

PUBLIC HEALTH AND MUNICIPAL SERVICES ORDINANCE

(Chapter 132)

APPLICATION TO CREMATE

I, being the * {

- executor
- nearest surviving relative in Hong Kong
- attorney or agent of the executor or nearest surviving relative in Hong Kong
- person having in his possession a direction in writing purported to be signed by the deceased
- person being eligible for grant of letters of administration or probate
- person selected by the Director of Health in respect

of

*who died at
*which was still-born

on the day of 20, hereby apply for permission to cremate the *human remains of the said person in *a Government Crematorium *the Crematorium† *said still-born child

I append hereto the certificates required by by-law 4 of the Cremation and Gardens of Remembrance (Regional Council) By-laws.

Dated this day of 20 Signature

Address

Warning: A person who makes this application knowing or having reason to believe that the deceased person has left a direction in writing to the effect that that human remains shall not be disposed of by cremation commits an offence.

NB: A person who is dissatisfied with a decision on the cancellation or refusal of grant of Cremation Permit may, within 14 days after notification, appeal to the Licensing Appeals Board against the decision.

* Delete as appropriate. † Name of the private crematorium.

Authorization Letter

To Director of Health,

I _____ (ID No: _____) am
_____ of the deceased _____. I authorize
_____ (ID No: _____) to apply the cremation
permit of the deceased for me in accordance with the Cremation and Gardens of
Remembrance Regulation (Cap. 132M).

Signature: _____

Date: _____

Declaration

To: Director of Health,

I, (name in full) _____, holder of Identity
Card No. _____ is the father of the baby and husband of
_____ (name of baby's mother),
_____ (Identity Card No. of the baby's mother). All the above
information is true and factual.

Signature: _____

Name: _____

Date: _____

Notes for Application of Cremation Permit

- I. Under the Cremation and Gardens of Remembrance Regulation (Cap. 132M), cremation of any human remains must obtain a permit issued by the Director of Health. The following persons may submit the application for cremation permit taking priority inter se in the order:
- (a) any executor of the deceased or his duly authorized attorney or agent;
 - (b) the nearest surviving relative of the deceased present in Hong Kong at the time of application or his duly authorized attorney or agent;
 - (c) any person having in his possession a direction in writing purporting to be signed by the deceased requesting that his remains may be cremated;
 - (d) any person being eligible for grant of letters of administration or probate;
 - (e) after the expiration of 48 hours from the death of the person in respect of whose human remains the application is made, any person who, in the opinion of the Director of Health, is a suitable and proper person to make the application.
- II. The applicant for cremation permit should submit the following original documents to one of the Cremation Permit Offices of the Department of Health:
- (a) Application to Cremate (Form 1 of Cap. 132M);
 - (b) Medical Certificate (Cremation) (Form 2 of Cap. 132M)*;
 - (c) Certificate of Registration of Death (Form 12 of the Births and Deaths Registration Ordinance (Cap. 174));
 - (d) Certificate of the Cause of Death (Form 18 of Cap. 174)*;



- (e) Identity card of the deceased;
- (f) Identity card of the applicant; and
- (g) (If available) Certified copy of a death entry (or commonly known as Death Certificate).

Documents item no. (c), (e), (f) and (g) will be returned to the applicant. Other documents will be kept by the Cremation Permit Office.

III. Application for cremation permit could be made by an authorized attorney or agent of the executor of the deceased or the nearest surviving relative of the deceased present in Hong Kong. The authorized attorney or agent should submit the following additional documents:

- (a) Original copy of authorization letter;
- (b) Identity card copy of the authorizer; and
- (c) Original and one copy of identity card of the authorized attorney or agent.

IV. The application for cremation permit of a stillborn child requires the mother to submit the following original documents:

- (a) Application to Cremate (Form 1 of Cap. 132M);
- (b) Certificate of Still-birth (Form 13 of Cap. 174)*; and
- (c) Mother's identity card.

V. Application for cremation permit of a stillborn child could be also made by the father, or an authorized attorney or agent of the mother / father. The authorized attorney or agent should submit additional documents specified in Paragrah III while the father should submit the following additional documents:

- (a) Father's identity card;
- (b) Copy of mother's identity card; and
- (c) Original copy of a declaration letter for application made by the father.

VI. The cremation permit will usually be issued within one hour upon application provided the required documents are in order.

VII. The application for cremation permit is free of charge.

VIII. The information of the Cremation Permit Offices is as follows:

Cremation Permit Office (Hong Kong)
Address: Room 22, 18/F Wu Chung House, 213 Queen's Road East, Wanchai
Tel: 2961 8843
The office hours: Mon to Fri: 0900 – 1230 hours; 1400 – 1630 hours Sat: 0900 – 1230 hours (Closed on Sundays and Public Holidays)

Cremation Permit Office (Kowloon)
Address: 1/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po
Tel: 2150 7232
The office hours: Mon to Fri: 0900 – 1230 hours; 1400 – 1630 hours Sat: 0900 – 1230 hours (Closed on Sundays and Public Holidays)

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* Form 2, Form 18 and Form 13 are issued by registered medical practitioners.