

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 of the next of kin of the deceased 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 exportation of human remains or ashes of the deceased out of cemetery, 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) 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.

Office Hours: 09:00-16:30 Monday – Saturday (closed on Sundays and Public Holidays)

☎ 2741 5283 St. Raphael's Catholic Cemetery, Cheung Sha Wan & Sai Kung, Cheung Chau Catholic Cemeteries
☎ 2557 4213 Holy Cross Catholic Cemetery, Chai Wan
☎ 2572 6078 St. Michael's Catholic Cemetery, Happy Valley



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 (Day/Month/Year) * _____, the burial lot was extended for six years. He / She was exhumed and relocated to Section * _____ on (Day/Month/Year) * _____.

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.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Ordinance.

(* To be filled in by the Cemetery Office)

5. Date of declaration _____
6. Place of declaration _____
7. Signature of declarant _____
8. Name of oath administrator _____
9. Signature of oath administrator _____
10. Designation of oath administrator _____
11. Stamp of oath administration _____

