



**FAMILY HEALTH SERVICE
DEPARTMENT OF HEALTH**

衛生署家庭健康服務

**Application for Replacement / Copy of Immunisation Record
申請補領免疫接種記錄 / 索取免疫接種記錄副本**

Particulars of Child 兒童資料:

Name of Child:

姓名

English 英文

Chinese 中文

Birth certificate no.:

出世紙編號

Date of Birth:

出生日期

MCHC Record no.:

母嬰健康院記錄編號

Name of
Centre:

健康院名稱

Types of information requested:

索取資料類別：

- 1. Replacement of Immunisation Card (DH 6) – under 6 years old only
補領免疫接種記錄 (針卡) (DH 6) – 只限 6 歲以下
- 2. Copy of MCHC Immunisation Record
母嬰健康院儲存的免疫接種記錄副本
- 3. Copy of MCHC Immunisation Record (certified true copy by doctor)
母嬰健康院儲存的免疫接種記錄副本 (由醫生認證)

Please read the following notes before you sign the application form:

簽署申請表格前，請先閱讀下列注意事項：

1. For children born on or after 6th May 1997, the Immunisation Record will be kept by Maternal and Child Health Centre until the child reaches 21 years old.
母嬰健康院會保存一九九七年五月六日或後出生的兒童的免疫接種記錄至兒童二十一歲。

Date of Birth 出生日期	Record Kept till 記錄保存至	Types of information to be provided 可提供資料類別	Charge 收費
Born on or after 6 th May 1997 一九九七年五月六日 或以後出生	21 years old 二十一歲	Aged under 6: Replacement of Immunisation Card (DH6) 六歲以下： 可補領免疫接種記錄（針卡）（DH6）	Free of charge 免費
		Aged from 6 to 21: 1) Copy of MCHC Immunisation Record 2) Certified true copy of MCHC Immunisation Record 六至二十一歲： 1) 母嬰健康院儲存的免疫接種記錄副本 2) 母嬰健康院儲存的免疫接種記錄副本（由醫生認證）	1) Cost of photocopy (to be advised by staff) 2) HKD 160 1) 須繳付影印費（職員會預先通知你） 2) 港幣一百六十元
		Aged over 21: No information will be provided 二十一歲以上： 無法提供任何資料	Not applicable 不適用
Born before 6 th May 1997 一九九七年五月六日 以前出生	13 years old 十三歲	No information will be provided 無法提供任何資料	Not applicable 不適用

2. If the child is under 18 years old, the applicant must either be the parent or the legal guardian of the child. When the child has reached 18 years old or above, the application can be filed by himself / herself.
當兒童未滿十八歲，申請人必須是兒童的父、母或法定監護人。到十八歲及以後，該人士可自行提出申請。
3. The applicant needs to produce the following documents:
 - your HKID card (either original or photocopy)
 - the child's birth certificate (either original or photocopy) if the child is under 18 years old
 - documentary evidence showing your relationship with the child if you are the legal guardian or a parent of the child whose name is not shown on the child's birth certificate

申請人須提供以下之文件：

- 申請人的身分證 (正本或副本)
- 有關兒童之出世紙 (正本或副本) (適用於 18 歲以下兒童)
- 若申請人是兒童的法定監護人或是父 / 母而姓名並沒有顯示於兒童的出生證明書上，請出示能證明申請人與兒童關係的證明文件

4. You may be asked to provide additional information to help us meet your request. We may not be able to process your application if you do not provide sufficient information.

你或需提供更多資料，以協助我們處理你的申請。如你未能提供足夠資料，我們可能無法進一步處理你的申請。

5. The information you provide will be used for processing your application for access to personal data. It may also be disclosed to other Government departments or agencies for the same purpose.

你所提供的資料，將用於處理有關你申請索取個人資料的事宜上。你所提供的資料亦可能送交其他政府部門或有關機構作同樣用途。

6. The duly completed application form with the relevant documents can be returned in person or by mail to the Maternal and Child Health Centre (MCHC). For the address of MCHC, you may visit our website at www.fhs.gov.hk.

請填妥申請表格，並連同有關文件正本或副本，以親身遞交或郵寄方式，交回所屬的母嬰健康院。有關母嬰健康院的地址，你可以瀏覽本署的網頁 www.fhs.gov.hk。

7. Upon notification, you may collect the document in person or authorise a representative to collect it on your behalf (on production of an authorisation letter (FHS 123) and proof of the individual's identity e.g. Hong Kong identity card). If the document is not collected **within 3 months** after the notification, the document will be destroyed without further notice and no refund would be made.

收到本署通知後，申請人必須於**三個月內**親自或授權他人（代取人須出示授權書(FHS 123)及其身分證明文件，例如香港身分證）領取所申請的文件，否則文件將被銷毀而所收款項亦不會退回。

8. If payment is required, it should be made upon collection of the document. Please note that only cash and Octopus will be accepted.

如需繳費，請於領取文件時付款，並注意，只限現金及八達通繳費。

9. Each child should hold ONE Immunisation Card (DH6) only. Applicant should only apply for replacement of Immunisation Card (DH6) when the original is lost. In case the original card is found after the replacement has been issued, the applicant should bring both the original and replacement cards back to the MCHC for further management.

每名兒童只應持有一張免疫接種記錄（針卡）(DH 6)。申請人只應在遺失針卡正本後才可申請補領。如在獲發補領的針卡後尋回正本，申請人應將兩份記錄交回母嬰健康院處理。

10. Please make a copy of this application form for your personal keeping if necessary.

如有需要，請自行影印此申請表格，以作保管。

I have read and understood the above notes (please tick the box on the left).

我已閱讀並明白以上注意事項 (請於方格內劃上「✓」號)。

I declare that the child's original Immunisation Card (DH6) is lost.

本人聲明兒童的免疫接種記錄 (針卡) (DH 6) 正本已遺失。

Signature of applicant:

申請人簽署

Name of applicant:

申請人姓名

HKID / Travel Document no.:

香港身分證 / 旅遊證件號碼

Relationship to child:

與兒童關係

Address:

地址

Contact telephone number:

聯絡電話

Date:

日期

To be completed by staff:

職員填寫

Date of application received:	Name & Signature:
Date of notification:	Name & Signature:
Date of *completion/withdrawal:	Name & Signature: