

## 財政部關務署臺中關檔案應用申請書

### Application Form for Access to Taichung Customs Office Archives

申請書編號 No :

姓 名 Name	出生年月日 Date of Birth	身分證明文件字號 Identification number	住 (居) 所、聯絡電話 Address and Contact Phone Number
申請人 Applicant :		( ID card or passport number )	地址 Address : _____ 電話 Phone : _____ 電子郵件 e-mail : _____
※代理人 Representative :			地址 Address : _____ 電話 Phone : _____ 電子郵件 e-mail : _____
※與申請人之關係 Relationship with the Applicant : ( )			
※法人、團體、事務所或營業所名稱 Name of Juridical Person, Organization, Agency, or Business Establishment : _____			
※地址 Address : ( 管理人或代表人資料請填於上項申請人欄位 Information of administrator or representative to be filled in the Applicant's Section above )			
序 號 Order	檔 號 File number	檔 案 名 稱 或 內 容 要 旨 File Name or Subject of Content	申請項目(可複選) Items requested ( multiples allowed ) 【閱覽/抄錄】 【複製】 Viewing/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"/>
※序號_____有使用檔案原件之必要，事由： ※The original of No._____ Document is requested because :			
申請目的： <input type="checkbox"/> 歷史考證 <input type="checkbox"/> 學術研究 <input type="checkbox"/> 事稽憑證 <input type="checkbox"/> 業務參考 <input type="checkbox"/> 權益保障 <input type="checkbox"/> 其他 (請敘明目的) : Purpose of Application : <input type="checkbox"/> Historical Inquiry <input type="checkbox"/> Academic Research <input type="checkbox"/> Information Search by the Applicant or the Applicant's Associate <input type="checkbox"/> Operational Reference <input type="checkbox"/> Rights Protection <input type="checkbox"/> Other (please explain in detail) : _____			
此致 財政部關務署臺中關 Submitted to Taichung Customs Office 申請人簽章 Applicant's Signature : _____ ※代理人簽章 Representative's Signature : _____ 申請日期(Month-Day-Year) : _____年_____月_____日			

請詳閱背頁填寫須知 Please read the instructions on the back.

## 填寫須知

### Instructions for Filling out the Application Form

- ※標記者，請依需要加填，其他欄位請填具完整。  
Fill out the columns marked with “※” if necessary. Complete all other columns.
- 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.”
- 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。  
Appointed representative please submit letter of appointment; legal representative please submit copies of supporting documents. Application for access to personal information must be with proofs of relationship.
- 法人、團體、事務所或營業所請附登記證影本。  
Applicants that are Juridical person, organization, agency, or business: proving documents of registration certificate. (Photocopies are allowed.)
- 申請本關檔案有檔案法第 18 條所定情形之一者，本關得予駁回。  
Taichung Customs Office may deny the application according to Article 18 of Archives Act.
- 閱覽、抄錄或複製檔案，應依本關檔案閱覽室使用須知規定為之。  
Viewing, copying, or duplication of archives need to be conducted within the specified time and location posted in the archives reading room in Taichung Customs Office.
- 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：  
(1) 添註、塗改、更換、抽取、圈點或污損檔案。  
(2) 拆散已裝訂完成之檔案。  
(3) 以其他方法破壞檔案或變更檔案內容。  
Individuals viewing, copying or duplicating archives shall comply with relevant provisions prescribed by the National Archives Administration, and shall refrain from：  
(1) Adding annotations, altering, changing, removing, marking or damaging the content of the archives;  
(2) Unpacking the bound archives;  
(3) Destroying or altering the content of the archives by other methods.
- 閱覽、抄錄或複製檔案收費標準：  
(1) 申請閱覽、抄錄檔案每 2 小時收費新臺幣 20 元，不足 2 小時，以 2 小時計算。  
(2) 複製以影印機黑白複印，B4(含)尺寸以下每張收費新臺幣 2 元，A3 尺寸每張收費新臺幣 3 元。  
(3) 其餘複製方式收費標準依檔案管理局所訂定之檔案複製收費標準表，收取費用。  
(4) 複製檔案，如另需提供郵寄服務者，其郵遞費用以實支數額計算，每次並加收處理費新臺幣 50 元。  
Fee Standards for viewing, copying, or duplicating archives  
(1) The fee for viewing/copying archives is NT\$20 for two hours. Viewing/Copying time less than two hours is deemed as two hours.  
(2) Photocopies of B&W B4 or smaller is NT\$2 per copy. A3 is NT\$3 per sheet.  
(3) Fee standards for other means of duplication follows the Fee Standards to View, Copy or Duplicate archives promulgated the by National Archives Administration.  
(4) Mailing service is available. Postage is charged according to the fare table of the post office. Additional, NT\$50 is added for processing fees.
- 申請書填具後，得以書面通訊方式送財政部關務署臺中關。  
地址：(43502)臺中市梧棲區臺灣大道 10 段 2 號  
電話：(04)26565101 轉 482 或 483  
The filled out applications may send to Taichung Customs Office by mail.  
Address: No.2, Sec.3, Chungchi Rd., Wu-Chi 43502, Taichung, Taiwan, R.O.C.  
Phone: 886-4-26565101 ext. 482 or 483
- 欄位如有不足，請另紙附貼。  
If extra space is needed, please write on separate sheet of paper and attach it to this form.