

桃園市龜山區戶政事務所檔案應用審核表

Review Form for Application to Access Archival Records, Guishan District Household Registration Office, Taoyuan City

申請人： Applicant _____ 戶籍(或通訊)住址： Residential (or Mailing) Address: _____	申請書編號： Application Number:							
台端申請應用檔案之審核結果如下： The review result of your application for access to the archival records is as follows:								
<input type="checkbox"/> 提供應用 Access Approved	<table border="1"> <thead> <tr> <th data-bbox="384 698 1093 790">應用方式 Method of Access</th> <th data-bbox="1093 698 1489 790">檔案申請序號 Application Serial Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 790 1093 1153"> <input type="checkbox"/> 可提供複製品供閱覽、抄錄。 Viewing / Hand Copying <input checked="" type="radio"/> 閱覽、抄錄檔案，每二小時收取費用新臺幣 20 元；不足二小時，以二小時計算。 <input checked="" type="radio"/> A fee of NT\$20 shall be charged for every two hours of viewing or hand-copying; a period of less than two hours shall be counted as two hours. </td> <td data-bbox="1093 790 1489 1153"></td> </tr> <tr> <td data-bbox="384 1153 1093 1769"> <input type="checkbox"/> 可提供複製。 Duplication <input checked="" type="radio"/> 若需郵寄服務，複製費用（___元）、國內信函掛號郵資（___元）及處理費（50元），共計新台幣___元整。請於___年___月___日前以現金袋或郵政匯票送（寄）交本所辦理。 <input checked="" type="radio"/> If postal service is required, the total fee shall include the duplication fee (NT\$___), domestic registered mail postage (NT\$___), and a handling fee of NT\$50, amounting to a total of NT\$___. Please remit the payment by cash envelope or postal money order to this Office no later than _____. </td> <td data-bbox="1093 1153 1489 1769"></td> </tr> </tbody> </table>	應用方式 Method of Access	檔案申請序號 Application Serial Number	<input type="checkbox"/> 可提供複製品供閱覽、抄錄。 Viewing / Hand Copying <input checked="" type="radio"/> 閱覽、抄錄檔案，每二小時收取費用新臺幣 20 元；不足二小時，以二小時計算。 <input checked="" type="radio"/> A fee of NT\$20 shall be charged for every two hours of viewing or hand-copying; a period of less than two hours shall be counted as two hours.		<input type="checkbox"/> 可提供複製。 Duplication <input checked="" type="radio"/> 若需郵寄服務，複製費用（___元）、國內信函掛號郵資（___元）及處理費（50元），共計新台幣___元整。請於___年___月___日前以現金袋或郵政匯票送（寄）交本所辦理。 <input checked="" type="radio"/> If postal service is required, the total fee shall include the duplication fee (NT\$___), domestic registered mail postage (NT\$___), and a handling fee of NT\$50, amounting to a total of NT\$___. Please remit the payment by cash envelope or postal money order to this Office no later than _____.		
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	The file contains personal criminal record information	
<input type="checkbox"/>	檔案內容涉及工商秘密。 The file contains trade secrets.	
<input type="checkbox"/>	檔案內容涉及學識技能檢定及資格審查。 The file contains information related to skills or knowledge and qualification reviews.	
<input type="checkbox"/>	檔案內容涉及人事及薪資資料。 The file contains personnel or salary information.	
<input type="checkbox"/>	依法令或契約有保密之義務。 Disclosure is restricted by law or contractual confidentiality obligations.	
<input type="checkbox"/>	有侵害公共利益或第三人正當權益之虞。 Disclosure may be prejudicial to the public interest or infringe upon the legitimate rights and interests of third parties.	
<input type="checkbox"/>	其他。 Others	

注意事項及收費標準：

Notes and Fee Standards:

一、申請應用者，請持通知函並備身分證明文件(身分證、駕照或護照)，至本所應用檔案，並請於行前來電聯絡 03-3201922 分機 833，以資準備。

Applicants should bring the notification letter and a valid identification document (such as an ID card, driver's license, or passport) to access the archival records at this Office. Please contact us in advance at 03-3201922 ext. 833 to allow for preparation.

二、不服本所審核決定者，得自本審核通知書送達翌日起 30 日內，繕具訴願書向桃園市政府提起訴願。

If you disagree with this Office's review decision, you may file an Application for Administrative Appeal with the Taoyuan City Government within 30 days from the day following the receipt of this review notice.

三、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：

- (一)、添註、塗改、更換、抽取、圈點或污損檔案。
- (二)、拆散已裝訂完成之檔案。
- (三)、以其他方法破壞檔案或變更檔案內容。

When viewing, hand-copying, or duplicating archives, applicants shall comply with the relevant provisions (of the Archives Application Regulations) and must refrain from the following actions:

(1) Adding annotations, making alterations, replacing, removing, marking, or defacing any part of the archives.

(2) Disassembling archives that have already been bound.

(3) Damaging the archives or altering their contents by any other means.

四、收費標準：閱覽、抄錄機關檔案，每二小時收取新臺幣二十元；不足二小時，以二小時計算；複製之收費標準如下：

Standard Fees: Charges for Viewing, Hand-Copying, and Duplicating Archives: A fee of NT\$20 will be charged for every two hours of viewing or hand-copying; a period of less than two hours shall be counted as two hours.

The fee schedule for duplication is as follows:

紙張複製 Type of Copy	B4 以下 B4 or Smaller	A3
黑白 Black and White	每頁 2 元 NT\$2 per page	每頁 3 元 NT\$3 per page
彩色 Color	彩色複印，以黑白複製收費標準五倍計價。 Charged at five times the black-and-white copy rate	
備註 Notes	如另需提供郵寄服務者，其郵遞費以實支數額計算，每次並加收處理費新臺幣五十元。 If postal service is required, postage shall be charged at cost, plus a handling fee of NT\$50 per mailing	

其他複製方式依國家發展委員會檔案管理局頒行之「檔案閱覽抄錄複製收費標準」收費。

Other duplication methods shall be charged in accordance with the “Fee Standards for Viewing, Hand-copying, or Duplication of Archives” promulgated by the Archives Management Bureau of the National Development Commission.

五、檔案應用場所：

桃園市龜山區戶政事務所 (桃園市龜山區自強南路 99 號)。

檔案應用申請時間：

星期一至星期五上午 8：00 至 12：00、下午 13：00 至 17：00，例假及國定假日除外。

檔案應用閱覽開放時間：

星期一至星期五上午 9：00 至 12：00、下午 14：00 至 17：00 例假日及國定假日除外。

Archive Access Location: Guishan District Household Registration Office, Taoyuan City (No.99, Ziqiang South Road, Guishan District, Taoyuan City).

Application Hours:

Monday to Friday, 8:00 –12:00 and 13:00 –17:00 (Closed on weekends and national holidays)

Viewing Hours:

Monday to Friday, 9:00 –12:00 and 14:00 –17:00 (Closed on weekends and national holidays)