



**FAMILY HEALTH SERVICE
DEPARTMENT OF HEALTH**

衛生署家庭健康服務

**Application for Replacement of Immunisation Record
申請補領免疫接種記錄**

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：

- 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

Method for Collection (Choose one only):

領取方法 (只可選一項)：

- Collect at Maternal and Child Health Centre concerned
親身到所屬的母嬰健康院領取
- Receive by registered post (Please provide Hong Kong postage address to receive the Immunisation Record)
以掛號郵寄方式收取 (請提供香港郵寄地址以收取免疫接種記錄)

Hong Kong Postage Address

香港郵寄地址

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

簽署申請表格前，請閱讀以下須知事項：

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 1997 年 5 月 6 日或之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 1997 年 5 月 6 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: Certified true copy of MCHC Immunisation Record 六至二十一歲： 母嬰健康院儲存的免疫接種記錄副本 (由醫生認證) (Please complete form DH2797) (請填寫表格 DH2797)	HKD160 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 1997 年 5 月 6 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

Eligibility Criteria:**申請資格：**

2. 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 a replacement has been issued, the applicant should bring both the original and the 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。

3. 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親、母親或法定監護人。到十八歲及以後，該人士可自行提出申請。

Application Method:**申請方法：**

4. (a) Submit the online application form by using MyGovHK (Digital Signature by iAM Smart or e-Cert (personal) is required for online submission); or

透過政府一站通提交有關申請 (網上申請需使用「智方便」或電子證書(個人)作數碼簽署)；或

(b) Submit the completed application form and the required documents by mail or in person to the Maternal and Child Health Centre concerned. For the addresses of Maternal and Child Health Centres, please visit our website at www.fhs.gov.hk.

以郵寄或親身遞交方式，把已填妥的申請表及所需文件交回所屬的母嬰健康院辦理。有關母嬰健康院的地址，請瀏覽本署網頁www.fhs.gov.hk。

Required Documents:**所需文件：**

5. The applicant needs to produce the following documents when applying for replacement of immunisation record:
- the HKID card of the applicant (either original or photocopy)
 - the child's birth certificate (either original or photocopy) if the child is under 18 years old
 - documentary evidence showing the applicant's relationship with the child if he/she is 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：

- 申請人的身份證 (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父親／母親而其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

Other Points to Note:

其他注意事項：

6. The applicant may be requested to provide additional information in connection with the application. Our department may not be able to process the application if insufficient information is provided.
申請人或需提供更多資料，以便本署處理有關申請。如申請人未能提供足夠資料，本署可能無法作出跟進。
7. The personal data provided by the applicant are mainly used for processing the application and record management within the Department of Health. They may also be disclosed to other government departments or agencies for the same purpose.
申請人所提供的個人資料，本署將用作處理相關的申請及管理記錄用途，亦可能於有需要時轉交其他政府部門或有關機構作同樣用途。
8. The applicant will be notified when the document is ready for collection. He/she may collect the document by either of the following ways:
(1) in person or authorise a representative to collect it on his/her behalf (on production of Authorisation for collection of copy of health record / medical report (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, it will be destroyed without further notice; or
(2) For receipt by registered post, the document will be posted to the provided Hong Kong postage address.
收到本署通知後，申請人必須於三個月內透以下方式領取：
(1) 親自或授權他人(代取人須出示授權書(FHS 123)及其身份證明文件，例如香港身份證)領取所申請的文件。否則文件將被銷毀；或
(2) 如選擇以掛號郵寄方式收取，免疫接種記錄將會郵寄至以上所提供之香港郵寄地址。
9. Please make a copy of this application form for personal retention if necessary.
如有需要，請自行影印此申請表格，以作保存。

I have read and understood the above notes (please tick the box on the left).
我已閱讀並明白以上須知事項 (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.:
香港身份證/旅遊證件號碼 _____

Relationship to child:
與兒童關係 _____

Email:
電郵 _____

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:

用途聲明

收集資料的目的

1. 當衛生署向病人及顧客提供服務及進行其他有關活動時，由病人或顧客所提供的個人資料，會由衛生署作以下用途：
 - 一. 資格證明；
 - 二. 提供服務包括但不限於臨床診症、診症預約安排及通知約期和顧客關係事宜；
 - 三. 測試結果／化驗／檢驗／治療的紀錄，以繼續提供護理，或供其他醫療專業人員參考；
 - 四. 同意進行特定治療／測試；
 - 五. 開支會計；
 - 六. 流行病學監測及調查傳染病爆發；
 - 七. 為公共衛生目的，就結核病或其他須予報告／呈報的疾病，作出呈報；
 - 八. 追蹤不依期覆診者、以便跟進／治療；
 - 九. 評估是否需要社會援助；
 - 十. 在法律程序中作為參考；
 - 十一. 登記／管理的紀錄
 - 十二. 製備統計數字、進行研究或教學用；
 - 十三. 服務／人力發展與策劃；
 - 十四. 利便組織有關健康教育及社區聯絡的活動；及
 - 十五. 到訪／查詢／投訴的記錄。

個人資料的提供，出於自願。如果你不提供充份的資料、我們可能無法證明你是否符合資格獲得某項服務或活動，因而不能為你提供服務／協助；又或我們即使仍然提供該項服務或協助，你亦須按不符合資格人士須繳的收費率（通常較高）繳費。

接受轉介人的類別

2. 你所提供的個人資料，主要由本署內部使用，但亦可能於有所需時因以上所列目的向其他政府部門或有關人士披露。此外，資料只可於你同意作出該種披露或作出該種披露是《個人資料(私隱)條例》所允許的情況下，才向有關方面披露。

查閱個人資料

3. 根據《個人資料(私隱)條例》第 18 條及 22 條以及附表 1 第 6 原則所述，你有權查閱及修正個人資料，包括有權取得你於以上第 1 段所述的情況下所提供的個人資料。應查閱資料要求而提供資料時，可能要徵收費用。

查詢

4. 有關所提供個人資料（包括查閱及修正資料）的查詢，請向下列人士／單位提出：
 - 一. 所屬健康院的顧客關係主任；或
 - 二. 衛生署家庭健康服務
地址：香港灣仔愛群道 32 號愛群商業大廈 13 樓 1308 室

STATEMENT OF PURPOSES

Purpose of Collection

1. The personal data are provided by patients and clients with whom the Department of Health (DH) interacts in the delivery of services, and other related activities. The personal data provided will be used by DH for the following purposes:-
 - a) Proof of eligibility;
 - b) Providing services including but not limited to clinical service, appointment arrangement and notification and client relation matters;
 - c) Record of test results / examination / investigation / treatment for continuation of care or reference by other medical professionals;
 - d) Consent for particular treatments / tests;
 - e) Accounting of expenses;
 - f) Epidemiological surveillance and suspected outbreak investigation;
 - g) For notification of tuberculosis or other diseases reportable / notifiable for public health purposes;
 - h) Tracing defaulters for follow up / treatment;
 - i) Assessment for social assistance;
 - j) For reference in legal proceedings;
 - k) Record of enrolment / management;
 - l) For preparing statistics, carrying out research or teaching purpose;
 - m) For services / manpower development and planning;
 - n) To facilitate organisation of activities related to health education and community liaison; and
 - o) Record of visits / enquiries / complaints.

The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to prove your eligibility for specific service / activities and cannot provide service / assistance to you or even the service / assistance may still be provided, you will be charged at the non-entitled person (usually higher) rate.

Classes of Transferees

2. The personal data you provide are mainly for use within DH but they may also be disclosed to other Government bureaux / departments or relevant parties for the purposes mentioned above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

Enquiries

4. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:
 - a) The Client Relations Officer of respective centre; or
 - b) Family Health Service, Department of Health
Rm 1308, 13th Floor, Guardian House, 32 Oi Kwan Road, Wan Chai, Hong Kong