

Application Form of the Use of Files
 Taipei Juvenile Detention House, Agency of Corrections, Ministry of Justice
 Application Number:

Name	Date of Birth	ID/Passport Number	Address, Phone Number
Applicant			Address: Phone Number: (H) (Cell)
Representative			Address: Phone Number: (H) (Cell)
Relationship with the applicant:			

Name of the Legal Entity/Organization/Business:

Address:

(Manager or representative please fill out the information in the blank above.)

Occupation of the applicant: Student Military Personnel Public Servant Teacher and Administrative Staff
Self-employed Service Industry Other:

No.	Please refer to the National Archives Administration website for the file number. http://near.archives.gov.tw	Title or brief description of the file	Purpose (Multiple choice allowed)	
	File Number		Viewing/ Hand-copying	Duplication
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"/>

※ The use of the original file No. _____ is necessary due to:

Purpose of the application: Personal or Related Person Information Inquiry Academic Research
News Coverage Business Reference Other (Specify the purpose) :

Applicant Signature: ※ Representative Signature: Application Date:

Please read the attached instructions.

Instructions

1. Items without “※” marks must be filled out.
2. A representative should offer a power of attorney. A legal agent should offer a copy of related certifications. For personal information related requests, the applicant should offer a document that proves the relationship.
3. A Legal Entity/Organization/Business should offer a copy of the registration document.
4. Applications from applicants with Article 18 of Archives Act violation records may be denied.
5. Viewing, hand-copying, or duplication files should be done at designated time and places.
6. Viewing, hand-copying, or duplication government information should be in accordance with Archives Act and other related regulations. The following actions are not allowed:
 - (1) Adding annotations, altering, changing, removing, marking or damaging the content of the archives;
 - (2) Unpicking the bound archives;
 - (3) Destroying or altering the content of the archives by other methods.
7. Fee Standards for Viewing, Hand-copying or Duplication of Archives:
 - (1) The fee for viewing or hand-copying the government agency’ records is NT\$20 for two hours or any part thereof.
 - (2) The fee for duplication:
 - I. Photocopying: Black-and-white: NT\$2 for each paper sized under B4 (B4 included). NT\$3 for each paper sized A3; color: Five times as the black-and-white photocopying.
 - II. Printing: Black-and-white: NT\$2 for each paper sized under B4 (B4 included). NT\$3 for each paper sized A3; color: Five times as the black-and-white printing.
 - III. If an applicant requests that duplicated records be sent by mail, the actual mailing expenses and a service fee of NT\$50 shall be charged.
8. Please send this form to Taipei Juvenile Detention House (No. 4, Shimen Road, Tucheng, New Taipei City) by mail or in person for the application.
Contact number: (02) 2261-1181#299.
9. Office Hours: Monday to Friday 09:00 to 11:30 and 14:00 to 16:30.
Closed on Weekends and Holidays.
10. Copy this form if there is not enough space.