

Community Service - Application For Tracing Service

Please fill in clearly and ✓ the appropriate boxes.

Our Ref: RHK _____

ENQUIRER

Name in Chinese: _____

Alias in Chinese: _____

Name in English:(Surname) _____

(First name & Middle names) _____

Alias in English: _____

Sex: Male Female

Marital status: Single Married Divorced Widowed

Place of birth: _____

Date of birth: (yyyy/mm/dd) _____

Western Calendar Chinese Calendar

Identity card number : _____

Birth certificate number _____

Passport number : _____

Nationality: (Name of country) _____

Origin: (Province/ State/ City) _____

Father's full name: (Chinese) _____

(English) _____

Mother's full name: (Chinese) _____

(English) _____

Telephone (Home): _____

(Mobile) _____

E-mail address: _____

Fax : _____

Correspondence address: _____

The sought person is enquirer's: _____

Does the sought person know my information of:

1)Name Yes No 2)Alias Yes No

Reason of tracing: _____

To be interviewed by mass media Agree Disagree

The following person can also be my future contact in this tracing case:

(Please skip this part if you do not need to appoint any contact person)

CONTACT PERSON

Name in Chinese: _____

Sex: Male Female

Name in English: _____

Department/Organization: _____

Telephone: _____

E-mail address: _____

Correspondence address(If different from the enquirer's address above): _____

The contact person is enquirer's: _____

I learn the Tracing Service from:

- HKRC publication
- HKRC service promotion
- HKRC website Newspaper & Magazine
- TV Radio Social Media Friends
- Government Department (Organization's name: _____)
- Social Service Agencies (Organization's name: _____)
- Others : _____

SOUGHT PERSON (Please fill in separate form for each sought person)

Name in Chinese: _____

Alias in Chinese: _____

Name in English:(Surname) _____

(First name & Middle names) _____

Alias in English: _____

Sex: Male FemaleMarital status: Single Married Divorced Widowed Unknown Place of birth: _____

Date of birth: (yyyy/mm/dd) _____

 Western Calendar Chinese Calendar

Identity card number : _____

Birth certificate number : _____

Passport number : _____

Nationality: (Name of country) _____

Origin: (Province/ State/ City) _____

Father's full name: (Chinese) _____

(English) _____

Mother's full name: (Chinese) _____

(English) _____

Occupation, company's name, address & telephone number
_____Date of last communication, address & telephone number
_____Circumstances leading to the loss of contact

_____Additional information

_____**Terms and Conditions:**

Tracing Service is one of the humanitarian services provided by Hong Kong Red Cross (HKRC). Its aim is to assist individuals to restore their lost family links. The service is free of charge.

The personal data provided by you will be used by HKRC for the purpose of handling this tracing enquiry. The provision of personal data to HKRC is voluntary. By signing this form you have authorized HKRC to release your personal information to the sought person(s), approved to release the personal information belonging to you and the sought person(s) to the mass media and relevant organizations, or to transfer your tracing enquiry to other National Red Cross / Red Crescent Societies during the tracing process, where necessary. Apart from exemptions provided under the Personal Data (Privacy) Ordinance, you have a right to request in writing access to and correction of personal data held on you except where the data have been erased after fulfilling the purpose of collection.

HKRC will strive her best to verify the sought person's identity, but cannot guarantee and confirm that the information provided by the sought person(s) is fully accurate.

HKRC does not provide DNA testing services to verify the identity of the sought person(s).

HKRC may cooperate with other organizations or companies to conduct the tracing process, but has no authority to intervene their methods of tracing or measures taken to verify the sought person's identity.

HKRC bears no responsibility in any situations or problems arising, whether directly or indirectly, from the reunion, and any loss as a consequence of such problems.

You can notify our staff in writing for the termination of tracing process or withdrawal from the service.

All case files will be destroyed seven years of archive. Basic personal data will be stored permanently in our tracing database for future reference.

I have read and agree to the terms and conditions above:

Enquirer's signature: _____

Date: _____

Please mail the completed form with signature and other relevant document (e.g. birth certificate, document certifying your relationship with the sought person, photographs of the sought person, etc.) to the Hong Kong Red Cross.