

Application for Access to the Ministry of Justice's Records

Application Form No. :

Name	Date of Birth	ID Number	Address, phone number	
Applicant			Address : _____ Phone : (H) _____ (O) _____	
※ Representative Relationship with the applicant ()			Address : _____ Phone : (H) _____ (O) _____	
Name of juridical person, group, office, or business place : _____ Address : _____ (Fill in information on the administrator or representative in the preceding field)				
No.	Please first search for the file catalog before filling in	Subject or description of file	Items (Multiple selection may be made)	
	File number		【 Viewing & Hand-Copying 】 【 Duplicating 】	& 【 】
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"/>
※ If there is necessity for the originals of No. _____ , please write down the reason: _____				
Purpose of application : <input type="checkbox"/> Historical Research <input type="checkbox"/> Academic Research <input type="checkbox"/> Search for Evidence <input type="checkbox"/> Reference for Business Purposes <input type="checkbox"/> Safeguard the Rights of a Person <input type="checkbox"/> Other (please explain in detail) : _____				

Submitted to the Ministry of Justice, R.O.C.

Applicant's Signature : _____※Representative's Signature : _____

Date : ____年____月____日

Please carefully read the "Instructions for Filling out the Application Form"

Instructions for Filling out the Application Form

1. Fill out the sections marked with “※” if necessary. Complete all other sections.
2. For “ID Number” please fill out ID card or passport number
3. An appointed representative shall submit a letter of appointment; a statutory representative shall submit copies of supporting documents. Where an application involves access to personal information, proof of relationship must be furnished.
4. A copy of the registration certificate is required for juridical person, group, firm, or business establishment.
5. The approval of the application is held in accordance with Archive Act Article 18, The Freedom of Government Information Law Article 18, Administrative Procedure Act Article 46 and other regulations.
6. Viewing, hand-copying, or duplicating records shall be done in the designated time and venue the Ministry has appointed.
7. An applicant who accesses records of the Ministry shall follow regulations related to records access, and shall not engage in any of the following behaviors: :
 1. Annotating, altering, changing, removing, marking, or soiling the records.
 2. Pulling bound records apart.
 3. Damaging or altering the records in some other way.
8. Fees for viewing, hand-copying, duplicating, and mailing records shall be paid by the applicant in accordance with the Fee Standards for Viewing, Hand-copying or Duplication of Archives set by the National Archives Administration, National Development Council
9. Applicants shall be responsible if he or she infringes copyright, privacy or other rights when accessing the records.
10. The application form may be delivered in person or by mail after filling out the form.

Address: No. 130, Sec. 1, Chongqing S. Rd., Zhongzheng Dist., Taipei City 100

Phone:(02)21910189

11. Access Service Area:

Address: No. 130, Sec. 1, Chongqing S. Rd., Zhongzheng Dist., Taipei City 100

Phone:(02)21910189

Access Service Time: Access service hours are from 9:00 a.m. to 12:00 p.m. and 2:00 p.m.

to 5:00 p.m., Monday through Friday. Access service is not available on weekends or national holidays.

12. If the columns in the application form are inadequate, please write down the inquiries on another paper and bind it to the application form.

Website <http://www.moj.gov.tw>