

Kwong Wah Hospital
Application for Search of Birth Time

Please read the guidance note in the back page before completing this form.

PART A (Data subject information)

Name in English : _____ Name in Chinese : _____

HKID No./ Passport No.: _____ Sex : _____ Age : _____

Birth Certificate No.: _____ Date of Birth : _____

Address : _____

Telephone No.(Home) : _____ Telephone No.(Office/Mobile) : _____

Name of Father (in English): _____ Name of Father (in Chinese): _____

Name of Mother (in English): _____ Name of Mother (in Chinese): _____

Native/Hometown of Father : _____ Native/Hometown of Mother : _____

Address of Birth : _____

Reason of Application : _____

PART B (Only apply to the applicant is **NOT** the Data Subject)

Name in English : _____ Name in Chinese : _____

HKID No. / Passport No.: _____ Relationship : _____

Address : _____

Telephone No.: _____

Date : _____

Applicant's Signature : _____

Guidance Notes

1. Applicant must be age 18 or above.

If the applicant is not the Data Subject, the applicant must have parental responsibility for the Data Subject who is under age 18;

OR the applicant has been duly authorised by the Data Subject to submit this form and to collect the search reply;

OR the applicant has been appointed by courts in Hong Kong to manage the affairs of the Data Subject.

2. Fee for search of birth time will be payable before collection of the search reply at a amount of HK\$230 per case.

3. Data Subject may either submit the Birth Certificate **AND** HKID Card / Passport to us in person or provide us with the true copies. If the applicant is not the Data Subject, the following documents are also required:-

- i/ applicant's HKID Card/Passport and Data Subject's birth certificate/Legal Custody Paper if the applicant claims parental responsibility over the Data Subject; **OR**

- ii/ applicant's HKID Card/Passport and a court document issued by a court appointing the applicant to manage the affairs of the Data Subject who is incapable of managing his/her own affairs; **OR**

- iii/ applicant's HKID Card/Passport and an original authorisation letter signed by the Data Subject must be submitted where the applicant claims to have been duly authorised by the Data Subject.

4. Please submit this form together with the above mentioned documents to the Records and Death Documentation Office, 12/F, Central Stack, Kwong Wah Hospital, 25 Waterloo Road, Kowloon, Hong Kong. Document copies submitted including this application form is **NOT** returnable.

5. Search of birth time will be completed within 30 working days upon request.

6. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to conduct the record search or positively identify the record.

7. Office hours of the Records and Death Documentation Office:

Monday to Friday: 9:00 a.m. – 1:00 p.m. and 2:00 p.m. – 5:00 p.m.

Saturday: 9:00 a.m. – 1:00 p.m.

Sunday & Public Holidays: Closed

Other Records Notice

Please read this notice before you provide any Personal Data to us.

The Hospital Authority (HA) is a statutory body which manages public hospitals. Our staff members may ask you to provide your Personal Data for purposes stated below or generally for your provisions of services to us.

When you provide Personal Data to us, please make sure that the data is accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, our consideration of the purposes stated below or generally in respect of your provisions of services to us will be affected.

Please also note that your personal Data may be made available to:

- appropriate persons in HA;
- any other relevant parties who require it for matters related to the purposes stated below or generally in respect of your provisions of services to us; or
- any relevant government departments/appropriate authorities when the HA is required to provide it under the relevant legislation for use for the purposes of that legislation.

In addition to the above, we will only use, disclose or transfer the Personal Data you provide to us:

- for those purposes relating to the purposes stated below or generally in respect of your provisions of services to us or directly related purposes; or
- where permitted by law.

We will obtain your consent before using your Personal Data for any other purposes.

Where relevant, the purposes for which the data is required (including their incidental or ancillary purposes) are:

1. Application for Data Access Request
2. Application for Medical Report/Medical Certificate
3. Application for Search of Birth Time

If you wish to require access to and/or correction of your Personal Data, you may do so under the Personal Data (Privacy) Ordinance. For request(s) relating to Kwong Wah Hospital, please contact the relevant Data Controller during office hours at:

Address: Medical Report Office, Kwong Wah Hospital, 25 Waterloo Road., Yau Ma Tei, Kowloon