



《申請註冊指引(首次申請註冊/重新註冊)》

Guidelines on Application for Registration (New Application / Re-application)

社會工作者註冊條例(第 505 章) Social Workers Registration Ordinance (Chapter 505)

1. 申請表

請在網上下載並填妥申請表 (第 1-2 頁) 後，郵寄或親自交回註冊局。申請表上的簽署必須與法定聲明表格上的簽署相同。另可以網上註冊系統遞交申請表及證明文件。申請表有效期為一個月。

2. 法定聲明

根據《社會工作者註冊條例》第 37(5)條的規定，申請註冊成為註冊社會工作者的人士，必須就以下事宜作出法定聲明：(a) 曾否在香港或其他地方被裁定觸犯罪行；(b) 如曾被裁定觸犯罪行，所犯的每項罪行的性質，並且不能基於《罪犯自新條例》(第 297 章) 獲得任何豁免。因此，申請人在任何情況下，必須作出這項聲明。有關詳情，請參閱「法定聲明填寫指引」。法定聲明必須以正本形式遞交，有效期為一個月。請於完成網上申請後，盡快將法定聲明正本郵寄或親自遞交到註冊局。除非本局收到法定聲明正本，否則申請將不會被處理。

3. 費用

- 3.1 請以支票支付申請註冊費五百元。支票抬頭請寫「社會工作者註冊局」，並請於支票背面清楚寫上申請人姓名。期票概不接受。支票應連同申請表一併寄交註冊局。
- 3.2 如以現金繳付費用，請於辦公時間內親臨註冊局辦事處辦理，請勿郵寄現金。
- 3.3 以信用卡於網上繳付費用。
- 3.4 除非申請人已繳付費用，否則有關申請概不受理。
- 3.5 如因逾期而沒有續期註冊或循紀律制裁命令而從註冊紀錄冊被註銷姓名者，可重新辦理註冊。於被註銷姓名後，重新辦理註冊手續者，需繳費五百元。繳費辦法請參照上文第 3.1 及 3.2 段。

Application Form

Please download and complete the application form (P. 1-2) for submission to the Board by mail or in person. The signature on the application form must be the same as the signature on the form for statutory declaration. Application form and documentary proof can also be submitted via our Online Registration System. Validity of the form is up to one month.

2. Statutory Declaration ("SD")

According to Section 37(5) of the Social Workers Registration Ordinance, a person seeking to be registered as a registered social worker is required to make a statutory declaration ("SD") as to (a) whether he has been convicted of any offence, whether in Hong Kong or elsewhere; (b) if he has been so convicted, the nature of each such offence. No exemption will be granted under the Rehabilitation of Offenders Ordinance (Chapter 297). You are therefore required to make such a SD in any circumstances. For details, please refer to the "Guidelines for Making SD". SD must be submitted in original form and its validity is up to one month. Please send the original SD to the Board office by post or in person immediately after online application is completed. Your application will not be processed if the original SD is not received by us.

3. Fees

- 3.1. A cheque payment for an application fee of \$500 should be made payable to "Social Workers Registration Board". Please make sure your name is printed at the back of the cheque in clear and legible manner. Post dated cheque will not be accepted. Please send the cheque together with the application form to the Registration Board.
- 3.2. Payment in cash should be made in-person to our Board Office within office hours, please do not send cash by post.
- 3.3. Payment by credit card can be made via on-line application system.
- 3.4. Your application will not be processed unless you have made the requisite payment.
- 3.5. Those with names removed from the Register of Social Workers due to failure to renew registration before expiry or following a disciplinary order may re-apply for registration and pay the prescribed fee of \$500 for re-application after de-registration.

Please refer to point 3.1 & 3.2 above for the payment method.

4. 遞交申請文件

請確保交齊下列文件： -

4.1 註冊申請

- (1) 註冊申請表格；
- (2) 香港身份證副本；
- (3) 申請表 B1 部所述的社會工作學歷證明文件（畢業證書）或 B2 部所述的社會工作職位履歷的證明文件副本；
- (4) 上文第 2 點所規定的法定聲明正本。有關詳情，請參閱「法定聲明填寫指引」；
- (5) 上文第 3.1 點所述的支票或第 3.2 點所述的現金。

4.2 重新註冊申請

上述 4.1(1)至(5)項，及申請人於前次註冊獲發的註冊證明書正本（如仍未退回註冊局）。

5. 付足郵資

郵寄申請表及文件時，請確保已付足夠郵資。註冊局沒有責任往郵政局領取欠資郵件。

6. 個人資料

- 6.1 社會工作者註冊局可使用申請人所提供的資料辦理根據《社會工作者註冊條例》所規定的註冊及有關事宜。註冊局可視乎需要聯絡僱用機構、學院或海外學歷評審機構索取更多資料或證明，以推行其工作。
- 6.2 申請人所提供的資料可給予註冊局及註冊局委任的代理 / 第三方服務提供機構的有關職員使用。
- 6.3 公眾可於辦公時間到註冊局辦事處免費查閱註冊社會工作者紀錄冊。紀錄冊中包括的註冊社工資料如下：
 - 中、英文姓名
 - 註冊號碼
 - 註冊地址（可自選一個可供公眾查閱，且讓註冊局送達信件的地點作為註冊地址，該地址毋

4. Submission of Documents

Please submit the following documents : -

4.1 New application for Registration

- (1) Application Form for Registration;
- (2) A copy of the Hong Kong Identity Card;
- (3) A copy of documentary proof of social work qualification(s) (academic certificate) as described in Part B1 or employment in social work post(s) as described in Part B2 of the Form;
- (4) A statutory declaration in original required in point 2 above. For details, please refer to the "Guidelines for Statutory Declaration";
- (5) A cheque as described in point 3.1 or cash as described in point 3.2 above

4.2 Re-application for Registration

(1) to (5) as set out under 4.1; and the original Certificate of Registration issued to you during your last registration (if not yet returned to the Board).

5. Sufficient Postage

Please ensure to mail the application form and documents to the Board with sufficient postage. The Board is not liable to collect underpaid or unpaid items from the Post Office.

6. Personal Data

- 6.1 The information provided may be used for the registration of social workers and for related matters carried out by the Social Workers Registration Board under the Social Workers Registration Ordinance. The Board may contact employing agencies, educational institutions and/or overseas accreditation bodies for additional information or verification in the conduct of its business as and when necessary.
- 6.2 The information provided may be made available to persons working in the Board and/or agents/third party service providers appointed by the Board on a need to know basis.
- 6.3 The Register of Registered Social Workers which is available for public inspection free of charge at the Board Office during office hours contains the following information on RSWs:
 - Name in English and Chinese
 - Registration Number

須為住宅地址。)
註冊基礎 (認可的學歷)
註冊分類

- 6.4 假如申請人未有提供足夠個人資料，註冊申請可能不獲受理。
- 6.5 根據《個人資料 (私隱) 條例》，申請人可要求查閱和改正本申請表所載或以其他方法提供的個人資料。請以書面向註冊局註冊主任提出該等要求。
- 6.6 《社會工作者註冊條例》第 16(3)條規定註冊社工須在更改個人資料(包括註冊地址、影響其註冊資格的學歷或註冊局所指示的其他資料)後的 3 個月內，通知註冊主任。
- 6.7 請保留已填妥之申請表的影印本以作參考。

7. 跟進工作

- 7.1. 在一般情況下，註冊局於收妥註冊申請表及費用後約十個工作天內完成申請程序及審批，並以平郵寄出以下項目往申請人的註冊地址：
- (1) 批准信函；
 - (2) 註冊證明書；及
 - (3) 註冊證
- 7.2. 如申請人向註冊局提交申請或補交文件的十個工作天後，仍未收到任何回覆，請聯絡辦事處查詢申請狀況。
- 7.3. 未填妥或欠附所需文件或費用的申請將不獲處理，辦事處會以書面通知有關申請人。
- 7.4. 如有需要，申請人可以要求親臨辦事處或授權他人領取註冊證明書，有關要求必須在提交註冊申請表格時另行以書面提出。

Registered Address (The address need not be the residential address of the RSW but at his/her own choice the one that will be used for public inspection and as the correspondence address in any matter concerning the functions and duties of the Board.)
Basis of Registration (Recognized Qualification)
Category of Registration

- 6.4 If you do not provide sufficient personal data, your application for registration may not be processed.
- 6.5 In accordance with the provisions of the Personal Data (Privacy) Ordinance, you may request for access to or correction of the personal data provided in this application form or by other means. Please make such requests in writing to the Registrar of the Board.
- 6.6 In accordance with Section 16(3) of the Social Workers Registration Ordinance, all registered social workers should notify the Registrar of any changes in particulars, including registered address, qualification on which his/her registration is based; or any other details that the Board may direct, within 3 months.
- 6.7 You are advised to keep a copy of this completed form for reference.

7. What's next?

- 7.1. In normal circumstances, the Board would complete the processing and approval of application in about 10 working days after receiving the form and application fee. And the followings will be sent to the RSW's registered address by ordinary post:-
- (1) An approval letter;
 - (2) A Certificate of Registration; and
 - (3) A Registration Card.
- 7.2. If an applicant has submitted an application to or furnished supplementary document with the Board for about 10 working days without receiving any response, he/she can enquire to Board Office about the status of that application.
- 7.3. Any incomplete application will be not processed. The Board office will inform the applicant concerned in writing.
- 7.4. If any applicant would like to collect the certificate from the Board Office in person or authorize someone else to do so, such request should be made in writing when applying for registration.