

**NURSING COUNCIL OF HONG KONG**  
**APPLICATION FOR VERIFICATION OF ENROLMENT**

EN

*(Note: Please read the Notes to Applicants carefully before completing this application form.)*

**1. Personal Particulars:**

Name : \_\_\_\_\_  
(in English) (in Chinese, if applicable)

Email : \_\_\_\_\_ Tel : \_\_\_\_\_

**2. Details of Enrolment:**

<u>Category</u> (tick whichever is appropriate)	<u>Enrolment Number</u>	<u>Date of Enrolment</u>
<input type="checkbox"/> Enrolled Nurse (General)	_____	_____
<input type="checkbox"/> Enrolled Nurse (Psychiatric)	_____	_____

**3. Documents to be applied / completed:** (tick whichever is appropriate)

- Verification of Enrolment
- Accreditation proof of local pre-enrolment nursing programme (please provide the information / format requested and a copy of your graduation certificate of the local pre-enrolment nursing programme)
- Form of overseas registration authority (please provide two copies of the form and a copy of your graduation certificate of the local pre-enrolment nursing programme, where applicable)
- Others: \_\_\_\_\_

*(for example: filling in e-form via link directly sent to the Nursing Council of Hong Kong)*

**4. I hereby authorize the Nursing Council of Hong Kong to send the documents as detailed above:**

- By post: \_\_\_\_\_  
\_\_\_\_\_  
*(Please provide the address in **FULL**)*
- By email: \_\_\_\_\_
- By online platform of \_\_\_\_\_  
*(Name of overseas registration authority)*

Signature : \_\_\_\_\_

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

**FOR OFFICIAL USE**

<u>Details of Payment</u>		<u>Action Taken</u>
Payment Type:	410	Verification Issued on: _____
Receipt No.:	_____	
Amount:	\$195	
Date:	_____	

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**Notes to Applicants**

- 1) To apply for verification of enrolment, please complete the application form and arrange payment of HK\$ 195 by:
  - (i) crossed cheque payable to “*The Government of the Hong Kong Special Administrative Region*”. The cheque should be sent to the Central Registration Office, Boards & Council Office, Department of Health, 17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or
  - (ii) cash payable at the Accounts Office, Department of Health, 17/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.
- 2) The office hours of the Accounts Office are as follows:

Mondays to Fridays: 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.  
(Closed on Saturdays, Sundays and Public Holidays)
- 3) Please submit the duly completed application form together with the crossed cheque / receipt, **either in person or by post**, to the Central Registration Office, Boards & Council Office, Department of Health, 17/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong. The office hours of the Central Registration Office are as follows:

Mondays: 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 6:00 p.m.  
Tuesdays to Fridays: 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m.  
(Closed on Saturdays, Sundays and Public Holidays)
- 4) If you wish to apply for verification of more than one part of Roll of Enrolled Nurses, please provide details of the enrolment and **make separate payment** of the prescribed fee **for each part of Roll**.
- 5) If you wish to apply for a set of documents to be issued to more than one organization / address, please submit an application for verification of enrolment and **make separate payment** of the prescribed fee **for each organization / address**.
- 6) Please note that no courier will be arranged. All requested documents will be sent by Hongkong Post by registered post.
- 7) You will be informed of the application result in writing. The letter will be sent by Hongkong Post by surface mail.
- 8) For enquiries, please contact the Central Registration Office at (852) 2961 8654 during office hours, or by e-mail to [cro2@dh.gov.hk](mailto:cro2@dh.gov.hk).

Last updated in November 2020