

法務部矯正署八德外役監獄檔案應用申請書

Bade minimum-Security Prison, Agency of corrections, Ministry of Justice
Application for Access to Archival Records

申請書編號 Application Form No. :

姓名 Name	出生年月日 Date of birth	身分證明文件字號 ID number	住(居)所、聯絡電話 Address, phone number & email
申請人 Applicant			地址 Address : _____ 電話 Phone : _____ 傳真 Fax : _____ e-mail : _____
※代理人 Representative 與申請人之關係 Relationship with the applicant ()			地址 Address : _____ 電話 Phone : (H)_____ (O)_____
※輔佐人 Assistant 與申請人之關係 Relationship with the applicant ()			地址 Address : _____ 電話 Phone : (H)_____ (O)_____

申請人職業 Applicant' s occupation : ☐學生 Student ☐軍 Military ☐公 Government employee ☐教 School faculty or staff
☐自由業 Self-employed ☐服務業 Service industry ☐其他 Other :

※ 法人、團體、事務所或營業所名稱 Name of corporation, organization, firm, 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 Fill in information on the administrator or representative in the preceding field.)

序號 No.	請先至檔案管理局網站查詢 Please check the 「Navigating Electronic Agencies Records(NEAR)」 of National Archives Administration. (near.archives.gov.tw)		檔案名稱或內容要旨 Description or subject of content	申請項目(可複選) Items applied for (More than one selection may be made) 【閱覽、抄錄 Viewing & hand-copying】 【複製 Duplicating】
	檔號 File number	系統流水號 System serial number		
1				☐ ☐
2				☐ ☐
3				☐ ☐
4				☐ ☐
5				☐ ☐

※序號_____有使用檔案原件之必要，事由 Records from the Archives shall principally be provided in the form of photocopies. If there is necessity for the originals of No. , please write down the reason :

申請目的 Purpose of application : ☐個人或關係人資料查詢 Information search by the applicant or an associate
☐學術研究 Academic research ☐新聞刊物報導 News or media report ☐業務參考 Reference for business purposes
☐其他 (請敘明目的) Other (please explain in detail) : _____

此致 法務部矯正署八德外役監獄 Sincerely, Bade minimum-Security Prison, Agency of corrections, Ministry of Justice

填 寫 須 知 Instructions for Filling out the Application Form

一、※標記者，請依需要加填，其他欄位請填具完整。

Fill out the sections marked with “※” if necessary. Complete all other sections.

二、身分證明文件字號請填列身分證字號或護照號碼。

For “ID Number” please fill out ID card or passport number, with copy of valid ID.

三、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。

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.

四、輔佐人係指協助申請人閱覽檔案者。

The assistant is a person who assists the applicant in viewing archives.

五、法人、團體、事務所或營業所請附登記證影本。

A copy of the registration certificate is required for a legal person, group, office or business office.

六、申請機關檔案有檔案法第十八條所定情形之一者，本監得予駁回。

If there is any situation happened according to Article 18 of the Archives Law, the prison may reject the application.

七、閱覽、抄錄或複製檔案，應於本監訂定時間及場所為之。

The archives viewing, transcribing or copying shall be made at the time and place determined by the Prison.

八、閱覽、抄錄或複製檔案，應遵守檔案應用有關規定，並不得有下列行為

When the applicant is viewing, transcribing or copying archives, he/she must obey the Archives Act and must not have the following behaviors:

(一) 添註、塗改、更換、抽取、圈點或污損檔案 The applicant must not add, alter, replace, extract, circle or damage archives。

(二) 拆散已裝訂完成之檔案 The applicant must not dismantle archives that have been bound。

(三) 以其他方法破壞檔案或變更檔案內容 The applicant must not destroy or change archives by other means。

九、閱覽、抄錄檔案，每 2 小時收取新臺幣 20 元，不足 2 小時，以 2 小時計費；複製之收費標準如下

The fee of viewing, transcribing or copying archives is NT\$20 per hour. If the time is less than 2 hours, the fee will be charged for 2 hours. The fee standard is as follows：

(一) 影印機紙張黑白複印，B4 (含) 尺寸以下，每頁新臺幣 2 元；A3 尺寸，每頁新臺幣 3 元。彩色複印，以黑白複製收費標準 5 倍計價

Black and white duplicates (paper) via copier (each page): Size B4 – NT\$2 each; A3 – NT\$3 each. Colored duplicates: 5 times the price of black and white duplicates。

(二) 電子檔紙張黑白列印・A3 (含) 尺寸以下, 每頁新臺幣 2 元; A3 尺寸, 每頁新臺幣 3 元。彩色複印, 以黑白複製收費標準 5 倍計價

Electronic files (paper): Black and white duplicates (paper) smaller than A3– NT\$2each; Size A3– NT\$3 each. Colored duplicates: 5 times the price of black and white duplicates。

(三) 複製品郵寄, 其郵遞費以實支數額計算, 每次並加收處理費新臺幣 50 元

Mail delivery service: The applicant is required to pay for postage, and an additional NT\$50 in service fee will be collected for each application。

十、申請書填具後, 得以親自持送或書面通訊方式送達本監。After filling out the application form, it can be summited to the Prison by person or by post.

地址: 334008 桃園市八德區懷德街 100 號。電話: (03)3299115#6290

Address: No. 100, Huaide St., Bade Dist., Taoyuan City 334008, Taiwan (R.O.C.)

Phone: 866-3-3299115#6290

十一、檔案應用場所 Archives application place:

地址: 334008 桃園市八德區懷德街 100 號。電話: (03)3299115#6290

Address: No. 100, Huaide St., Bade Dist., Taoyuan City 334008, Taiwan (R.O.C.)

Phone: 866-3-3299115#6290

開放時間: 週一至週五(上午 9 時至 11 時 下午 14 時至 16 時); 國定例假日不開放。

Open hours: Opened on Monday through Friday, 9:00~11:00, 14:00~16:00. Closed on Saturday, Sunday and National Holidays.

十二、本表檔案申請欄如不敷使用, 請另紙書寫並裝訂於申請書後。

If the archives application column is not and bind it to the application form.