holidays	Closed

## Payment Method:

- Cash;
- Cheques, Drafts and Cashiers Orders should be made payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR” and crossed;
- Octopus (add value service will not be provided).

## Statement of Purpose – Purpose of collection of personal data

- The personal data provided by means of this form will be used by the Commissioner for processing applications/updating record/conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or exemption and/or authorization and/or approval under the Firearms and Ammunition Ordinance, Cap. 238.
- The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
- Any material falsification or omission of information may result in the Commissioner’s refusal to give approval.

## Classes of Transferees

- The personal data provided by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned above.

## Access to personal data

- You have a right of access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access included the right to obtain a copy of your personal data provided by means of this form subject to a payment of a fee.
- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to Executive Officer (Licensing), Police Licensing Office, 13/F., Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong (Telephone no.: 2860 6527 / Fax no. 2200 4322).

## Warning

- Under Section 47 of the Firearms and Ammunition Ordinance, Cap. 238, any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.
- Under the Prevention of Bribery Ordinance, Cap. 201, it is an offence for any person to solicit, offer or accept any advantage including money and gifts in connection with the processing of any application.



Application No.  
(For Official Use Only)

**HONG KONG POLICE FORCE**  
**Firearms and Ammunition Ordinance (Cap. 238)**

**User Application for Exemption (other than deactivated firearms for self collection)**

Before completing this form, please read the 'Information Notes'

This application is for - (Please "✓" as appropriate)

- modified firearms for TV/ Film shooting
- starting pistols for sport
- sport and competition
- others (please specify \_\_\_\_\_ )

**Part I : Particulars of the applicant**

Name in full : \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Type of Identity Document and No./ HKID Card No. : \_\_\_\_\_

Chinese Commercial Code : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Nationality : \_\_\_\_\_

Date of Birth : \_\_\_\_\_  Male  Female

Place of Birth : \_\_\_\_\_ Occupation : \_\_\_\_\_

Residential Address : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ (Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) Fax No. : \_\_\_\_\_

**Records of illness and criminal conviction**

Have you ever attempted to commit suicide, or suffered from any illness, including mental disorder, which may affect your capability in controlling the arms?

- No  Yes (please provide details)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a criminal offence in Hong Kong or elsewhere?

- No  Yes (please give full details at below, use plain paper if insufficient space)

Date of conviction	Offence	Sentence	Venue of trial (including country)

**Part II : Use of the Subject Arms and Ammunition**

Name of production / activity :

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Name of Organizer (Name of company / organization) :

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**Part III : Authorization and Declaration of the Applicant**

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, true, correct and complete. I understand that section 47 of the Firearms and Ammunition Ordinance, (Cap. 238) states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.

I hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to Police Licensing Office, and to obtain information and/or to inquire into any and all my personal data (including my medical reports, etc) from any third party for the purpose of investigation into and/or enforcing any matters relating to my application/licence/exemption.

I also agree that the personal data provided by means of this form will be used by the Commissioner of Police for processing applications/updating record/conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with licences/exemption under the Firearms and Ammunition Ordinance (Cap. 238).

- I shall collect the Exemption personally upon issue.
- I authorize the representative of *(name of company/organisation)* \_\_\_\_\_  
\_\_\_\_\_ to collect on my behalf the Exemption upon issue.

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Official chop of the Company / Organisation  
(where applicable)

\_\_\_\_\_  
Name of the Applicant ( in BLOCK Letter )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position held