Catholic Cemeteries – Application for Replacement Receipt

A. Holder of the original temporary receipt of burial lot or niche allocated to the deceased (issued on or before 2011) can apply in person for a replacement receipt subject to a fee of HK$150. The original temporary receipt shall be surrendered to the Cemetery Office at the time of application;

B. Failing the above, and subject to the conditions below, a replacement receipt can be issued after obtaining an affidavit from the Home Affairs Department, Solicitor or Justice of Peace and payment of HK$150:
   1. The applicant's name is the name registered with the Cemetery Office when the deceased was buried or deposited in the cemetery concerned or;
   2. The applicant is able to provide original documental proof of relationship with the deceased such as the Certificate of Birth or Baptism or other applicable legal documents.

C. If none of the above is achieved, the applicant can only be issued a "Permit for Grave or Niche Repair" after obtaining an affidavit from the Home Affairs Department, Solicitor or Justice of Peace and payment of HK$150. However, holder of the "Permit for Grave or Niche Repair" is NOT allowed to carry out exhumation and relocation of human remains or ashes of the deceased, or to change the inscription details and the deceased's photo.

Remarks:

I. Before approaching the Cemetery Office concerned, applicant may first provide details of the deceased (such as the deceased's name in the burial document, grave number, date of burial/depository/death) by fax or email to the Cemetery Office for review and confirmation.

II. If an official receipt and a replacement receipt are presented by different applicants at the same time, the official receipt shall prevail.

For inquiries, please call:

Cheung Sha Wan, Sai Kung, Cheung Chau Catholic Cemeteries: 2741 5283
Chai Wan Catholic Cemetery: 2557 4213 Happy Valley Catholic Cemetery: 2572 6078
Office Hours: 09:00-16:30 Monday – Saturday (closed on Sundays and Public Holidays)

Catholic Cemeteries – Disclaimer

1. Name of declarant _____
2. Gender of declarant _____
3. ID card number of declarant _____
4. Address of declarant _____

I solemnly and sincerely declare that,

The Deceased *_____ and I *_____ have the relationship of *_____. He/She was buried in the _____ Catholic Cemetery on *(Day/Month/Year)*_____with grave number _____ in Section _____. On (date) _____ , the burial lot was extended for six years. He / She was exhumed and relocated to Section _____ on (date) _____.

As I have lost the original receipt of the burial lot / niche issued by the Cemetery Office, I intend to apply for the issuance of a replacement receipt. I confirm that I am a recognized representative of the deceased, and I shall take full legal responsibility in connection with the issuance of replacement receipt, future exhumation, relocation of human remains/ ashes, erection of gravestone of the deceased and any other issues related to this burial/depository.

**To be filled in by the applicant*

5. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Ordinance.
6. Date of declaration _____
7. Place of declaration _____
8. Signature of declarant _____
9. Name of oath administrator _____
10. Signature of oath administrator _____
11. Designation of oath administrator _____
12. Stamp of oath administration _____