

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.