



司法警察局
POLÍCIA JUDICIÁRIA

“Certificate of Case Reporting Record” – Application Procedures and Important Notes

A. Applicants must submit the following documents:

1. Completed application form (note 1)
2. Applicant's ID (original and copy) (note 2 & 3)
3. Insurance policy (if the applicant is seeking compensation from his insurance company)
4. If an authorised agent is applying on behalf of his company, he needs to submit:
 - company's authorisation letter with company stamp (note 4)
 - ID copy of the authorising party

- If the applicant does not have items 2-4 with him at the time of the application, he can submit them at a later date, either in person, by someone on his behalf, or by post.
- If the applicant intends to submit the documents by post, please address it to the Administrative Centre, Judiciary Police Building, No. 823, Avenida da Amizade, Macau
- “Certificate of Case Reporting Record” will be issued within 10 working days after the submission of all the required documents. (According to the stipulations in Articles 65 and 74 of the Administrative Procedure Code, the 10 working days shall be counted from the following working day immediately after the receipt of all necessary documents)

Note 1: Application form can be obtained on our website or at our police station. Applicant is required to fill in an application form, state the reason of application and return the application form with signature.

Note 2: If the applicant's identification document has been stolen, he can submit a copy of his travelling document, birth certificate or other valid identity documents instead.

Note 3: Applications of persons under the age of 18 must be filed and endorsed by their legal representatives (i.e. parents or guardians). Please include ID copies of both parties in the application.

Note 4: a. If a company employee (the person who lodged the report) is authorised to apply for a “Certificate of Case Reporting Record”, he must first have his statement taken at our police station
b. If the authorised party is not the person who lodged the report, he must first have his statement taken at our police station to verify the company loss claimed by the person who lodged the report
c. If the employer/owner/person-in-charge of a company himself wishes to apply for a “Certificate of Case Reporting Record”, he must also first have his statement taken at our police station to verify the company loss claimed by the person who lodged the report.

B. Fees required

Stamp duty	Based on the method of calculation as stipulated in the General Stamp Duty Payment Table Subparagraph 12: MOP\$5/ page * actual number of pages + MOP\$10
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Postage (Double registered mail) (Postal service is available on request)	Local – MOP\$25 (Double registered mail) + postage (note 1) Overseas – MOP\$31 (Double registered mail) + postage (note 1)
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Note 1: Postage is calculated based on the postage guide of the Macao Post. Please refer to the postage table for details. Applicants may choose either surface mail or air mail. Please note that postage varies depending on the mailing method and the destination.

Remarks:

1. Stamp duty is payable upon collection of the “Certificate of Case Reporting Record” (except for mailing)
2. Stamp duty and postage fee must be paid at the time of application should postage service is needed
3. If the applicant is overseas, he can email to Case Reporting and Emergency Operation Centre: piquete.sede@pj.gov.mo to find out the application procedures of the “Certificate of Case Reporting Record” and its payment method.
4. As the “Certificate of Case Reporting Record” involves important personal information and confidential criminal case information, the applicant/ interest-related person or authorised person must maintain the confidentiality of the information concerned.

“Certificate of Case Reporting Record”
Location and Time of Application
(24-hour application service)

Time	Location
Office hour (note 1)	Headquarters – Administrative Centre Address: Judiciary Police Building, No. 823, Avenida da Amizade, Macau
	Cotai Sub-bureau – Case Reporting and Emergency Operation Centre Address: Judiciary Police Cotai Sub-bureau, Estrada Flor de Lótus, Cotai
Non-office hour	Case Reporting and Emergency Operation Centre Address: 1. Judiciary Police Building, No. 823, Avenida da Amizade, Macau or 2. Judiciary Police Cotai Sub-bureau, Estrada Flor de Lótus, Cotai

Note 1: Office hour: Monday to Thursday: 09:00 – 13:00, 14:30 – 17:45
Friday: 09:00 – 13:00, 14:30 – 17:30