

## **APPLYING FOR PAST PASSPORT RECORDS**

1. The applicant must submit a relevant application form, as well as supporting documents (both original and photocopy), to the Bureau of Consular Affairs of the Ministry of Foreign Affairs, any of its branch offices in Taiwan, or an ROC overseas mission.
2. The applicant must submit his or her national ID card or any other proof of identity. In the event that the applicant cannot appear in person, he or she may designate a representative to submit the application on his or her behalf. The representative must submit both the applicant's and his or her own national ID card or other proof of identity, as well as an authorization letter.
3. In the event that the person concerned is deceased, or has been declared deceased or missing, his or her spouse, relatives within the third degree, or any other relevant party under the law may apply for that person's past passport records. The following documents must be submitted:
  - (1) Applicant's national ID card or other proof of identity
  - (2) Document(s) verifying applicant's eligibility
  - (3) In the event that the person concerned is deceased or has been declared deceased, relevant information from the Household Registration Office, i.e., death certificate, death registration certificate, or death declaration registration certificate
  - (4) In the event that the person concerned is missing, missing person report from the relevant local police office
4. In the event that the person concerned is a minor or under guardianship, his or her legal guardian shall apply on his or her behalf. The following documents must be submitted:
  - (1) National ID card or other proof of identity of both the person concerned and the legal guardian
  - (2) Document(s) verifying that the applicant is the legal guardian of the person concerned
5. An application for past passport records requires a processing time of five (5) working days. For urgent requests, the process may be expedited with approval from the competent authority. The applicant may choose to collect the past passport records in person, or to receive them by mail by providing

a stamped return envelope with address at the time of application. If the applicant designates a representative to collect past passport records, the representative must present his or her as well as the applicant's national ID card or other proof of identity.

6. Except for the authorization letter, all supporting documents mentioned herein that have been issued by foreign countries, including Hong Kong and Macau, must be authenticated by ROC overseas missions. Supporting documents that have been issued in mainland China must be notarized by competent provincial or municipal offices in mainland China and authenticated by the Straits Exchange Foundation.