

Application for Access to Archival Records

(Household Registration Office of Longtan District, Taoyuan City)

Name	Date of birth	ID number	Address / Phone number
Applicant Representative: ※ Relationship with the applicant ()			
※ Name of corporation, organization, firm, or business establishment: (Please fill in the information of the administrator or representative in the applicant field above.)			
Applicant's Occupation: <input type="checkbox"/> Student <input type="checkbox"/> Military <input type="checkbox"/> Civil service <input type="checkbox"/> Education <input type="checkbox"/> Freelance <input type="checkbox"/> Service industry <input type="checkbox"/> Other :			
No.	File number	Description or subject of content	Items applied for (More than one selection may be made)
			Viewing & hand-copying Duplicating black & white
1			<input type="checkbox"/> Viewing & hand-copying <input type="checkbox"/> Duplicating black & white
2			<input type="checkbox"/> Viewing & hand-copying <input type="checkbox"/> Duplicating black & white
3			<input type="checkbox"/> Viewing & hand-copying <input type="checkbox"/> Duplicating black & white
※ 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"/> Others (please explain in detail): _____			
Submitted to Household Registration Office of Longtan District, Taoyuan City Applicant's signature: _____ Representative's signature: _____ Date: _____			

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 should submit a letter of appointment; a statutory representative should submit copies of supporting documents. Where an application involves access to personal information, proof of relationship must be furnished.
4. For legal persons, organizations, offices or business offices, please attach a copy of the registry certificate.
5. If the document submitted fits one of the circumstances specified in Article 18 of the Archives Act, this agency may deny the application.
6. Viewing, copying or duplicating of archival records shall be conducted at the place and time designated by the agency.
7. Viewing, hand-copying or duplicating archives shall comply with the relevant regulations (Archives Application Specification) and shall not perform following behaviors:
 - (1) Add notes, alter, replace, extract, mark or deface archives.
 - (2) Disassemble the archives that have been bound.
 - (3) Damage the archive or change the content of the archive by other means.
8. Fees for viewing, hand-copying, duplicating archives: Handle in accordance with the "Fee Standards for Viewing, Hand-copying or Duplication of Archives".
9. After filling out the forms, the following is the relevant way of application and contact information:

Household Registration Office of Longtan District, Taoyuan City
Address: No. 700, Zhongxing Rd., Longtan Dist., Taoyuan City
Tel: 03-4792394 Extension: 203
10. If any irregularities or incomplete information found by the accepting agency while inspecting, please make corrections within 7 days after being notified; if the applicant fails to make corrections within the specified period, this agency may deny the application.