

檔案應用申請書

Application for Archive Access

申請書編號(由機關填註)：

Application Number (To be filled in by the agency)：

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
申請人 Applicant			地址 Address：_____ 電話 Phone Number：(H)_____(O)_____ e-mail：_____
※代理人與申請人之關係 ※Relationship with the Applicant ()			地址 Address：_____ 電話 Phone Number：(H)_____(O)_____

※法人、團體、事務所或營業所名稱：

※Name of the Corporation, Organization, Office, or Business：_____ 蓋章 Seal：

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 the information of the administrator or representative in the applicant's field above.)

序號 No.	請先查詢檔案目錄後填入 Please fill in after querying the archive directory.		申請項目(可複選) Application Items (Multiple choices allowed)			
	檔號或收發文 字號 File Number or Document Reference Number	檔案名稱、內容要旨 或其他可供查詢檔號資訊 File Name, Content Summary, or Other Information for File Reference	閱覽 抄錄 Viewing and Hand-copying	複製紙本 Copying Paper Version		複製電子檔 Copying Electronic File
				黑白 Black and White	彩色 Color	
1			☐	☐	☐	☐
2			☐	☐	☐	☐
3			☐	☐	☐	☐
4			☐	☐	☐	☐
5			☐	☐	☐	☐

註：

1.如不清楚檔案相關資訊，請多利用「機關檔案目錄查詢網」(<https://near.archives.gov.tw>)查詢。

2.申請書電子檔可自新北市政府網站下載，或以其他型式之文件載明應填具之各事項。

Remarks：

1. If you are unsure about the file information, please use the "Navigating Electronic Agencies' Records" (<https://near.archives.gov.tw>) for inquiries.

2. The electronic version of the application form can be downloaded from the New Taipei City Government website, or all items to be filled in can be indicated in other types of documents.

※序號_____有使用檔案原件之必要，事由： ※If there is necessity for the originals of No._____, please write down the reason:_____
申請目的： ☐ 歷史考證 ☐ 學術研究 ☐ 事證稽憑 ☐ 業務參考 ☐ 權益保障 ☐ 其他（請敘明目的）：_____
Purpose of applicant: ☐ Historical Research ☐ Academic Research ☐ Search for Evidence ☐ Reference for Business Purpose ☐ Safeguard the Rights and Benefits ☐ Other (Please specify purpose): _____
此致_____（業務權責機關全銜） 申請人簽章：_____※代理人簽章：_____申請日期：____年____月____日 To_____（Full Title of the Responsible Agency） Applicant's Signature:_____※Representative's Signature:_____
Application Date: / /

★Please read carefully and follow the attached instructions.

Instructions for Filling Out the Application Form ※標記者，請依需要加填，其他欄位請填具完整。 Please fill out the sections marked with ※ if necessary, and complete all the other sections - 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", please fill out ID card, passport or ARC number. - 代理人如係意定代理者，請檢具委任書及雙方身分證明文件影本；如係法定代理者，請檢具身分關係證明文件影本。 If the agent is an appointed representative, please attach a letter of appointment and photocopies of both parties' identification documents; if the agent is a statutory representative, please attach proof of the relationship. - 申請案件含有個人隱私資訊者，請併附身分證明文件影本。 If the application involves personal privacy information, please attach a photocopy of the identification document. - 法人、團體、事務所或營業所請附登記證影本。 For legal person, organizations, offices, or businesses, please attach a copy of the registry certificate. - 檔案應用申請之准駁，依檔案法第 18 條、政府資訊公開法第 18 條、行政程序法第 46 條及其他相關法令之規定辦理。 Approval or rejection of the archive application will be handled in accordance with Article 18 of the Archives Act, Article 18 of the Government Information Disclosure Act, Article 46 of the Administrative Procedure Act, and other relevant regulations. - 檔案應用應於機關與申請人所約定時間及處所為之。 Archive usage should be carried out at the agreed time and place between the agency and the applicant. - 檔案應用應遵守以下事項： Archive usage must comply with the following rules: (1)應保持檔案之完整，且不得污損、破壞或變更檔案內容。 Archives must be kept intact and must not be soiled, damaged, or altered in any way. (2)未經許可，不得擅自將檔案之全部或一部攜離檔案閱覽處所。 Without permission, no part or all of the archive may be removed from the viewing area. (3)禁止飲食、吸菸或大聲喧嘩。 Eating, smoking, or making loud noises is prohibited. (4)不得破壞環境整潔。 The environment must be kept clean. (5)抄錄檔案應使用鉛筆，不得使用原子筆等易污損檔案之工具。 Archives should be copied by using pencils, not ballpoint pens or other tools that can damage the
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files.

(6)可攜式媒體非經機關許可不得使用。

Portable media may not be used without the agency's permission.

(7)未經許可，禁止擅自接用電源、連接機關電腦或網路系統。

Without permission, connecting to the power supply, agency computers, or network systems is prohibited.

(8)妥慎使用機關提供檔案應用之物品或設備，不得破壞。

Please handle the items or equipment which are provided by the agency for archive carefully, and do not damage them.

9. 檔案應用收費標準：依國家發展委員會檔案管理局所訂定之「檔案閱覽抄錄複製收費標準」收費。

Archive usage fees are charged in accordance with the "Fee Standards for Viewing, Hand-copying or Duplication of Archives" set by the National Development Council's Archives Administration.

10. 檔案應用侵害第三人之著作權或隱私權等權益時，應由申請人自負責任。

The applicant is responsible for any infringement on the copyright or privacy rights of a third person during the use of archives.