



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

**Notes to Applicants**

- 1) To apply for verification of registration, 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 Register of Nurses, please provide details of the registration and **make separate payment** of the prescribed fee **for each part of Register**.
- 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 registration 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