

臺中市政府地方稅務局檔案應用申請書

Local Tax Bureau of Taichung City Government Archives Access Application Form

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 No.	住（居）所、聯絡電話 Address, Tel. No. & e-mail
申請人 Applicant:			地址 Address : 電話 Tel. No. : e-mail :
※代理人 與申請人之關係 () ※Relationship between Proxy and the Applicant ()			地址 Address : 電話 Tel. No. :
※法人、團體、事務所或營業所名稱 Name of Entity, Organization, Firm or Office : 地址 Address : (管理人或代表人資料請填於上項申請人欄位) (Please fill in information of administrator or representative in the applicant column above)			

序號 Number	請先查詢檔案目錄後填入 Please search catalog before filling in		申請項目(可複選)			
	檔號或文(編)號 Document Number or Serial Number	檔案名稱或內容要旨或其他可供 查詢檔號或文(編)號之資訊 Document Name or Subject or Other Searchable Information	閱覽 抄錄 View Copy	複製紙本 Printed Duplication		複製 電子檔 Digital Duplication
				黑白 Black and White	彩色 color	
1			☐	☐	☐	☐
2			☐	☐	☐	☐
3			☐	☐	☐	☐
4			☐	☐	☐	☐
5			☐	☐	☐	☐

※序號_____有使用檔案原件之必要，事由：_____

※Serial Number _____has the necessity of using the original archive. Reason:

申請目的 Purpose of Application: ☐歷史考證 History Examination ☐學術研究 Academic Research ☐事證稽憑 Evidence Proof ☐業務參考 Reference ☐權益保障 Rights Protection

☐其他(請敘明目的) Others(Please specify): _____

此致 臺中市政府地方稅務局_____分局

Submitted to _____Branch, Local Tax Bureau of Taichung City Government

申請人簽章 Applicant Signature: _____

※代理人簽章 Proxy Signature: _____

申請日期 Application Date: _____ 年 year _____ 月 month _____ 日 date

請詳閱後附填寫須知

Please read attached notes



臨櫃案件進度查詢
Process enquiry on applications filed in person

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。

If applicable, please fill in columns marked with ※. Please fill in all other columns properly.

二、身分證明文件字號請填列身分證字號、護照或居留證號碼。

For ID Number column, please fill in the National Identification Card number or passport number.

三、代理人如係意定代理者，請檢具委任書；如係法定代理者，請檢具身分關係證明文件影本。申請案件含有個人隱私資訊者，請併附身分證明文件影本。

For appointed proxy, please provide the letter of proxy. For legal proxy, please provide copies of related proving documents. If application includes personal privacy, please provide proving documents of relationship.

四、法人、團體、事務所或營業所請附登記證影本。

For entity, organization, firm or office applicants, please provide a copy of registration.

五、本局檔案應用准駁依檔案法第 18 條、政府資訊公開法第 18 條、行政程序法第 46 條及其他法令之規定辦理。

The Bureau's approval or refusal of archives access applications is handled in accordance with Article 18 of the Archives Act, Article 18 of the Freedom of Government Information Act, Article 46 of the Administrative Procedure Act, and other related laws and regulations.

六、閱覽、抄錄或複製檔案，應於本局所定時間及場所為之。

Viewing, copying and duplicating archives should only be done in the area designated by the Bureau and within the designated time frame.

七、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：

(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 the applicant is viewing, transcribing or copying archives, he/she

must obey the Archives Act and must not have the following behaviors:

- 1.The applicant must not add, alter, replace, extract, circle or damage archives.
- 2.The applicant must not dismantle archives that have been bound.
- 3.The applicant must not destroy or change archives by other means.

八、閱覽、抄錄或複製檔案之收費依國家發展委員會檔案管理局訂定之檔案閱覽抄錄複製收費標準計算。

The fees are calculated according to Fee Standards for Viewing, Hand-copying or duplication of Archives established by National Archives Administration National Development Council.

九、應用檔案而侵害第三人之著作權或隱私權等權益情形時，應由申請人（代理人）自負責任。

In case of violation of a third party' s copyright or privacy when accessing archives, applicants or their proxy shall assume full responsibility.

十、申請書填具後，得以書面通訊方式送臺中市政府地方稅務局及所屬各分局。

After filling out the application form, it may be submitted to Local Tax Bureau of Taichung City Government and its branches via written communication.