

Scout Association of Hong Kong

FAQ for “Sexual Conviction Record Check Scheme (SCRC)”

- 1. Why is it necessary to undergo the “Sexual Conviction Record Check” (“SCRC”)? Which members are required to undergo the SCRC?**

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. To align 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 shall undergo the SCRC. They are required to submit the “Sexual Conviction Record Check Result: Unique Checking Code” letter (“Check Result”) for reference by the Association in processing nominations for new appointment or renewal appointment.

- 2. Some leaders may hold more than one post, are they required to undergo a new SCRC upon renewal of each post?**

Leaders are only required to undergo the SCRC once and submit the Check Result as proof of completion, which will be used for reference in processing nominations for new appointment or renewal appointment. The SCRC Check Result is valid for three years (36 months). Within this period, if a leader renews another Scout post, no new SCRC is required.

- 3. The SCRC Check Result is valid for 3 years, are leaders required to renew it? If yes, what is the recommended timing for renewal?**

Leaders are required to renew their SCRC online within the last three months of the validity period. A reminder email will be sent via SMIS to the leaders concerned three months before the expiry of the leader’s SCRC (“Expiry Date”). After completing the renewal, the Check Result should be submitted through the electronic form provided in the reminder email. If the Check Result is not received before the Expiry Date, the leader’s appointment will be terminated.

- 4. A certification letter issued by the employer / relevant organization is required when applying for the SCRC. How can leaders obtain the relevant certification letter?**

Commissioners and Leaders who are nominated for the first time or appointed to a new position

When submitting the Appointment Nomination Form (Form A01), the nominee may contact the respective Branch / Region / Subsidiary to request a certification letter for the SCRC application. The certification letter will be issued via email by the Administration Branch of the Association to the nominee.

Current Commissioners and Leaders

The certification letters will be issued via email by the respective Branch / Region / Subsidiary when the current Commissioners and Leaders are nominated for reappointment.

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 for a certification letter for new application of SCRC.

5. What is the procedure for applying SCRC?

New Application

Applicants may apply either in person at 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.

Renewal Application

Renewal application/appointment must be completed entirely online within the last three months of the validity period ("iAM Smart" or "iAM Smart +" is required to login the system to submit the application or make an appointment as the case may be). However, a fresh application will be required once the validity period has expired.

Please visit the Hong Kong Police Force SCRC website for more details:

https://www.police.gov.hk/ppp_en/11_useful_info/scrc.html

6. How to submit the SCRC Check Result after completing SCRC?

Commissioners and Leaders who are nominated for the first time or appointed to a new position

The nominee should provide the Adult Member Registration Form (Form R01), the certificate of 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.

Current Commissioners and Leaders

After the current Commissioners and Leaders have been nominated for reappointment, they will receive the electronic Declaration for Commissioners and Leaders Appointment (Form R02) sent by their respective Branch / Region / Subsidiary. The nominees should upload the SCRC Check Result when submitting Form R02.

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.

7. How will it be handled if a leader is unable to complete the SCRC within the specified period?

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.

8. Will the Association set a transitional period for the policy?

There will be a six-month transitional period (1 April 2026 to 30 September 2026). Nevertheless, leaders are expected to complete the SCRC within the specified period.

9. Can leaders apply for reimbursement of the SCRC fee from the Association?

If any leader needed reimbursement of the SCRC application fee, he/she 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).

Commissioners and Leaders who are nominated for the first time or appointed to a new position

The electronic application form will be sent by the Administration Branch of the Association or by the respective Branch / Region / Subsidiary to the nominee.

Current Commissioners and Leaders

After the current Commissioners and Leaders have been nominated for reappointment, they will receive the electronic Declaration for Commissioners and Leaders Appointment (Form R02) sent by their respective Branch / Region / Subsidiary. The nominees can apply for reimbursement and upload the payment receipt when submitting Form R02.

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. The applicant can apply for reimbursement and upload the payment receipt through the electronic form.

10. As some members have already completed the SCRC as required by their profession, can these members be exempted from undergoing SCRC again?

In view of the fact that employers in certain professions have already performed statutory registrations / background screenings or required prospective employees to undergo SCRC or criminal record checks during recruitment, members of the Association who work in such a profession may be exempted from undergoing SCRC upon submission of a certification letter and proof of employment issued by their employer. Eligible members for exemption include:

- The Government of the Hong Kong Special Administrative Region Full-time Civil Servants
- Registered Teachers currently being employed in primary schools, secondary schools, kindergartens, and child care centres offering formal curriculum
- Currently being employed Registered Social Workers
- Other employees who have undergone the SCRC as required by their current employer due to the nature of their duties

For details of the arrangement, please refer to Standing Circular No. 02/2026. If the aforementioned employees are unable to provide the required supporting documents, they shall undergo the SCRC and submit the Check Result, which will be used for reference by the Association in processing nominations for new appointment or renewal appointment.