

附件 1
Attachment 1

法務部矯正署臺中看守所檔案應用申請書

Application of Using File in Taichung Detention Center

No. of Application :

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姓名 Name	出生年月日 Birth Date (YY/MM/DD)	身分證字號 Identification number	住址及連絡電話 Address & Phone No.
申請人 Applicant			地址 Address : _____ 電話 Tel. : _____ 傳真 Fax : _____ e-mail : _____
※代理人 Agent The relationship with Applicant 與申請人之關係 ()			地址 Address : _____ 電話 Tel. : (H) _____ (O) _____
※輔佐人 Assistant The relationship with Applicant 與申請人之關係 ()			地址 Address : _____ 電話 Tel. : (H) _____ (O) _____

申請人職業 Career of Applicant : 學生 Student 軍 Soldier 公 Civil Servant 教 Faculty 自由業 Freelance 服務業 Service Industry Other 其他 :

※ 法人、團體、事務所或營業所名稱 Name of Legal person /group/office/business office :

地址 Address : _____

(管理人或代表人請填於上項申請人欄位 Please fill information on agent/ administrant in below column.)

序號 Order	請先至檔案管理於網站查詢 Please check on near.archives.gov.tw first.		檔案名稱或內容要旨 Name of file or Purpose of content	申請項目(可複選)Items requested (Multiples allowed) 【閱覽, 抄寫】 【複製】 【Read, Transcribing】 【Duplicate】
	檔號 No. of file	系統流水號 S/N of System		
1				<input type="checkbox"/> <input type="checkbox"/>
2				<input type="checkbox"/> <input type="checkbox"/>
3				<input type="checkbox"/> <input type="checkbox"/>
4				<input type="checkbox"/> <input type="checkbox"/>
5				<input type="checkbox"/> <input type="checkbox"/>
6				<input type="checkbox"/> <input type="checkbox"/>
7				<input type="checkbox"/> <input type="checkbox"/>
8				<input type="checkbox"/> <input type="checkbox"/>
9				<input type="checkbox"/> <input type="checkbox"/>
10				<input type="checkbox"/> <input type="checkbox"/>

※序號 Order ____ 使用檔案原件之必要 requires the use of original archives , 事由 because:

申請目的 Purpose of application : 個人或關係人資料查詢 inquiry for individual or related person 學術研究 research purpose 新聞刊物報導 report in news articles 業務參考 business reference 其他(請敘明目的)others (please state purpose) : _____

此至 法務部矯正署臺中看守所 This document is presented to Taichung Detention Center

申請人簽章 Seal of applicant : _____ ※代理人簽章 Seal of agent : _____

申請日期 Application date : _____年 Year _____月 Month _____日 Day

請詳閱後附檔 Please read Notices as attached.

填 寫 須 知
Notices when filling out

A. ※標記者，請依需要加填，其他欄位請填具完整。

※Mark indicates spots need to be filled out. Please also complete other columns.

B. 身分證明文件字號請填列身分證字號或護照號碼。

Please fill out your ID number or Passport number in the column of "ID number."

C. 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。

Agent needs to have a power of attorney ; Legal representative needs to have copy of verification documents. Applicant of inquiry for individual need to have verification documents of relationship.

D. 輔佐人為幫助閱讀檔案之人員

Assistant is the person who helps applicant to read file.

E. 法人、團體、事務所或營業所請附登記證影本。

Legal person, group, office or business office needs to have copy of Registration Certificate.

F. 申請機關檔案有檔案法第十八條所定情形之一者，本機關得予駁回。

Branch office may deny the application for the following causes according to Article 18 of Archives Act.

G. 閱覽、抄錄或複製檔案，應於各機關檔案閱覽規則所定時間及場所為之。

Reading, transcribing, or duplication of archives need to be conducted within the specified time and location posted in the archives reading room in branch office.

H. 閱覽、抄錄或複製檔案，應遵守（檔案應用規範）...有關規定，並不得有下列行為：

Those who apply to read, transcribe or duplicate the archives must not be involved in the following activities:

- a. 添註、塗改、更換、抽取、圈點或污損檔案。Add notations to, scratch off/alter, change, remove, add marks to or contaminate the records.
- b. 拆散已裝訂完成之檔案。Dismantle archives bindings.
- c. 以其他方法破壞檔案或變更檔案內容。Destroy archives or alter archives contents in any other manner.

I. 閱覽、抄錄或複製檔案收費標準：Fee Standards for viewing, transcribing: 申請閱覽、抄錄

檔案，計費以每二小時為單位，費用為新臺幣二十元；不足二小時，以二小時計。

NT\$20 for two hours. Viewing/ Transcribing time less than two hours is deemed as two hours;

duplicating archives :

- a. B4 或更小之黑白影印，每張 2 元。A3 每張 3 元，彩色影印為黑白影印之 5 倍價。Black-and-white copy of B&W B4 or smaller is NT\$2 per copy. A3 is NT\$3 per sheet. Color copy is quintuple price of black-and-white copy.
- b. B4 或更小之黑白列印，每張 2 元。A3 每張 3 元，彩色影印為黑白列印之 5 倍價。Black-and-white print of B&W B4 or smaller is NT\$2 per copy. A3 is NT\$3 per sheet. Color print is quintuple price of black-and-white copy.
- c. 寄件費用取決於數量，每一件 50 元。For delivery copy file, the freight depends on the quantity. It will charge NT\$50 of handling cost per each time.

J. 填妥表格後，請親洽或寄信至 After fill in application, please send it in person or delivery it via mail.

地址 Address : 40852 臺中市南屯區培德路 11 號 NO. 11, Peh Teh Rd., Nandun District, Taichung City, 408, Taiwan.

電話 Tel. : (04)2385-3880

K. 檔案地址 Specified location of files :

地址 Address : 40852 臺中市南屯區培德路 11 號 NO. (行政大樓 1 樓之檔案閱讀室)
NO. 11, Peh Teh Rd., Nandun District, Taichung City, 408, Taiwan.(File Reading Room of 1F.
of administrative building)

電話 Tel. : (04)2385-3880

開放時間 Opening Hours : 8 a.m. – 12p.m. (Mon. to Fri.)

13:30 p.m. – 17:30 p.m. (Mon. to Fri.)

例假日不開放 Closed on weekend and national holidays

L.如果申請書空間不足，請填寫至其他紙張上後與表格釘在一起

If space is not enough of this application, please fill in other paper and bind together with this application.