

The Catholic Diocese of Hong Kong
Diocese-wide Catholic Family Registration
Guidelines for Data Entry & Data Collection
 [As of September, 2004]

1. A “**Registrant**” MUST be a householder.
2. A “**Householder**” is defined as follows:-
 - (1) A Catholic who was married; or
 - (2) In case husband and wife both are Catholic, the male party is designated as the householder; or
 - (3) In case of an unmarried Catholic, the householder is a Catholic belonging to an immediate preceding generation or being the eldest of the same generation, and residing at the same address.

Examples:

Grandfather	Father	Self (Single)	Householder
Baptized	Baptized	Baptized	Grandfather & Father
Baptized	Not Baptized	Baptized	Grandfather & Self
Not Baptized	Baptized	Baptized	Father
Not Baptized	Not Baptized	Baptized	Self

Elder Brother	Self	Younger Brother	Householder
Baptized (Single)	Baptized (Single)	Baptized (Single)	Elder Brother
Non-Baptized (Single)	Baptized (Single)	Baptized (Single)	Self

3. “**Present Particulars of Registrant**” have to be filled in as much as possible.
4. “**Date of Registration**” is the date when this form is inputted.
5. “**Name in Chinese**”, don’t put the husband’s surname before the wife’s name.
6. “**Name in English**”, please put in “Surname” first, and then the “other name”.
7. The “**Registrant’s Father’s Name**” and “**Mother’s Name**” MUST be filled no matter whether they are still alive or not.
8. “**Name in English/Chinese**”, “**Sex**”, “**Date of Birth**” and “**Father’s/Mother’s Name in English/Chinese**”, please refer to the Hong Kong ID card.
9. “**Christian Name**”, no need to translate it into Chinese.
10. The definitions of “**Religion Background**”^{*1}, “**Active Parish**”^{*2} and “**District**”^{*3} should be clearly understood.
11. “**Religion Background**”, “**Education Level**” and “**Occupation**”, please enter the appropriate code which printed in P.3 of the Catholic Household Registration Standard Form.

12. The parish name should be clearly put in the sections called of “**Active Parish**” and “**District**”. For the name of parishes please refer to the Hong Kong Catholic Church Directory.
13. Don’t use the “full width” Chinese character input method to key in the “**Contact Tel No.**” *4.
14. “**Registrant Address**”, please refer to valid documents include electricity bill, water bill and credit card statement.
15. “**Family Members**” of the registrant have to be filled in as much as possible.
16. “**Family Member**” is defined as follows:-
 - (1) Such family member must reside with the householder;
 - (2) In case such family member is a Catholic, he/she must be unmarried save the case of spouse; and
 - (3) Such family member must be affiliated with the householder in one of the following relationships:-
 - i. Paternal/Maternal Grandfather*
 - ii. Paternal/Maternal Grandmother*
 - iii. Father
 - iv. Mother
 - v. Brother
 - vi. Sister
 - vii. Spouse
 - viii. Son
 - ix. Daughter
 - x. Paternal/Maternal Grandson*
 - xi. Paternal/Maternal Granddaughter*
 - xii. Others [such as uncle and nephew, paternal/maternal cousins etc.]
- * It is required to be filled in on condition that there is a breakup in the continuity of two generations.
17. The registrant **MUST** read carefully “**POINTS TO NOTE**” on page 4 and sign the relevant declaration and put the name of the “active parish” in the blank to indicate that the form should be retained in it and the form signed.

Footnotes:

- *1. Definitions of the choices in “Religion Background”. “**01-Catholic residing within the parish boundary**” a Catholic who is active in the parish and resides within the boundaries of the parish. “**02-Catholic residing beyond the parish boundary**” a Catholic active in the parish but reside outside the parish boundaries. “**03-Catechumen**” the people who is receiving instructions in the faith. “**04-Other religion**” means any other religion except catholic including no religion. “**05-Baptised Overseas**” means a Catholic who is baptized outside Hong Kong.
- *2. “Active Parish”, the parish that the registrant frequents for the Sunday Mass.
- *3. “District”, the parish’s pastoral zone of the registrant’s address.
- *4. If the “Contact Tel No.” includes extension, please use the following format for data input; “Telephone-extension”, for example 25258021-412.