APPLICATION FORM FOR RELEASING TEACHER REGISTRATION INFORMATION

Part I (To be completed by the person applying for releasing teacher registration information)

I, Mr./Ms.* ________________________ (Name in Chinese: ________________________), apply for releasing the teacher registration information on matters set out in Part III related to the teacher mentioned in Part II.

I hereby declare that the information provided at Part I of this Form is true and complete. I have read through the content of this application form and understand the “NOTES FOR COMPLETING THE APPLICATION FORM”.

Signature of Applicant : ________________________  Applicant’s Contact No. : ________________________

Name of Applicant : ________________________  Date : ________________________

Part II (To be completed by the teacher authorizing Education Bureau to release teacher registration information)

I, Mr./Ms.* ________________________ (Name in Chinese: ________________________), Teacher Registration/Teaching Permit No.: ________________________, authorize the Education Bureau to release the information on the matters as set out in Part III below in relation to my teacher registration under the Education Ordinance (Cap. 279) to the person mentioned in Part I.

I hereby declare that the information provided at Part II of this Form is true and complete. I have read through the content of this application form and understand the “NOTES FOR COMPLETING THE APPLICATION FORM”.

Signature of Teacher : ________________________  Teacher’s Contact No. : ________________________

Name of Teacher : ________________________  Date : ________________________

Part III (To be completed by Education Bureau)

Date: / /

Dear Mr./Ms.* ________________________,

According to our record, the teacher registration information of the above teacher is as follows:

☐ No teacher registration record of the above teacher has been found in EDB.

☐ The above teacher is a registered teacher.

☐ The above teacher is a permitted teacher.

☐ The above teacher was a registered teacher during the period between ______ and ______, but has ceased to be a registered teacher since ______.

☐ The above teacher was a permitted teacher during the period between ______ and ______, but has ceased to be a permitted teacher since ______.

(A permit to teach shall be deemed to be cancelled if the permitted teacher ceases to be employed in the specified school in the permit.)

☐ The application cannot be processed as Part II of this form has not been completed by the teacher concerned.

Should you have any enquiries, please contact the Teacher Registration Team of EDB at 3467 8282.

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for Permanent Secretary for Education

Part IV (To be completed by the person applying for releasing teacher registration information)

Name of Applicant : ________________________

Address of Applicant : ________________________

*: Please delete as appropriate.
NOTES FOR COMPLETING THE APPLICATION FORM FOR
RELEASING TEACHER REGISTRATION INFORMATION

(1) Applicants can file in duly completed application forms in person, by mail or by fax, and the Education Bureau will reply to the applicants by mail. The address is as follows:
   Teacher Registration Team
   Education Bureau
   2/F, Trade and Industry Tower
   3 Concorde Road
   Kowloon
   Tel: 3467 8282
   Fax: 2520 0065
   (Office Hour: Mon to Fri: 8:30 am – 1:00 pm, 2:00 pm to 6:00 pm
   Saturdays, Sundays & Public holidays: Close)

(2) The personal data provided in this form will only be used by the Education Bureau for the purpose of releasing teacher registration information to the applicants.

(3) The provision of personal data by the applicants by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of the applications.

(4) The applicants should seek the teachers’ prior consent by completing Part II of this form before submitting the applications to the Education Bureau for checking registration information. The applicants should ensure that Part I, Part II and Part IV of this form have been duly completed.

(5) The Education Bureau may request the applicants and/or the teachers to provide further information to verify the information in Part I, Part II and Part IV of this form.

(6) You have the right to request access to and correction of your personal data in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form upon payment of a fee as imposed by the Education Bureau under Section 28 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

(7) Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:
   Teacher Registration Team
   Education Bureau
   2/F, Trade and Industry Tower
   3 Concorde Road
   Kowloon
   (Tel: 3467 8282)