



Sexual Conviction Record Check Scheme

1. Background

To enhance the protection to children and mentally incapacitated persons (“MIP”), the Government of the Hong Kong Special Administrative Region has expanded the scope of the Sexual Conviction Record Check (“SCRC”) Scheme to cover volunteers. This enhancement enables organizations to undertake child-related or MIP-related work to check whether persons eligible to apply under the SCRC Scheme have any criminal conviction records against sexual offenses in the specified list. (For details regarding the Specified List of Sexual Offenses, please click the link below or visit the Hong Kong Police Force SCRC website: https://www.police.gov.hk/info/doc/scrc/SCRC_List_en.pdf)

2. Content

Scout Association of Hong Kong (“the Association”) is committed to youth development. It is the responsibility of the Association to provide a safe environment for Scout activities, and protecting the participants from harm during their time in the Scout Movement. In alignment with the Government’s expansion of the SCRC Scheme to cover volunteers, with effect from 1 April 2026, all Commissioners, Leaders (including Instructors) and any other persons deemed necessary by the Association will be required to undergo the SCRC. They are also required to submit the “Sexual Conviction Record Check Result: Unique Checking Code” letter (“SCRC Check Result”) as proof of completion, which will be used for reference in processing nominations for new appointment or renewal appointment.

3. Implementation

3.1 First-time nominated Commissioners and Leaders

With effect from 1 April 2026, first-time nominated Commissioners and Leaders (based on the date of nomination) are required to provide the Adult Member Registration Form (Form R01), the certificate of completion for the “Safe from Harm” online self-learning course and the SCRC Check Result when submitting the Appointment Nomination Form (Form A01) to the respective Branch / Region / Subsidiary. If no SCRC has been conducted previously, the nominees may contact the respective Branch / Region / Subsidiary to request a certification letter for submission when applying for the SCRC. The certification letters will be issued via email by the Administration Branch of the Association to the nominees.

3.2 Current Commissioners and Leaders

Current Commissioners and Leaders, when submitting the Declaration for Commissioners and Leaders Appointment (Form R02) for the renewal of their appointment, shall upload and submit the SCRC Check Result to their respective Branch / Region / Subsidiary via the designated electronic form. If no SCRC has been conducted previously, the Commissioners and Leaders should contact their respective Branch / Region / Subsidiary at least 2 months prior to the renewal of the appointment to request a certification letter for submission when applying for the SCRC. The certification letters will be issued via email by their respective Branch / Region / Subsidiary.

3.3 Instructor

Upon receipt of the Instructor Registration and Appointment Form (Form CR01), the Administration Branch of the Association will send an electronic form to the applicant via email for the submission of the SCRC Check Result. If no SCRC has been conducted previously, the applicant may contact the Administration Branch to request a certification letter for submission when applying for the SCRC.

3.4 Procedures for applying SCRC

- (1) New Application: Applicants may submit an application either in person to the SCRC Office after making an appointment through the Online Booking System of Hong Kong Police Force or via the Police's Online Application Platform. For online applications, upon submitting the application form, uploading documents and settling the application fee, applicants may schedule a fingerprinting appointment via the Police's online services platform. Fingerprinting can be done at Police Headquarters or designated 24-hour police stations.
- (2) Renewal Application: Renewal applications can be completed entirely online during the final three months of the validity period. However, if the validity period has expired, a new application must be submitted.
- (3) Please visit the Hong Kong Police Force SCRC website for more details:
https://www.police.gov.hk/ppp_en/11_useful_info/scrc.html
- (4) If any SCRC applicant needed reimbursement of the SCRC application fee, the applicant can complete relevant electronic application form and upload the payment receipt. The application fee will be reimbursed after successful completion of appointment / renewal procedures. (Only applicable to the first-time applicant who has obtained a certification letter issued by the Association for a new SCRC application)

3.5 If the newly nominated or reappointed Commissioners and leaders (including instructors), as well as individuals deemed necessary by the Association, fail to submit the SCRC Check Result as required, the Association may be unable to process their appointments.

3.6 The SCRC Check Result is valid for 36 months. All Commissioners and Leaders (including Instructors) must apply for renewal before the expiry date or otherwise may result in the termination of their appointment.

3.7 The information provided will be handled in accordance with the Association "Personal Data Privacy Policy Statement".

3.8 The Association will review the aforementioned implementation procedures at appropriate times and update the arrangements.

4. Enquiry

For enquiries regarding this circular, please contact Scout Executive (Administration) at 2957 6334.



(Terence LO)

for Chief Commissioner