

## **Guidance Notes on Application for the “Registration Card for People with Disabilities”**

### **I. INTRODUCTION**

The Registration Card for People with Disabilities (“the Card”) is issued to persons who have been found to have suffered from a disability(ies) which is permanent in nature, or of a temporary nature but the severity of the disability affects one’s major life activities, participation in economic and social activities, and/or mobility, and which takes significantly longer than normal to rehabilitate. The purpose of the Card is to enable the cardholder to produce, when necessary, as a documentary proof of his/her disability status. It is **NOT** a privilege card or a credit card.

Commencing the second quarter of 2005, a new card bearing the photograph of the cardholder and an expiry date will be introduced (applicable only to cardholders whose disability is temporary in nature and/or children/juveniles below the age of 11 & 18 respectively). Pending replacement, cards issued prior to this date are still valid and enjoy the same status as the new one, until declared null and void.

### **II. WHO CAN APPLY**

Any person who has been found to suffer from a disability, including Hearing Impairment, Visual Impairment, Speech Impairment, Physical Handicap, Autism, Mental Illness, Mental Handicap and Visceral Disability/Chronic Illness may apply for the Card.

### **III. APPLICATION**

Applications may be made by the disabled persons themselves or by a third party (e.g. any relatives or friend, or staff of relevant government departments or non-governmental organizations) on their behalf. In the case of a disabled child under the age of 18, the application should be made on his behalf by his parent, guardian or an appointee.

### **IV. CARD ISSUE**

a. **For new issue** – Applicant should complete and return the application form (CRR3) together with copy(ies) of relevant document(s) certifying his/her disability(ies), for example, certificates issued by doctors or allied health personnel (or make use of the proforma (CRR4) attached to the application form); a copy of his/her document of identity\* and a recent colour photograph<sup>#</sup> to the following address –

**Central Registry for Rehabilitation (CRR)  
Health, Welfare and Food Bureau  
Room 1020, 10/F Citibank Tower, Garden Road  
Central, Hong Kong**

\*Applicant can choose to present his/her document of identity in person to the CRR for verification.

<sup>#</sup>The photograph should have a plain and colour background of either blue or reddish brown. Please do not use white, yellow or black for the background. The photograph requirement is similar to that for the application of the HKSAR Passport.

The purpose of printing the name, sex, photograph and type(s) of disability of the cardholder on the Card is to facilitate correct identification of the cardholder and to prevent abuse of the Card by persons other than the cardholder.

The application form can be obtained from the CRR, relevant non-governmental organizations on rehabilitation or District Offices of the Home Affairs Department. It can also be downloaded from the Health, Welfare and Food Bureau's homepage (<http://www.hwfb.gov.hk>). Provision of personal data in the form is entirely voluntary. However, the CRR may not be able to process an application if any of the personal data required on the form is not provided.

b. **For renewal** – This is only required of cardholders whose disability condition is of a temporary nature and their cards bear an expiry date. Normally, upon first issue, a validity period of two years is allowed for cardholders suffering from non-permanent disability, counting from the date of the relevant documentary evidence. Cardholder should submit his/her application for renewal within two months from the expiry date as shown on his/her card else his/her card will be invalidated automatically. Applicant should complete and return the application form together with copy(ies) of valid documentary evidence certifying the named disability(ies) in his/her card, such as certificates issued by doctors, or certification signed by allied health personnel.

The renewal mechanism is also applicable to children/juveniles upon attaining the age of 11 and 18 respectively. The concerned child/juvenile should submit his/her renewal request together with a recent colour photograph<sup>#</sup> within 1 month after his/her 11<sup>th</sup> and 18<sup>th</sup> birthday respectively.

(<sup>#</sup>The photograph should fulfil the requirements as mentioned in Section IV(a)).

*[Note: For the purpose of classification, except proved otherwise medically, Visceral Disability (VD)/Chronic Illness (CI) and Physical Handicap (PH) (except those wheelchair users whose disabling condition has been certified as “permanent”) will be categorised as “temporary”, subject to periodic review upon production of valid documentary evidence as mentioned above.*

*In determining VD/CI or PH, the deciding factor will be the degree of impairment rather than the diagnosis per se, as follows –*

*(i) For VD/CI, the focus will be on the degree of severity of the disease, which should be significant enough to affect major life activities such as participation in social and economic activities e.g. employment, social functions, daily life maintenance, mobility, and the condition should take significantly longer than normal to rehabilitate.*

*(ii) For PH, the focus will be on the disabling physical condition, which is caused by temporary dysfunction of axial skeleton and extremities leading to mobility problems.*

*On the basis of the above definition, stroke, paralysis of limb, rheumatoid arthritis, low back pain and Multiple Sclerosis, Progressive Neuro-muscular Disease, Spino-cerebellar Ataxia and Spina Bifida, will be classified as PH rather than CI.]*

c. **For replacement of lost cards** – Cardholders should complete and return the application form (CRR3) together with a letter stating the reasons for the replacement.

*Subject to meeting the issuing criteria as detailed above, the Card will be sent to the successful applicants by post. The CRR reserves the right to issue, cancel and reclaim the Card from registrants.*

## **V. FEES**

No fee is charged for new issue and renewal of the Card that bears an expiry date.

For replacement of lost cards and change of personal data printed on the Card, a replacement fee of \$35, which is subject to adjustment, has to be paid by cheque. For replacement of lost cards, please send in the cheque payable to “HKSAR Government” together with the completed application form.

## **VI. PURPOSES AND FUNCTIONS OF THE DATA COLLECTED BY CRR**

The CRR of the Health, Welfare and Food Bureau collects and compiles data on people with disabilities in Hong Kong with a view to providing statistics on disability to government departments and non-governmental organizations for planning rehabilitation services and research purposes. The personal data provided will be kept confidential and will not be disclosed to any other persons or organizations except in the form of summary statistics.

Upon the express agreement of a registrant, his/her own data, including type(s) of disability, may be released to a third party or organizations authorized by the registrant concerned.

## **VII. ENQUIRIES**

Enquiries on matters relating to the Card can be made at telephone numbers 2509 4891, 2509 4904 or 2509 4905.

Rehabilitation Division  
Health, Welfare and Food Bureau  
Government Secretariat

December 2006