

Directions to Apply to Retrieve a Passport Application Form

1. Individuals applying to retrieve a passport application form shall complete an Application Form for Retrieving a Passport Application and also submit originals and photocopies of relevant documents at the Ministry of Foreign Affairs' Bureau of Consular Affairs or one of MOFA's branch offices or overseas missions.
2. Individuals applying to retrieve their own passport application form shall submit their National I.D. Cards or other supporting documents for identity verification. Applicants may send a proxy. Proxies shall submit their National I.D. Cards or other supporting documents for identity verification as well as letters of attorney.
3. If the parties concerned are deceased or have been declared deceased or missing, their spouses, relatives within the third degree of consanguinity, or legally interested parties shall submit the following documents:
 - (1) The applicant's National I.D. Card and other supporting documents for identity verification.
 - (2) Documents verifying suitability to apply.
 - (3) If the parties concerned are deceased or have been declared deceased, the death certificate, death registration certificate, or declaration of death in household registration documents.
 - (4) If the parties concerned are missing, reports issued by the local police station.

4. If the parties concerned are minors or under guardianship, legal guardians shall apply on their behalf with the following documents:
 - (1) National I.D. Cards of both the applicants and the parties concerned or other supporting documents for identity verification.
 - (2) For proxies, appropriate identification documents.

5. The processing time shall be five working days. Where emergencies arise and where the competent authority gives its assent, applications may be processed in an expedited fashion. Results may be collected in person, or, where a self-addressed stamped envelope has been provided by the applicant, mailed to the applicant. Where applicants send proxies to collect results, said proxies are to provide their National I.D. Cards or other documents certifying identity.

6. Except for letters of attorney, if the documents submitted in accordance with the “Directions” originate in foreign countries, Hong Kong, or Macao, these are to be authenticated by ROC overseas missions. If the aforementioned documents are made in mainland China, they are to be notarized by notary offices there and shall be further authenticated by the Straits Exchange Foundation.