

文件證明申請表
APPLICATION FORM OF DOCUMENT AUTHENTICATION

收據編號

填寫前請先詳閱背面注意事項

Please read the application guidelines on next page before filling in this form.

申請人/授權人資料(Information of Applicant/ Authorizer)

1. 申請人姓名/法人名稱:
(Full Name of Applicant)
2. 性別: 男 女 / 法人或公司
(Sex: M F / Corporation)
3. 出生日期(法人無須填寫):(西元)___年___月___日
(Date of Birth) (Year) (Month) (Day)
4. 身分證/居留證/護照/公司統編:
(ID/ARC/Passport/Unified Business No.)
5. 連絡電話: 市話(Land line) _____
(TEL NO.): 行動電話(Mobile) _____
6. 連絡地址: 同身分證(See ID) 同居留證(See ARC)
(Address) _____
7. 申請用途:
(Purpose of Authentication) _____
8. 文件持往使用國家或國內要證機關:
(Destination of your document(s)) _____

9. 編號 (NO.)	驗證文件種類 (Type of Documents)	需驗文件份數 Number of Authentications		本局 (處) 檔 存 (Record)	受理機關填註 OFFICIAL USE ONLY
		正本 (Original) NT\$400/each	加發副本 (Copy) NT\$200/each		
1	如: 出生證明(e.g. Birth Certificate)			1	
2				1	
3				1	
4				1	
5				1	

10. 申請人簽名或蓋章
(Signature of Applicant) _____
11. 申請日期: ___年___月___日
(Date of Application) (Year) (Month) (Day)

※倘為代理人申辦，請同時填寫下方代理人資料並填妥背面委任書※
Agent/Authorized person should fill in below information and fill in Letter of Authorization on next page

代理人(Agent/Authorized person) 資料

1. 代理人姓名:
(Name of Agent)
2. 性別: 男 女 / 法人或公司
(Sex: M F / Corporation)
3. 出生日期(法人毋須填寫):(西元)___年___月___日
(Date of Birth) (Year) (Month) (Day)
4. 身分證/居留證/護照/公司統編:
(ID/ARC/Passport/Unified Business No.)
5. 代理人電話: 市話(Land line) _____
(TELNO. of Agent) 行動電話(Mobile) _____
6. 連絡地址: 同身分證 同居留證(See ARC)
(Address) _____
7. 與申請人關係:
(Relation to Applicant) _____
8. 代理人簽名或蓋章:
(Signature of Agent) _____

受理機關填註/ OFFICIAL USE ONLY

條碼黏貼處	收件人簽章:	備註事項(Remark):
	製發人簽章:	
	簽字人簽章:	

注意事項 Application Guidelines

1. 請繳驗**有效**之**身分證明文件正本**(身分證、駕照、居留證、護照或其他附有相片之身分證明文件)並檢附**正反**面影本。身分為法人，請提交法人設立證明文件正本，或繳驗法人設立證明文件影本並加蓋公司大小章。法人另應出具委任書予送件人。倘以關係人身分送件，亦請檢附相關證明文件。
 2. 本局係複驗前置機關之簽章鈐印，爰**申請驗證之文件均須先經公證人、駐外館處或部分駐華機構驗證**，另請**加備影本一份**留於本局檔存。
 3. 申請表內各項資料，務請據實填寫。申請人或代理人故意填寫虛偽不實之資料者，將觸犯刑法第二百十四條之「偽造文書罪」。
 4. 本局於收件或製發文件證明時，審酌文件內容後，倘發現有不當情事者，得拒絕受理。本局拒絕受理驗證之原因可歸責於請求人或到場人之事由，或依「外交部及駐外館處文件證明條例」第十一條第一項第三款至第五款規定拒絕受理驗證者，已繳規費不予退還。
 5. 申請人完成遞件申請手續後，須於當日繳納規費。已完成速件繳費程序後，不得辦理退費。倘自領件日期起算**三個月**仍未領取者，該申請文件即予註銷，不另通知，所繳費用概不退還。
 6. 文件證明櫃檯受理及領件時間：**星期一至星期五（國定假日除外），上午8:30至下午5:00**，中午不休息。
 7. 作業時間：(1)**一般正常件：兩個工作天**。(2)速件處理：一個工作天(當日送件後隔日取件)。但文件內容有疑義，須再行查證者，不在此限。
 8. 申請人及其代理人須年滿18歲。
1. Please provide the original of your **valid personal identification documents**, such as National Identification Card, driver's license, Alien Resident Card(ARC) or other photo identification documents. For an application regarding a legal person, please provide the original document for establishing proof of entity, or a copy of the aforementioned document with the company stamp. For an applicant acting as a related party, please provide relevant documents as proof.
 2. BOCA is to inspect the stamp of the previous agency, and **the document applying for authentication must be notarized/ authenticated by a notary public, the ROC Embassy, Consulate or Representative Office stationed in the relevant country, or certain foreign institutes stationed in Taiwan**. Please provide **an extra copy of each document** for record purpose.
 3. All information on the application form must be true. If applicants or agents deliberately submit false information, they are violating Article 214 "Offences of Forging Instruments or Seals" of the Criminal Code.
 4. BOCA reserves the right to refuse to accept an application if false information or unlawful conduct is ever discovered upon the collection, issuance or examination of documents. If BOCA rejects an application with the reasons attributable to the applicant or their agent present, or rejects an application according to the "Document Legalization Act for the Ministry of Foreign Affairs and Overseas Missions" Article 11, Paragraph 1, Subparagraph 3 to 5, the authentication fees shall not be returned.
 5. Upon completing the application process, the applicant is required to pay the fee on the same day. Once the payment for expedited service is made, there will be no refund. Any uncollected document will be cancelled **three months** after the appointed pick up date without refund or further notification.
 6. Office hours for over-the-counter service and document collection: **Monday- Friday(Except on national holidays), 8:30 am to 5:00 pm** without break.
 7. Processing time: Regular service: pick up after two working days; Expedited service: pick up after one working day. Any document with questionable content that requires further investigation is not subject to this limit.
 8. The applicant or agent must be over 18 years of age.

委任書 (Letter of Authorization)

本人/本法人/本公司 因故未能親往送件，特委任_____持本人/本法人/本公司之

身分證

護照

居留證

法人設立證明文件正本或法人設立證明文件影本加蓋公司大小章

代申請文件證明（驗證文件種類詳如申請表）。

I/The Corporation am/is not able to personally visit BOCA to submit application. Therefore, I/the Corporation have/has appointed _____ to bring the original

Identification Card of the Republic of China (Taiwan) Passport

Alien Resident Card

Original Registration Certificate of Legal Entity or photocopy of Registration Certificate of Legal Entity and stamp official seal

to apply for document authentication. (Type of document as listed in the application form).

申請人簽名或蓋章

(Signature of Applicant)

日期：_____年_____月_____日

(Date of Application) (Year) (Month) (Day)

*委任書不限本格式，可由文件持有人授授權事項自行另紙書寫，惟需當事人親自簽名或用印。申辦時，請提交委任書正本。The Letter of Authorization has no specific format, and shall be provided the party agreed to personally sign or stamp the document. The original of Letter of Authorization must be submitted along with the application.