

內政部國土測繪中心檔案應用申請書

Application for Access to Archival Records of the National Land
Surveying and Mapping Center, MOI

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 number	住(居)所、聯絡電話 Address, phone number & email			
申請人 Applicant			地址 Address : 電話 Phone : (H) _____ (0) _____ e-mail : _____			
※代理人 Representative 與申請人之關係 Relationship with the applicant ()			地址 Address : 電話 Phone : (H) _____ (0) _____ e-mail : _____			
※法人、團體、事務所或營業所名稱 Name of corporation, organization, firm, or business establishment : _____ 地址 Address : _____ (管理人或代表人資料請填於上項申請人欄位 Fill in information on the administrator or representative in the preceding field.)						
序號 No.	請先查詢檔案目錄後填入 Please check the file directory first and then fill out the information.		申請項目(可複選) Items applied for (More than one selection may be made)			
	檔號或文(編)號 File number	檔號或文(編)號或其他可供查詢 檔號或文(編)號之資訊 Description or subject of content	閱覽抄錄 Viewing & hand-copying	複製紙本 Duplicating 黑白 & 彩色 Black & Color white		複製電子檔 Duplicating Electronic file
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

※註：檔案應用申請，可利用機關檔案目錄查詢網系統查詢「檔號」、「文(編)號」或「檔案名稱或內容要旨」後填入上開欄位。

※For file applications, you can use the agency file directory query network system to search for the File number and Description or subject of content and then fill out the sections.

※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 Purpose of application: 歷史考證 Historical Research 學術研究 Academic research 事證稽憑 Search for evidence 業務參考 Reference for business purposes 權益保障 Safeguard the rights of a person, etc.

其他 Other (請敘明目的 please explain in detail) _____

此致 內政部國土測繪中心

Submitted to the National Land Surveying and Mapping Center, Ministry of the Interior

申請人簽章 Applicant' s signature :

※代理人簽章 Representative' s signature :

申請日期 Date (Year-Month-Day) : 年 月 日

請詳閱後附填寫說明 Please read the instructions on the back.

填 寫 說 明

Notice 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。

Fill out the sections marked with “※” if necessary. Complete all other sections.

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” please fill out ID card, passport or residence permit 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。

If the agent is a designated agent, please submit the letter of appointment and the photocopies of the identification documents of both parties; if it is a legal agent, please submit the photocopies of the

identification documents and the identification documents.

四、法人、團體、事務所或營業所請附登記證影本。

For a legal person, organization, or business office applicant, submission of a copy of business registration certificate is required.

五、本中心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。

Approval and refusal of archives application applications shall be handled in accordance with Article 18 of the Archives Act, Article 18 of the Openness of Government Information Act, Article 46 of the Administrative Procedure Act and other relevant laws and regulations.

六、閱覽、抄錄或複製檔案，應於本中心所定時間及場所為之。

Viewing, copying or duplicating of archives need to be conducted within the service time and location specified by the Center.

七、閱覽、抄錄或複製檔案，應遵守檔案法相關規定，並不得有下列行為

Those who apply to view, copy or duplicate the archives must not be involved in the following behaviors :

(一) 添註、塗改、更換、抽取、圈點或污損檔案。

Add notations to, scratch off/alter, change, remove, add marks to or contaminate the records.

(二) 拆散已裝訂完成之檔案。

Dismantle archives bindings.

(三) 以其他方法破壞檔案或變更檔案內容。

Destroy archives or alter archives contents in any other manner.

八、閱覽、抄錄、複製檔案之收費標準，依檔案法第二十一條規定以檔案管理局訂定之檔案閱覽抄錄複製收費標準收取費用。

Fees for viewing, copying or duplicating of archives are charged in accordance with the Article 21 of "The Fee Standards to View, Copy or Duplicate Archives" stipulated by National Archives Administration.

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

If the application of the file accessing infringes the copyright or privacy rights of a third party, the applicant shall be responsible for it.

十、申請書填具後，得以書面通訊方式送內政部國土測繪中心。

After filling out the forms, these forms shall be stated in writing, submit it to the National Land Surveying and Mapping Center, Ministry of

the Interior by post.

地址：408281 臺中市南屯區黎明路2段497號4樓

Address: 4F. No. 497, Liming Rd., Sec.2, Taichung City 408281.

電話：04-22522966

Phone: 886-4-22522966.

十一、其他事項請詳閱本中心檔案應用申請須知。

Something else please read Directions for Access to Archives, National Land Surveying and Mapping Center, Ministry of the Interior.