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**Child Assessment Service Registration Form**

To be filled in by CAC staff only:

CAC No: \_\_\_\_\_

Registration Date: \_\_\_\_\_

DOC Date: \_\_\_\_\_

**I. Information on Child :**

Name in Chinese: Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Name in English: Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Sex:  Male  Female Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Gregorian) Day Month Year

Place of Birth:  Hong Kong  Mainland China  Others (Please specify) \_\_\_\_\_

HK Identity Card  Birth Certificate Number: \_\_\_\_\_  
Alphabet Numeral Check Digit

Other Identity Document Type: \_\_\_\_\_  
Other Identity Document Number: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Language to be used in Assessment:  Cantonese  Putonghua  English  Others \_\_\_\_\_

Ethnicity:  Chinese  Indonesian  Filipino  Indian  Pakistan  
 Caucasian  Japanese  Thai  Others (Please specify) \_\_\_\_\_

**Child's Status:**

- Hong Kong Permanent Resident
- Holds a Permit for Proceeding to Hong Kong and Macao, commonly known as One-way Permit
- Holds a Tourist Visa
- Holds a Dependent Visa
- Hong Kong Resident
- Holds an Exit-entry Permit for Travelling to and from Hong Kong and Macau, commonly known as Two-way Permit
- Holds a Student Visa
- Others: (Please specify) \_\_\_\_\_

Has the above-named child and / or any of his / her sibling(s) ever been registered at this or another Child Assessment Centre?

- Yes (Please specify (1) \_\_\_\_\_ [Child's name] \_\_\_\_\_ [Centre]  No  
(2) \_\_\_\_\_ [Child's name] \_\_\_\_\_ [Centre]  
(3) \_\_\_\_\_ [Child's name] \_\_\_\_\_ [Centre]

Is the above-named child eligible for Civil Service or Hospital Authority medical benefit?  Yes  No

Is the above-named child a recipient of Comprehensive Social Security Assistance?  Yes  No

**II. Contact Information :**

Home Address : Flat \_\_\_\_\_ Floor \_\_\_\_\_ Block / Tower \_\_\_\_\_

Name of Building \_\_\_\_\_ Estate \_\_\_\_\_

Street Number \_\_\_\_\_ Street Name \_\_\_\_\_ District \_\_\_\_\_

Local Residential Tel. \_\_\_\_\_

Local Fax Number \_\_\_\_\_

Father's Mobile Tel. \_\_\_\_\_

Father's Office Tel. \_\_\_\_\_

Mother's Mobile Tel. \_\_\_\_\_

Mother's Office Tel. \_\_\_\_\_

Guardian's Mobile Tel. \_\_\_\_\_

Guardian's Office Tel. \_\_\_\_\_

Please tick "✓" in the appropriate box

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## III. Particulars of Father :

Name in Chinese: Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Name in English: Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Date of Birth: 

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(Gregorian) Day Month Year

Identity / Other Document Type with Number: \_\_\_\_\_

### Father's Status:

- |   |   |
|---|---|
| <input type="checkbox"/> Hong Kong Permanent Resident | <input type="checkbox"/> Hong Kong Resident             |
| <input type="checkbox"/> Holds a One-way Permit       | <input type="checkbox"/> Holds an Exit-entry Permit     |
| <input type="checkbox"/> Holds a Tourist Visa         | <input type="checkbox"/> Holds a Working Visa           |
| <input type="checkbox"/> Holds a Dependent Visa       | <input type="checkbox"/> Others: (Please specify) _____ |

Occupation: \_\_\_\_\_

### Education Attainment:

- |   |   |
|---|---|
| <input type="checkbox"/> No Schooling                                   | <input type="checkbox"/> Matriculation (S6-S7) / HKDSE / Project Yi Jin |
| <input type="checkbox"/> Pre-primary (Kindergarten / Child Care Centre) | <input type="checkbox"/> Post-secondary (Non-degree)                    |
| <input type="checkbox"/> Primary (P1-P6)                                | <input type="checkbox"/> Post-secondary (Degree)                        |
| <input type="checkbox"/> Lower Secondary (S1-S3)                        | <input type="checkbox"/> Others: _____                                  |
| <input type="checkbox"/> Upper Secondary (S4-S5)                        |   |

## IV. Particulars of Mother :

Name in Chinese: Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Name in English: Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Date of Birth: 

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(Gregorian) Day Month Year

Identity/ Other Document Type with Number: \_\_\_\_\_

### Mother's Status:

- |   |   |
|---|---|
| <input type="checkbox"/> Hong Kong Permanent Resident | <input type="checkbox"/> Hong Kong Resident             |
| <input type="checkbox"/> Holds a One-way Permit       | <input type="checkbox"/> Holds an Exit-entry Permit     |
| <input type="checkbox"/> Holds a Tourist Visa         | <input type="checkbox"/> Holds a Working Visa           |
| <input type="checkbox"/> Holds a Dependent Visa       | <input type="checkbox"/> Others: (Please specify) _____ |

Occupation: \_\_\_\_\_

### Education Level:

- |   |   |
|---|---|
| <input type="checkbox"/> No Schooling                                   | <input type="checkbox"/> Matriculation (S6-S7) / HKDSE / Project Yi Jin |
| <input type="checkbox"/> Pre-primary (Kindergarten / Child Care Centre) | <input type="checkbox"/> Post-secondary (Non-degree)                    |
| <input type="checkbox"/> Primary (P1-P6)                                | <input type="checkbox"/> Post-secondary (Degree)                        |
| <input type="checkbox"/> Lower Secondary (S1-S3)                        | <input type="checkbox"/> Others: _____                                  |
| <input type="checkbox"/> Upper Secondary (S4-S5)                        |   |

Please tick "✓" in the appropriate box

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## V. Information on Guardian (if both parents are not the legal guardian of the child) :

Name in Chinese: Surname \_\_\_\_\_ Given Name \_\_\_\_\_  
Name in English: Surname \_\_\_\_\_ Given Name \_\_\_\_\_  
Relationship with the child: \_\_\_\_\_  
Working institution: \_\_\_\_\_  
Local Contact Tel.: 

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 Contact Person: \_\_\_\_\_

## VI. Short Message Service (SMS) Notification :

<p><input type="checkbox"/> I <b>agree</b> to receive SMS notification through <b>HK mobile tel. no.</b> of the following person (if our Service provides such function in future)</p> <p>(Select ONE): <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Others _____</p> <p>HK Mobile Tel. no.: _____</p>	<p><input type="checkbox"/> I <b>do not agree</b> to receive SMS reminder for appointments.</p>
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SMS Language (Select ONE):  Chinese  English

*Remarks: The Department of Health does not guarantee that the SMS can be successfully received.*

Please tick “✓” in the appropriate box

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### Note

Please **call** the Child Assessment Centre (CAC) that serves your residential district during office hours beforehand in order to make an appointment for registration and first appointment for nurse interview, and bring along the following documents on the day of appointment:

1. Referral Letter from registered doctor or psychologist (Original) (must be within 6 months from date of issue)
2. Child's identity document (Original) (such as Hong Kong Birth Certificate, Hong Kong Identity Card, Passport, Document of Identity for Visa Purposes, Hong Kong Re-entry Permit, etc.)
3. Identity cards of both parents (photocopies are accepted)
4. Proof of residential address where belongs to the serving areas of designated Child Assessment Centre (CAC) (photocopy is accepted)
5. One recent photo of the child
6. Medical Records (e.g. Child Health Record from Maternal and Child Health Centre, discharge summary, appointment slip, medical report or assessment report, etc.) (photocopies are accepted)
7. For preschooler and schooler, please bring along the examination results / assessment reports, student handbook, homework, examination papers or Chinese & English dictation books (photocopies are accepted)
8. Duly completed registration form (this form)

✧ If parents cannot attend the first appointment as scheduled, please contact CAC as soon as possible for re-arrangement.

### Statement of Purposes

#### Purpose of Collection

The personal data provided by patients and service users with whom the Department of Health (DH) interacts in the delivery of services and other related activities 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) Documentation of test results / examination / investigation / treatment for a continuation of care or reference by other medical professionals;
- (d) Consent for treatments / tests;
- (e) Epidemiological surveillance;
- (f) Tracing defaulters for follow up / treatment;
- (g) Record of enrolment / attendance / management;
- (h) Assessment for social assistance;
- (i) Preparing statistics, carrying out research or teaching purpose;
- (j) For services / manpower development and planning;
- (k) Record of visits / enquiries / complaints by outsiders;
- (l) Tracking of payment and audit purpose; and
- (m) Facilitating organisation of health education and community liaison activities.

✧ The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to verify your eligibility for specific service / activities and hence service / assistance may not be provided to you or you may be charged at the non-eligible person (usually higher) rate for such service / assistance.

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## Classes of Transferees

The personal data you provide are mainly for internal use within DH, but they may also be disclosed to other Government bureaux/departments, the Hospital Authority 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

You have the right of request access and correction with respect to your 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 provided by you on the occasions as mentioned above. A fee may be imposed for complying with a data access request.

## Enquiries

Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to:

Consultant Paediatrician  
Child Assessment Service  
2/F, 147L Argyle Street  
Kowloon City  
Kowloon

Telephone: 2246 6659  
Website: www.dhcas.gov.hk

## Centre Information for reference ([https://www.dhcas.gov.hk/tc/center\\_info.html](https://www.dhcas.gov.hk/tc/center_info.html))

Name of Child Assessment Centre (CAC)	Telephone Number	Address	Districts Served
Central Kowloon Child Assessment Centre	2246 6633	2/F, 147L Argyle Street, Kowloon City, Kowloon	Kowloon City, Yau Tsim Mong and Sham Shui Po (Shek Kip Mei, Un Chau, So Uk, Lei Cheng Uk, Pak Tin, Lung Ping, Nam Shan, Tai Hang Tung, Tai Hang Sai, Beacon Heights, Dynasty Heights, Chak On, Yau Yat Tsuen, Po Lai)
Fanling Child Assessment Centre	2639 1402	4/F, Fanling Health Centre, 2 Pik Fung Road, Fanling, N.T.	Tai Po, North District and Yuen Long
Ha Kwai Chung Child Assessment Centre	2370 1887	2/F, Ha Kwai Chung Polyclinic & Special Education Services Centres, 77 Lai Cho Road, Kwai Chung, N.T.	Kwai Tsing, Tsuen Wan, Islands and Sham Shui Po (Nam Cheong, Fortune Estate, Lai Kok, Lai On, Yee Kok, Fu Cheong, Hoi Lai, Lai Chi Kok, Cheung Sha Wan Estate, Wing Cheong, Mei Foo)
Ngau Tau Kok Child Assessment Centre	2921 1028	1/F, Ngau Tau Kok Jockey Club Clinic, 60 Ting On Street, Ngau Tau Kok, Kowloon	Hong Kong Island and Ngau Tau Kok (Kowloon Bay, Ping Shek, Richland Gardens, Choi Tak, Choi Ying, Choi Fook, Choi Ha, Amoy Gardens, Telford Gardens, Ngau Tau Kok, Lok Wah, Kai Yip, Tak Bo)
Pamela Youde Child Assessment Centre (Kwun Tong)	2727 8474	3/F, 79 Cha Kwo Ling Road, Kwun Tong, Kowloon	Kwun Tong and Sai Kung
Pamela Youde Child Assessment Centre (Sha Tin)	2210 1600	2/F, 31-33 Chap Wai Kon Street, Sha Tin, N.T.	Sha Tin and Wong Tai Sin
Tuen Mun Child Assessment Centre	2468 5261	G/F, Special Block, Tuen Mun Hospital, Tsing Chung Koon Road, Tuen Mun, N.T.	Tuen Mun and Tin Shui Wai

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