



Photocopy Request Form

I. Details of service requested

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

Photocopy Certified true copy

Reference No.	Title

- Collecting the photocopy 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 photocopy 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 photocopy by post

II. Declaration

I hereby apply for a photocopy / certified true copy[#] of the document(s) listed in Part I above. I understand that this service is not available for holdings in such a deteriorated condition that copying (and the associated handling) will put the holdings at risk of damage. (#Please put a ✓ in the appropriate box)

I undertake that I will comply with all legal requirements including but not limited to those set out in the Copyright Ordinance (CAP. 528).^{Note} The photocopying service will be provided to me on condition that I undertake to observe all the following conditions:

- (a) the copy supplied to me pursuant to the request made above will only be used by me for research and private study and will not be used for any other purposes.
- (b) only one copy of the same item will be provided.
- (c) any personal data captured from the documents will be used solely for preparing statistics or carrying out research and the resulting statistics and/or results of the research are not to be made available in a form which identifies the data subjects or any of them.
- (d) the service is subject to payment of the photocopying fee as prescribed.

Name of Applicant: _____ Tel. No.: _____

Organisation: _____

Address: _____

Email Address: _____

Date: _____ Signature: _____

^{Note} A copy of the Copyright Ordinance is available at the reference services counter of the Public Records Office for users' perusal. It is also available at the following website: <http://www.elegislation.gov.hk>

For Official Use Only

Photocopy 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.