

# Household Registration Office of Longtan District, Taoyuan City

## Service Guide for Access to Archives

2022. 3 (英)

### Explanation of Archive Access and Use

The Archives Act was enacted on December 15, 1999 to refine the management of archives by the government, to promote public awareness and use of archives, and to optimize the functions of the archives. Henceforth, members of the public may apply according to the law to view, hand-copy, or duplicate archive records. Government agencies shall not refuse the applications unless it is based on the law.

### Archive Access Q&A



#### What is "archive access and use"?

Archive access and use refers to the process of making government-maintained archives available to the public for viewing, hand-copying, or duplication. Members of the public may apply to government agencies managing the archives to view, hand-copy, or duplicate archives for inquiries regarding individuals or related parties, academic research, business needs, or news reports. In accordance with Article 17 of the Archives Act, applications for viewing, hand-copying, or duplicating archives should be made in writing in advance, and use will be permitted after approval has been received.



#### Who can apply for access to archives?

1. Nationals of the Republic of China and the legal persons or groups that are established by the nationals.
2. Foreigners may request government information only when the laws of their countries do not restrict the nationals of the Republic of China from requesting government information of said countries.
3. Restricted archives may only be accessed by involved parties and interested parties (proof of stakes required).



#### When are the archives of the Household Registration Office of Longtan District open for applications and access?

1. Service hours for archive access applications: 8:00 AM ~ 12:00 PM, 1:00 PM ~ 5:00 PM, Monday through Friday. Applications are not accepted on national holidays.
2. Service hours of Archive Reading Room: 9:00 AM ~ 12:00 PM, 1:00 PM ~ 4:00 PM, Monday through Friday. The Archive Reading Room is not open on national holidays.



#### How can I apply for archive access?

1. Please first search the Navigating Electronic Agencies' Records (<https://near.archives.gov.tw>) for the archives managed by the Household Registration Office of Longtan District.
2. You can register as a member on this website and submit an access application after searching the archives. You can also download a blank application form and a power of attorney from this website or the official website of the Household Registration Office of Longtan District (<http://www.longtan-hro.tycg.gov.tw/>) or request a form from the Household Registration Office of Longtan District in person. Fill out the application form and then submit it to the Household Registration Office of Longtan District via mail or in person along with supporting documents.
3. In principle, applicants will be notified of their application results in written form or by phone within 30 days of submission.



#### How can I access the archive records?

- You can choose one of the two following methods:
1. Come in person: Please specify your time of use beforehand and then bring your identification to the Household Registration Office of Longtan District, where a staff member will accompany you to the Archive Reading Room to view, hand-copy, or duplicate archive records.
  2. Receive duplicates by mail: In principle, duplicates will be provided within 5 days after relevant fees have been received.



#### What fees are charged for archive access services?

1. The fee for viewing or hand-copying the government agency' records is NT\$20 for two hours or any part thereof.
2. Fees for duplicating archives at the Household Registration Office of Longtan District are charged in accordance with the Fee Standards for Viewing, Hand-copying, or Duplication of Archives. Black-and-white photocopies made using B4 paper or smaller are NT\$2 per page, and those made using A3 paper are NT\$3 per page. The fee of color photocopies is five times that of black-and-white photocopies. If an applicant requests that duplicated records be sent by mail, the actual mailing expenses and a handling fee of NT\$50 shall be charged.
3. Method of payment: Fee payments may be made in person in cash at the Household Registration Office of Longtan District or mailed to the Household Registration Office of Longtan District via postal order or value-declared letter.



#### Related Websites for Archive Access

- Archives Access Service A+ <https://aa.archives.gov.tw>
- Archives Cross boundaries (ACROSS) <https://across.archives.gov.tw>
- Navigating Electronic Agencies' Records (NEAR) <https://near.archives.gov.tw>
- National Archives Administration National Development Council <https://www.archives.gov.tw>



#### Traffic Information



#### Household Registration Office of Longtan District, Taoyuan City cares about you

No. 700 Zhongxing Rd., Longtan District, Taoyuan City  
Tel: 03-4792394 (Rep.)  
<https://www.longtan-hro.tycg.gov.tw>



#### Notice Regarding Archive Access and Use

- The government agency may deny applications for the following causes:
  1. The archives concern national confidentiality.
  2. The archives concern criminal information.
  3. The archives concern industrial confidentiality.
  4. The archives concern technique information and qualification reviews.
  5. The archives concern personnel management and salaries.
  6. The archives must be kept as confidential under laws or agreements.
  7. Other causes to ensure public interest or a third party's due right or interest.
- Viewing and copying archives shall be conducted at the place and time assigned by the government agency. The following actions are not allowed:
  1. Adding annotations, altering, changing, removing, marking, or damaging the content of the archives.
  2. Dismantling bound archives.
  3. Destroying or altering the content of the archives by other methods.



#### Archive Access Application Process

