

**Use of Genuine / Replica Uniforms and**  
**Other Accoutrements of the Correctional Services Department for filming / photo-taking purpose**

**Approving Matter:** Approval for wearing of genuine/replica uniforms and other accoutrements of the Correctional Services Department

**Licensing Authority:** Correctional Services Department

**Inquiry Contact:** Media Communication Unit  
20/F, Revenue Tower,  
5 Gloucester Road,  
Wan Chai, Hong Kong.  
Tel: 2154 3423  
Fax: 2507 3821

**How to Apply:**

- Apply in writing to the Correctional Services Department at least 10 working days in advance with details of the filming / photo-taking, such as synopsis, script of the scene(s) in which uniforms will be worn, number, photos and particulars of actors/actresses to dress in Correctional Services Department uniforms.

**Conditions of the Approval:**

- Applicant has to observe terms and conditions specified in approving letter in relation to the wearing of CSD uniform for the purposes of filming or photo-taking.

**Duration of Approval:**

- As stated in the approving letter

**Application Fees:**

- Nil

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**Application Form**

To: Commissioner of Correctional Services  
[ via: Chief Officer (Media Communication) ]

Fax No: 2507 3821

(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) Shooting Date & Time: \_\_\_\_\_

(6) Shooting Location: \_\_\_\_\_  
\_\_\_\_\_

(7) Artistes wearing CSD Uniforms:

(a) Name: _____	HKID No.: _____ ( )
(b) Name: _____	HKID No.: _____ ( )
(c) Name: _____	HKID No.: _____ ( )
(d) Name: _____	HKID No.: _____ ( )
(e) Name: _____	HKID No.: _____ ( )
(f) Name: _____	HKID No.: _____ ( )
(g) Name: _____	HKID No.: _____ ( )
(h) Name: _____	HKID No.: _____ ( )
(i) Name: _____	HKID No.: _____ ( )
(j) Name: _____	HKID No.: _____ ( )

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

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

**Note:**

- (1) Please fill in the particulars required. You can either submit this form together with the following material, where applicable, by fax (fax no. (852)2507 3821) or by person/delivery to "20/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong " attention to Chief Officer (Media Communication) at least 10 working days prior to the actual date of filming / photo-taking for processing:
- i Script of this particular scene.
  - ii Synopsis of the film if this is the first application of the film.
  - iii Photos of artistes wearing the "Uniform" applied if this is the first application for the artistes.
  - iv Agreement of "Premises/Places" hired for filming.
- (2) We collect personal data from you in this form for the purpose of processing applications related to filming / photo-taking and correspondence.
- (3) You are not obliged to supply the data but failing to supply may result in failing to obtain the related permission.
- (4) In furtherance of the above purpose, the data collected will be transferred to other provided to other departments/agencies for purposes relating to filming / photo-taking.