



歷史檔案館
Public Records Office

[This form is available in both English and Chinese]

Application Form for Reserving PRO Holdings

Each request may reserve a maximum of 10 items of PRO holdings (archival records – file level or item level) which are open for public inspection. Completed application form should be submitted to PRO **at least 1 working day in advance before visit to PRO by email (proinfo@grs.gov.hk), fax (+852 2804 6413) or in person. Items would be reserved at the service counter for up to 10 working days starting from the date of request.**

Name of Applicant: _____

Contact tel. no.: _____ Email: _____

Date: _____

Details of the Requested Items:

	Reference no.* (HKRS / HKMS / Call number)	Title	Covering years (for archival records only)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Note:*

A series (e.g. HKRS365) or a deposit (e.g. HKRS365-1) will not be reserved as they contain more than one files or items. For archival records, please specify reference numbers at the file level (e.g. HKRS70-1-2) or the item level (e.g. HKRS365-1-478-1). For library collection, please specify call no. (e.g. 374.95125 GOV).

User understands that the application for access to government records in Public Records Office is dealt with in accordance with the Public Records (Access) Rules 1996. User understands and agrees that he/she is responsible for compliance with the provisions of the Copyright Ordinance in the use of materials provided by the Public Records Office.

Contact us (email: proinfo@grs.gov.hk, phone no: +852 2195-7700) for further assistance.