



歷史檔案館  
Public Records Office

[This form is available in both English and Chinese]

## Microfilm / Microfilm Hard Copy Request Form

Please put a ✓ in the appropriate box. (For details of charges, please refer to the price list.)

- |  |                          |                                   |                          |
|--|--------------------------|-----------------------------------|--------------------------|
| Microfilm copy, 35mm (selected frames) | <input type="checkbox"/> | Microfilm copy, 16 mm (full roll) | <input type="checkbox"/> |
| Microfilm hard copy by staff           | <input type="checkbox"/> | Microfilm copy, 35 mm (full roll) | <input type="checkbox"/> |
| Self-service microfilm hard copy       | <input type="checkbox"/> | Slide Filming                     | <input type="checkbox"/> |
| Certified true copy                    | <input type="checkbox"/> |                                   |                          |

Title	No. of frames	No. of reels	No. of copies

- Collecting the microfilm / microfilm hard copy at the Reference Services Counter  
(Address: 1/F, the Hong Kong Public Records Building, 13 Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong)
- Receiving the microfilm hard copy in PDF format via email  
(If the file size of the digital copies ordered exceeds the maximum email size limit, the reproduction order will be delivered via multiple emails.)
- Receiving the microfilm hard copy by post

### Declaration

- Purpose / use of copies ordered: \_\_\_\_\_
- I undertake that if a copy is supplied to me in compliance with the request made above, I shall not make use of or reproduce the materials except for the purpose as specified above.
- I understand and agree to comply with the provisions of the Copyright Ordinance (CAP. 528) for the use of materials provided by this office (A copy of the Copyright Ordinance is available at the reference services counter of the Public Records Office for your perusal. It is also available at the following website: <http://www.elegislation.gov.hk>).

Name of Applicant: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

<b>For Official Use Only</b>			
Reproduction Charge:	HK\$ _____	Total:	HK\$ _____
Certified True Copy Charge:	HK\$ _____	Receipt No.:	_____
Postage:	HK\$ _____	Date:	_____

\* Personal data given by the applicant shall be used for processing the application only. Request for access to and/or correction of personal data should be made to the Public Records Office at 2195-7700.