



File Ref. no.: \_\_\_\_\_

**DEPARTMENT OF HEALTH**

**卫生署**

**Application for Copy of Childhood Immunisation Record**

**索取儿童免疫接种记录副本**

Please use this form if you apply for a printed copy or an electronic version of immunisation record with vaccines administered by Maternal and Child Health Centres (MCHCs), School Immunisation Teams (SIT) and Student Health Service (StdHS).

请使用此表格申请从母婴健康院，学童免疫注射小组及学生健康服务接种疫苗的记录副本或电子版接种疫苗记录。

Applicant has to be 18 years old or above and the application must be made in his/her own capacity; if the Data Subject is under 18 years old, the application must be made by his/her parent or legal guardian.

申请人必须年满十八岁及以个人名义提出申请；若记录持有人仍未满十八岁，必须由其父、母或法定监护人提出申请。

**Please provide the Data Subject's information to facilitate the retrieval of the Childhood Immunisation Record: (please tick the appropriate box(es) and provide related information):**

请提供儿童免疫接种记录持有人资料，以便检索有关记录：（请于适用的方格内划上「✓」号并提供相关资料）

Name of Data Subject

记录持有人姓名

English 英文

Chinese 中文

Date of Birth

出生日期

Hong Kong Birth Certificate no.

香港出生证明书编号

HKID Card / other travel document no.

香港身份证 / 其他旅游证件号码

Gender

性别

M

男

F

女

Please fill in the following information and provide relevant proof documents if the data subject has changed his/her name when receiving services in the DH:

于卫生署接受服务期间，如记录持有人曾更改姓名请填写下列资料并提供相关证明文件：

Name held in past

过往姓名

English 英文

Chinese 中文

Changed in year

更改姓名年份

The Department of Health only accepts “Application for copy of Childhood Immunisation Record” for data subjects under 25 years old and data subjects vaccinated in the Department of Health.

卫生署只接受二十五岁以下及曾在本署接种疫苗的记录持有人申请儿童免疫接种记录。

**Received immunisation in the following services (please tick the appropriate box(es) and provide related information):**

曾于以下服务单位接受疫苗接种（请于适用的方格内划上「✓」号并提供相关资料）：

**Family Health Service 家庭健康服务**

Name of last attended MCHC

最后到诊的母婴健康院名称

MCHC Record no.

母婴健康院记录编号

**School Immunisation Teams 学童免疫注射小组**

Primary 1 Name of School

小学一年级 学校全名

Class

班别

Year

年份

District

区域

to

年至

年

Primary 5 Name of School

小学五年级 学校全名

Class

班别

Year

年份

District

区域

to

年至

年

Primary 6 Name of School

小学六年级 学校全名

Class

班别

Year

年份

District

区域

to

年至

年

**Student Health Service 学生健康服务**

Name of Centre

中心名称

Methods for Collection of Copy of Childhood Immunisation Record (Choose one only)

选择领取儿童免疫接种记录副本的方式 (只可选一项):

Collect a copy of Childhood Immunisation Record at the designated centre  
亲身到指定中心领取儿童免疫接种记录副本

[Name of designated centre](#)  
指定中心名称

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Receive an electronic Childhood Immunisation Record by email  
透过电邮方式收取电子版儿童免疫接种记录

Email address  
电邮地址

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**Please read the following notes before signing the application form:**

签署申请表前，请先阅读下列事项：

**1. Notes for application:**

申请的注意事项：

The Department of Health only accepts “Application for copy of Childhood Immunisation Record” for data subjects under 25 years old and data subjects vaccinated in the Department of Health (DH).

卫生署只接受二十五岁以下及曾在本署接种疫苗的记录持有人申请儿童免疫接种记录。

- For those data subjects aged 21 to under 25 years old, only the record of vaccinations received in StdHS will be provided (if applicable).

但凡记录持有人年龄为二十一岁至二十五岁以下，只能提供其于学生健康服务接受疫苗接种的记录副本 (如适用)。

- MCHCs only keep the Childhood Immunisation Record until the data subject reaches 21 years old.

母婴健康院只保存儿童免疫接种记录至持有人二十一岁。

- SIT does not retain the original or photocopy of Childhood Immunisation Record Card of individual data subject. We will only re-issue record of immunisation according to internal records, which include vaccination provided by SIT since school year 2004/05. These records will be kept until the data subject reaches the age of 21.

学童免疫注射小组并没有保留已发给个别学童的免疫接种记录（针卡）的正本或副本，我们只根据内部资料补发免疫接种记录。本组存有 2004/05 学年或以后由本组为学童提供的免疫接种记录，而这些记录将会保存至持有人年满二十一岁。

- Applicant will be charged a fee (HK\$160) for a doctor certified true copy or an electronic record (including the electronic signature of a doctor) of Childhood Immunisation Record.

申请医生认证的免疫接种记录副本或电子记录(包括医生的电子签署)费用为港币\$160。

- The information you provided will be used for the processing of your application for access to personal data.

你所提供的资料，将用于处理有关申请索取个人资料的事宜上。

## 2. Application procedures:

### 申请程序：

- Applicant could download the [application form](#) from the website of the Department of Health or submit an [online application](#) by using My GovHK.  
申请人士可到卫生署的网页下载[申请表格](#)或透过政府一站通提交[有关申请](#)。

**Please provide the following documents (either original or photocopy) upon submission of the application form:**

- Birth certificate and HKID card\* (if available) of the data subject**
- HKID card\* of the applicant**
- Documentary evidence showing the relationship between the applicant and the data subject if the applicant's name is not shown on the birth certificate**
- Official document (e.g. Deed Poll) supporting the change if the personal data of the data subject has been changed**

**\* Valid travel document if HKID is not available**

提交申请表时，请一并提供以下文件（正本或副本）：

- 记录持有人的出生证明书及香港身份证\*（如有）
- 申请人的香港身份证\*
- 若申请人的姓名没有显示于记录持有人的出生证明书上，须提供有显示申请人与记录持有人关系的证明文件
- 如记录持有人的个人资料曾作更改，必须出示相关证明文件（如：改名契）
- 如没有香港身份证，请出示有效旅游证件

You may be asked to provide additional information to help us process your application.  
你或须提供更多资料，以协助我们处理你的申请。

- The completed application form and the relevant documents can be submitted by the following methods:

请填写妥申请表格后，连同有关文件，可使用以下方式提交申请：

- (a) Submit the completed application form and relevant documents to the services under the DH in-person or by post  
亲身或邮寄到卫生署所属的服务单位以提交填妥的申请表和有关文件

Relevant service addresses are listed on the following websites or as follows:

有关服务的地址已列于以下网页或如下：

MCHC 母婴健康院	English: <a href="http://s.fhs.gov.hk/d5fqn">http://s.fhs.gov.hk/d5fqn</a> 中文： <a href="http://s.fhs.gov.hk/1a118">http://s.fhs.gov.hk/1a118</a>
SIT 学童免疫注射小组	Tsuen Wan Office: 2/F, 115 Castle Peak Road, Tsuen Wan 荃湾办事处：新界荃湾青山公路115号2楼
StdHS Centre 学生健康服务中心	English: <a href="https://www.studenthealth.gov.hk/english/centre/centre.html">https://www.studenthealth.gov.hk/english/centre/centre.html</a> 中文： <a href="https://www.studenthealth.gov.hk/sc_chi/centre/centre.html">https://www.studenthealth.gov.hk/sc_chi/centre/centre.html</a>

(b) Submit the completed application form and relevant documents by email to [dh\\_vac\\_copy@dh.gov.hk](mailto:dh_vac_copy@dh.gov.hk)  
电邮填妥的申请表和有关文件到 [dh\\_vac\\_copy@dh.gov.hk](mailto:dh_vac_copy@dh.gov.hk)

(c) Submit the [online application](#) form by using My GovHK  
透过政府一站通提交[有关申请](#)

- Please make a copy of this application form for your personal keeping if necessary.  
如有需要，请自行影印此申请表格，以作保管。
- The DH will inform you of the result within 30 working days once received your application form.  
本署收到申请表格后会于30个工作日内通知你有关结果。
- If you choose to collect the copy of Childhood Immunisation Record at a designated centre, upon notification, the document must be collected within 3 months. Otherwise, the application will be closed and all submitted documents will be destroyed without further notice. The document can be collected by the applicant in person or by an authorised representative (please fill in the “Authorisation” in page 7) and provide related identity document upon collection.

如你选择到指定中心领取儿童免疫接种记录副本，收到本署通知后，所申请的文件必须于三个月内领取，否则有关申请将会终止，所有提交的文件将被销毁，不会另行通知。申请人可亲自或授权他人领取（请填写页7的[授权书]）及于领取时出示有关的证件。

Payment should be made by the following means upon collection of the document:  
請於领取文件时按以下方式缴交费用：

MCHC 母婴健康院	Cash or Octopus 现金或八达通
StdHS Centres 学生健康服务中心	
SIT 学童免疫注射小组	Faster Payment System or Payment at Convenience Stores 转数快或便利店缴付

- If you choose to collect the copy of Childhood Immunisation Record by email, the DH will send you a notification email with payment notes (General Demand Notes) for payment. For details on payment methods, please visit [this website](#). If you fail to pay the payment within the expired date, the application will be closed and all submitted documents will be destroyed without further notice. The DH will send the copy of Childhood Immunisation Record to your email address after receiving your payment.  
如你选择以电邮方式收取电子版儿童免疫接种记录，卫生署会发电邮通知你付款（一般缴款单）。有关付款方法，请浏览[此网页](#)。如你未能于有效期内缴费，有关申请将会终止，所有提交的文件将被销毁，不会另行通知。收到你的缴费后，本署会电邮接种记录到你所提供的电邮地址。

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

本人已阅读并明白以上注意事项（请于方格内划上「✓」号）。

I declare that I have the custody of data subject \_\_\_\_\_ . (if applicable)

本人声明对记录持有人\_\_\_\_\_拥有管养权。（如适用）

**Particulars of Applicant 申请人资料：**

Name of Applicant

申请人姓名

English 英文

Chinese 中文

HKID Card /other travel document no.

香港身份证 / 其他旅游证件号码

Relationship to Data Subject

与记录持有人关系

Hong Kong Correspondence Address

香港通讯地址

Email Address

电邮地址

Hong Kong Daytime Contact Number

香港日间联络电话号码

Signature of Applicant

申请人签署

Date

日期

# Authorisation for Collection of Copy of Childhood Immunisation Record

## 领取儿童免疫接种记录副本授权书

Please read the following notes carefully before completing this form:

填写本表格前，请详阅下列说明：

1. The copy of Childhood Immunisation Record contains personal information. Please select your representative carefully, e.g. a close relative.  
因儿童免疫接种记录副本包含个人资料，故请小心选择代取人，例如近亲。
2. The signature of the authorisation must be identical to the signature on the application form.  
授权书和申请书上的签署式样必须相同。
3. The authorised person must be aged 18 or above. He/she needs to sign the acknowledgement of receipt and provide the following upon collection of the document applied:  
代取人必须年满十八岁，并须于领取所申请的文件时填写确认签收书及出示以下证件：
  - his/her valid proof of identity e.g. Hong Kong identity card or travel document.  
其有效的身份证明文件，例如香港身份证或旅游证件。
  - copy of valid proof of identity of the applicant.  
申请人的身份证明文件副本。

I, \_\_\_\_\_, authorise \*Mr / Mrs / Miss / Ms \_\_\_\_\_,  
holder of \*Hong Kong identity card / travel document number \_\_\_\_\_, phone  
number \_\_\_\_\_ to collect the copy of Childhood Immunisation  
Record of \_\_\_\_\_ on my behalf.

本人 \_\_\_\_\_，授权 \_\_\_\_\_ \*先生 / 太太 / 小姐 /  
女士，即香港身份证或旅游证件 \_\_\_\_\_ 号的持有人，电话号码为 \_\_\_\_\_，  
代本人领取 \_\_\_\_\_ 的儿童免疫接种记录副本。

Name of applicant  
申请人姓名 \_\_\_\_\_

Signature of applicant  
申请人签署 \_\_\_\_\_

\*delete as appropriate 请删除不适用者

Date 日期 \_\_\_\_\_

\*\*\*\*\*

\* *To be completed by staff* 职员填写：

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

*Acknowledgement of Receipt* 收件确认：

Date of receipt  
收件日期 \_\_\_\_\_

Name & Signature of recipient  
收件人姓名及签署 \_\_\_\_\_

Name & Signature of witness (staff)  
见证人（职员）姓名及签署 \_\_\_\_\_