



社會工作者註冊局

SOCIAL WORKERS REGISTRATION BOARD

香港筲箕灣南安街 83 號海安商業中心 27 樓 | 27/F Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong.

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## 《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。

#### 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 除非申請人已繳付費用，否則有關申請概不受理。
- 3.4 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.

#### 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. Your application will not be processed unless you have made the requisite payment.
- 3.4. 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，該地址毋須為住宅地址。）
  - 註冊基礎（認可的學歷）
  - 註冊分類

## 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
  - 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

<p>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。</p> <p>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。</p> <p>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。</p> <p>6.7 請保留已填妥之申請表的影印本以作參考。</p> <p><b>7. 跟進工作</b></p> <p>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：</p> <p>(1) 批准信函；</p> <p>(2) 註冊證明書；及</p> <p>(3) 註冊證</p> <p>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。</p> <p>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。</p> <p>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。</p>	<p>any matter concerning the functions and duties of the Board.)</p> <p>Basis of Registration (Recognized Qualification)</p> <p>Category of Registration</p> <p>6.4 If you do not provide sufficient personal data, your application for registration may not be processed.</p> <p>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.</p> <p>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.</p> <p>6.7 You are advised to keep a copy of this completed form for reference.</p> <p><b>7. What's next?</b></p> <p>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:-</p> <p>(1) An approval letter;</p> <p>(2) A Certificate of Registration; and</p> <p>(3) A Registration Card.</p> <p>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.</p> <p>7.3. Any incomplete application will be not processed. The Board office will inform the applicant concerned in writing.</p> <p>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.</p>
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## 【註冊申請表格】 APPLICATION FORM FOR REGISTRATION

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

### 甲部 Part A : 申請者個人資料 Personal Particulars of the Applicant

註 1 : 此等資料可供公眾查閱。

Note 1 : The information will be made available for public inspection.

註 2 : 註冊社工可自選一個可供公眾查閱，並讓註冊局送達信件的地點作為註冊地址，該地址毋須為住宅地址。

Note 2 : 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 well as the correspondence address in any matter concerning the functions and duties of the Board.

註 3 : 如選擇以電子方式接收續期通知，註冊局將透過電郵發放註冊續期提示訊息。

Note 3 : The Board will send email reminder for registration renewals if you choose electronic means of communication for renewal notice.

註 4 : 註冊局將透過流動電話短訊發放註冊續期提示訊息。

Note 4 : The Board will send SMS reminder for registration renewals.

姓名(英文) (註 1) Name in English (Note 1)	(姓氏 Surname) (名字 Other name)		
姓名(中文) (註 1) Name in Chinese (Note 1)	出生日期 Date of Birth	/ / (日/月/年) (dd/mm/yyyy)	
註冊地址 (註 2) Registered address (Note 2)	香港身份證號碼 HK Identity Card no.		
	電郵地址 (註 3) Email address (Note 3)		
	流動電話號碼(註 4) Mobile phone no. (Note 4)		
	其他電話號碼 Other phone no.		

### 乙部 Part B : 所基於的資格 Qualification to be Based upon

(請剔選合適空格，並在乙 1 部或乙 2 部或同時兩部內填寫詳情)

(Please tick the appropriate box and fill in details as required under section B1 or B2 or both)

- ☐ (1) 持有獲社會工作者註冊局(“註冊局”)認可的社會工作學歷。(請填寫乙 1 欄) (註 1)  
Holding social work qualification recognized by the Social Workers Registration Board (“the Board”). (please fill in section B1) (Note 1)
- ☐ (2) 在 1982 年 3 月 31 日或該日之前已擔任社會工作職位；及在該日期之後已擔任一個或多於一個的社會工作職位至少 10 年，不論是否連續地擔任該職位或該等職位。(請填寫乙 2 欄) (註 1)  
Having occupied a social work post not later than 31 March 1982; and subsequent to that date, occupied continuously or not a social work post or posts for not less than 10 years. (please fill in section B2) (Note 1)
- ☐ (3) 現正擔任或已獲接納擔任社會工作職位，及擬於所有情況下屬合理的期間內獲取認可社會工作學歷。(請填寫乙 1 及乙 2 兩欄) (註 1)  
Currently occupying or having been accepted for a social work post, and proposing to obtain a recognized social work qualification within a period which is reasonable in all circumstances. (please fill in both sections B1 and B2) (Note 1)

乙 1. 社會工作學歷的資料 B1. Particulars of the social work qualification	乙 2. 社會工作職位的資料 B2. Particulars of the social work post(s)	
名稱 Title :	時期 Period 由 from / 至 to (月/年) (mm/yyyy)	僱用機構名稱及所擔任的職位 Name of the employing agency and the post held
院校名稱 Name of the Institution :		
所在國家 Country domiciled :		
修讀年期 Period of study : (月/年) (mm/yyyy)		
由 From / 至 To /		
校園上課 On-campus study: <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
Mode of study 學制: <input type="checkbox"/> 全日制 Full-time <input type="checkbox"/> 兼讀制 Part-time <input type="checkbox"/> 其他，請說明 Others, please specify :		

## 丙部 Part C : 聲明、同意及授權書 Declaration, Consent and Authorization

本人藉此向註冊局聲明及確認以下各項 I hereby declare and confirm the following to the Board:

- (1) 本人通常居於香港及不受任何禁止獲得註冊的紀律制裁命令的限制。

I am ordinarily resident in Hong Kong and not subject to any disciplinary order which precludes me from being registered.

- (2) 本人已作出並連同此申請呈交一項依據條例第 37(5)條作出的法定聲明，關乎本人不論是在香港或其他地方，是否曾被裁定犯任何罪行；如曾被裁定犯罪，所犯的每項罪行的性質。

I have made and submitted with this application a statutory declaration, in accordance with Section 37(5) of the Ordinance, as to whether I have or have not been convicted of any offence in Hong Kong or elsewhere; if I have been so convicted, the nature of each such offence.

- (3) 本人明白註冊社會工作者註冊紀錄冊載有條例要求或註冊局指示的註冊社工的資料，並須於註冊局辦公時間內在其辦事處供任何人查閱；本人亦明白若獲得註冊，本人的相關資料將列入紀錄冊上，及本人須在相關資料有所更改後的三個月內通知註冊主任。

I understand that the Register of Registered Social Workers contains the information of RSWs as required by the Ordinance or directed by the Board and the Register is made available for public inspection at the Board office during its office hours; I also understand that once I am so registered, the relevant information of mine shall be entered into the Register, and I am required to within 3 months notify the Registrar of any changes in these particulars of mine.

- (4) 本人同意註冊局核查本人提交的資料及文件、同意有關人士或機構向註冊局提供本人的資料。本人亦同意註冊局在有需要及履行其法定職能時，將本人的個人資料提供予獲其授權的人士。

I agree that the Board may conduct reference check on the information and documents that I have provided and give consent to the relevant parties whom the Board may contact to provide and to disclose my information to the Board. I also agree that the Board may make available my personal data to its authorized persons on a need to know basis and for the purpose of performing its statutory functions.

- (5) 就下列事項（紀律事宜除外），本人選取的通訊方法是：

I indicate my preferred means of communication for the following matters (except disciplinary matters):

(當沒有剔選，資訊將以電子媒介發放 *when none is opted, the communication will be sent electronically.*)

- 續期通知 Renewal notice

☐ 電子通訊 Electronically ☐ 平郵 Ordinary post

- 註冊以外的資訊（例如諮詢）Information other than registration (e.g. consultation)

☐ 電子通訊 Electronically ☐ 平郵 Ordinary post

- 立法會社會福利界議員的資訊 information from the Legislative Councillor (Social Welfare constituency)

☐ 願意收取 Willing to receive ☐ 拒收 Opt not to receive

- (6) 本人明白任何人藉任何具誤導性、虛假或有欺詐成分的口頭或書面陳述，令自己或他人得以註冊為註冊社工，包括當中的任何類別，即屬犯罪。本人確認就此項申請所呈報的資料及遞交的證明文件，乃盡本人所知及所信，均真實正確。

I understand that any person who obtains registration as a RSW including any category thereof for oneself or any other person by means of any misleading, false or fraudulent representation or statement, either oral or in writing, commits an offence. I confirm that all information and copy of documentary proof which I have provided with and for this application are true and correct to the best of my knowledge and belief.

姓名全寫 Name in print

申請者簽署 Signature of Applicant

日期(日/月/年)  
Date (dd/mm/yyyy)