

Application Form for Access to the Archives of the Taichung Drug Abuser Treatment Center, Agency of Corrections, Ministry of Justice

Application Form No.:

Name	Date of Birth (MM/DD/YY)	ID No.	Address and Phone Number
Applicant			Address: Tel. No.: _____ Fax No.: _____ e-mail :
※ Relationship between agent and applicant ()			Address: Phone Number: (H)_ (O)

※ Name of judicial person, organization, office, or business place:

Address:

(Please insert the information about manager or representative in said application section.)

Serial No.	Please check with the Navigating Electronic Agencies' Records before filling out		Scope of application (multiple choices allowed) 【Viewing/Copying】 【Duplication】
	File Number	File Name or Subject of Contents	
1			<input type="checkbox"/> <input type="checkbox"/>
2			<input type="checkbox"/> <input type="checkbox"/>
3			<input type="checkbox"/> <input type="checkbox"/>
4			<input type="checkbox"/> <input type="checkbox"/>
5			<input type="checkbox"/> <input type="checkbox"/>
6			<input type="checkbox"/> <input type="checkbox"/>
7			<input type="checkbox"/> <input type="checkbox"/>
8			<input type="checkbox"/> <input type="checkbox"/>
9			<input type="checkbox"/> <input type="checkbox"/>
10			<input type="checkbox"/> <input type="checkbox"/>

※ Serial No. _____ Reasons for requirement to use the original archives:

Purpose: Historical Research Academic Research For Evidence Reference for Business Protection of Interests and Rights
Others (please specify):

To: Taichung Drug Abuser Treatment Center, Agency of Corrections, Ministry of Justice

Seal/Signature by Applicant: _____ ※ Seal/Signature by Agent: _____

Date of Application: _____MM/DD/YY

Please read the instructions on the back.

Instructions for Filling out the Application Form

1. Please insert the sections marked with“※” if necessary, and complete the other sections in whole.
2. Please fill out your ID No. or passport number in the “ID No.” section.
3. If the agent is created at will, a power of attorney shall be submitted. If the agent is a statutory agency, please submit a photocopy of related evidence. An application for access to personal privacy information must be filed with proof of relationship.
4. For any judicial person, organization, office, or business place, please submit the photocopied registration certificate.
5. The application may be approved/rejected in accordance with Article 18 of the Archives Act, Article 18 of the Freedom of Government Information Law, Article 46 of Administrative Procedure Act, and other laws and regulations.
6. Viewing, copying by hand, or duplication of archives shall take place within the service time and at the location specified by the Center.
7. Any applicant for viewing, copying by hand, or duplication of the archives shall comply with the requirements about access to archives and refrain from involving in the following activities:
 - (1) Add notations to, scratch off/alter, change, remove, add marks to, or contaminate the records.
 - (2) Disassemble archives already bound into a book.
 - (3) Destroy or alter archives in any other manner.
8. The fee for viewing or copying by hand of the archives is NT\$20 per two hours, and any interval less than two hours shall be counted as two hours. No fee is charged for viewing or hand-copying of the archives in the National Archives Administration, National Development Council. The fee for duplication of archives is stated as follows:
 - (1) For black and white photocopier paper, size of B4 or below, NT\$2 per page, and NT\$3 per page for A3. For color copies, the fee is charged at five times that for black and white copy.
 - (2) For electronic files printed in black and white copy, with the resolution of image files less than 200dpi, the fee is charged at NT\$10 per copy, and NT\$25 per copy in the case of resolution more than 201dpi. For color copies, the fee is charged at five times that for black and white copy.
 - (3) In the event of service of duplicated archives via mail, the postage shall be calculated based on the actual mailing expenses, and an additional service fee of NT\$50 shall be charged for each service.
9. The applicant shall be solely liable for the infringement upon another person's copyright or privacy, if any, resulting from the access to archives.
10. Please serve the completed application form to the Center, in person or via written correspondence.

Address: No. 3, Peide Rd., Nantun District Taichung City
Tel. No.: (04)23803642-112
11. Location for access to archives:

Address: No. 3, Peide Rd., Nantun District Taichung City
Tel. No.: (04)23803642-112
Service Hours: 9:00AM~12:00PM & 2PM~5PM from Mondays to Fridays
Closed on weekends and national holidays.
12. If the sections provided herein is not enough, please use separate sheets of paper and bind to the back of the application form.