

Taichung City South District Household Registration Office Archives

Access Application Form

申請書編號：

Application Form Number：

姓名 Name	出生 年月日 Date of Birth	身分證明 文件字號 I.D. Number	住(居)所、聯絡電話 Address and Numbers			
申請人 Applicant:			地址 Address： 電話 Numbers： e-mail：			
※代理人 與申請人之關係 () ※Relationship between Proxy and the Applicant ()			地址 Address： 電話 Numbers： e-mail：			
※法人、團體、事務所或營業所名稱： 地 址： (管理人或代表人資料請填於上項申請人欄位) ※Name of Entity、Organization、Firm or Office： Address： (Please fill in information of administrator or representative in the applicant column above)						
序號 Number	請先查詢檔案目錄後填入 Please search catalog before filling in		申請項目(可複選)			
	檔號或文(編)號 Document Number or Serial Number	檔案名稱或內容要旨或其他可供查 詢檔號或文(編)號之資訊 Document Name or Subject or Other Searchable Information	閱覽 抄錄 View Copy	複製紙本 Printed Duplication 黑白 Black and White		彩色 color
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

※註：檔案應用申請，可直接利用機關檔案目錄查詢網系統產出之申請書，或下載空白申請書自行填寫，或以書面載明規定事項，如「檔號」、「文(編)號」或「檔案名稱或內容要旨」其中之一之資訊已填具，請受理申請機關秉持為民服務精神，應行協助查明並受理，毋須退件處理。

※Note: Archives access can be applied with auto-generated form from Navigating Electronic Agencies' Records(NEAR); or with printed application form; or with written regulations. If any of the "Document Number," "Serial Number" or "Document Name or Subject" is filled, related division in charge should accept the application and help to search, and should not reject the application.

※序號 _____ 有使用檔案原件之必要，事由：

※Serial Number _____ has the necessity of using the original archive. Reason:

申請目的： 歷史考證 學術研究 事證稽憑 業務參考 權益保障
 其他（請敘明目的）：

Purpose of Application： History Examination Academic Research

Evidence Proof Reference Rights Protection Others(Please specify):

此致 臺中市南區戶政事務所

申請人簽章：

※代理人簽章：

申請日期

年

月

日

To: Taichung City South District Household Registration Office

Applicant Signature:

※Proxy Signature：

Application Date:

請詳閱後附填寫須知

Please read attached notes

填 寫 須 知 Important Notes

- 一、※標記者，請依需要加填，其他欄位請填具完整。
1. If applicable, please fill in columns marked with ※. Please fill in all other columns properly.
- 二、身分證明文件字號請填列身分證字號或護照號碼。
2. For I.D. Number column, please fill in the National Identification Card number or passport number.
- 三、代理人如係意定代理者，請檢具委任書；如係法定代理者，請檢具相關證明文件影本。申請案件屬個人隱私資料者，請檢具身分關係證明文件。
3. For appointed proxy, please provide the letter of proxy. For legal proxy, please provide copies of related proving documents. If application includes personal privacy, please provide proving documents of relationship.
- 四、法人、團體、事務所或營業所請附登記證影本。
4. For entity, organization, firm or office applicants, please provide a copy of registration.
- 五、本機關檔案應用准駁依檔案法第18條、政府資訊公開法第18條、行政程序法第46條及其他法令之規定辦理。
5. The Office apply for Article 18 of the Archives Act(allow or deny), Article 18 of The Freedom of Government Information Law, Article 46 of the Administrative Procedure Act and other related regulations.
- 六、閱覽、抄錄或複製檔案，應於本所所定時間及場所為之（星期一至星期五上午8時至12時；下午1時30分至5時30分，例假日及國定假日不開放）。
6. Viewing, copying and duplicating archives should only be done in the area designated by the office and within the designated time frame. (8:00AM to 12:00PM and 13:30PM to 17:30PM on weekdays, except national holidays)
- 七、閱覽、抄錄或複製檔案，應遵守檔案法等相關法令及本所相關規定，並不得有下列行為：
- (一) 攜帶食物、飲料、刀片、墨汁及修正液等易污損或破壞檔案之物品。
- (二) 添註、塗改、更換、抽取、圈點或污損檔案。
- (三) 拆散已裝訂完成之檔案。
- (四) 以其他方法破壞檔案或變更檔案內容。
- 有違反前項各款情形者，本所得停止其檔案應用；其涉及刑事責任者，移送檢察機關偵辦。
7. When viewing, copying and duplicating archives, the Archives Act, related regulations and the office's rules should be abided, and following behaviors are prohibited:
- (1) bringing in food, beverage, knives, inks, correction fluid or any other things that may stain or damage archives
- (2) annotating, altering, changing, removing, marking or staining archives
- (3) dismantling bound archives

(4) damaging or altering archives in any other ways

The office reserves the right to stop violators of these rules from accessing archives. Violators who commit a criminal offense will be turned over to the Prosecutors Office for further investigation.

八、閱覽、抄錄、複製檔案之收費標準如下：

- (一) 閱覽、抄錄檔案，每2小時收取費用新臺幣20元；不足2小時，以2小時計算。
- (二) 複製檔案資料，依「檔案複製收費標準表」繳納費用。

8. Fee charging standards of viewing, copying and duplicating archives are as follows:

- (1) when viewing and copying archives, NTD20 is charged for every 2 hours. Time less than 2 hours is counted as 2 hours
- (2) when duplicating archives, fees are charged according to Fee Standards for viewing, hand-copying or duplication of Archives

九、申請書填具後，得以臨櫃、郵寄、網路申請方式送達臺中市南區戶政事務所。

地址：臺中市南區工學路72號1樓 電話(04)22627887分機315

[電子郵件84000@taichung.gov.tw](mailto:84000@taichung.gov.tw)

9. Application can be submitted in person, sent by mail or email to Taichung City South District Household Registration Office.

Address: 1F., No. 72, Gongxue Rd., South Dist., Taichung City

Numbers: (04) 2262 7887 #315

Email: 84000@taichung.gov.tw

十、其他事項：

- (一) 應用檔案而侵害第三人之著作權或隱私權等權益情形時，應由申請人（代理人）自負責任。
- (二) 閱覽本所檔案應以使用本所提供之設備為原則；如有使用自備之手提電腦、輔助閱讀器材或其他器材之必要者，應於申請時載明，經許可後始得為之。

10. Other notes:

- (1) In case of violation of a third party's copyright or privacy when accessing archives, applicants or their proxy shall assume full responsibility.
- (2) Archives from The Office should primarily be accessed with equipment provided by the office. If there is a need to use the applicants' own portable devices, reading assistive devices or any other devices, the reasons of necessity should be noted in application, and be approved in advance by The Office.