



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) (notes 2 & 3)
3. Insurance policy (if the applicant is seeking compensation from his insurance company)
4. If an authorised person is applying on behalf of his company, he needs to submit:
  - an authorisation letter from the company with the company stamp (note 4)
  - a copy of the authorised party’s ID

- Items 2-4 can be submitted at a later date, either in person, by an entrusted party, or by post.
- Documents submitted by post should be addressed to “Administrative Centre, Judiciary Police Building, No. 823, Avenida da Amizade, Macau”.
- “Certificate of Case Reporting Record” will be issued within 10 working days.

Note 1: Application form can be obtained from 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

<b>Stamp duty</b>	Based on the method of calculation as stipulated in the General Stamp Duty Payment Table Subparagraph 11: MOP\$5/ page * actual number of pages + MOP\$10
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<b>Postage (Double registered mail) (Postal service is available on request)</b>	Local – MOP\$27 (Double registered mail) + postage (note 1) Overseas – MOP\$34 (Double registered mail) + postage (note 1)
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Special situations:

1. Should an applicant be unable to pay at the time of the application (e.g. when applying immediately after reporting a robbery or due to other conditions), the applicant or entrusted party could pay at a later date.
2. Applicants living overseas can send an email to our Case Reporting and Emergency Operation Centre (piquete.sede@pj.gov.mo) to learn more about the application procedures and payment options.

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.

\* As the “Certificate of Case Reporting Record” involves important personal information and confidential criminal case information, the applicant, interested party or authorised person must maintain the confidentiality of the information concerned.



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

<b>Time</b>	<b>Location</b>
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