

# Sample Entry

## 監察院檔案應用申請書(範例) The Control Yuan Archives Access Application Form (Sample)

申請書編號 (Application Form Number) : To be filled by case officer

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 王小明 Leo Wang	OO 年/Y OO 月/M OO 日/D	A11111111	ADD : ( Postcode _____ ) OO (市/縣 City/ County) OO(區/鄉/市/鎮 District/ Township) OO(路/街 Road/Street)O(段 Section) OO(巷 Lane)O(弄 Alley) O(號 No.) O(樓 Floor) TEL : (O) (02) 0000-0000 (H) 0911-000000
※代理人 Agent:  與申請人之關係 Relationship with the applicant ( )			ADD : ( Postcode )  TEL : (O) _____ (H) _____
※ 法人、團體、事務所或營業所名稱 : _____ Name of corporation, organization, firm, or business establishment ADD : (Postcode _____ ) TEL : _____ (管理人或代表人資料請填於上項申請人欄位) (Enter information of administrator or representative in the applicant column above.)			
序號 No.	檔號或文(編)號 Document Number or Reference 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 Title or Description of Content or Other Information Available for Inquiry Regarding File, Reference, or Document Numbers	申請項目 (可複選) Applying for : (multiple selections allowed)
1	000/07001/000	陳情相關資料 Relevant Materials Concerning the Complaint	<input checked="" type="checkbox"/> 【閱覽、抄錄】 Viewing & Hand Copying <input type="checkbox"/> 【複製】 Duplicating
2	1100930105	監察院檔案管理要點修正規定 Amended Directions for File Management of the Control Yuan	<input checked="" type="checkbox"/> 【閱覽、抄錄】 Viewing & Hand Copying <input type="checkbox"/> 【複製】 Duplicating
3			<input type="checkbox"/> 【閱覽、抄錄】 Viewing & Hand Copying <input type="checkbox"/> 【複製】 Duplicating

Please check  
all that apply

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申請目的 Purpose of application :

- 學術研究 Academic research
- 個人或關係人資料查詢 Inquiry into personal information or that of a related person
- 新聞刊物報導 Mass media report
- 業務參考 General reference
- 其他 (請敘明目的) Others (please specify): \_\_\_\_\_

此致 監察院 Submitted to **The Control Yuan**

申請人簽章 Signature of applicant : 王小明 Leo Wang

※代理人簽章 Signature of agent : \_\_\_\_\_

申請日期 Application Date : OO 年/Y OO 月/M OO 日/D

請詳閱後附填寫須知(Please read the following instructions carefully.)

## 填 寫 須 知 Instructions

一、※標記者，請依需要加填，其他欄位請填具完整。

1. Please fill in the sections marked with ※ as needed; all other sections should be filled in properly.

二、身分證明文件字號請填列身分證字號或護照號碼。

2. For I.D. Number, please use either 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，請檢具相關證明文件影本。申請案件屬個人隱私資料者，請檢具身分關係證明文件。

3. If an agent is designated, please provide a Power of Attorney. For legal guardians, please provide copies of Proof of Relationship Documents. If applying for private personal information, please provide Proof of Relationship Documents.

四、法人、團體、事務所或營業所請附登記證影本及其管理人或代表人之證明文件。

4. For entity, organization, firm or office applicants, please provide a copy of registration and proof of legal representative.

五、申請本院檔案，有檔案法第十八條所定情形之一者或其他法令規定情事，本院得予駁回。

5. The application may be fully or partially denied when violations of Archive Act §18 or other laws and regulations are discovered.

六、閱覽、抄錄或複製檔案，應於本院指定日期、時間及場所，並以核准之應用方式為之。

6. Viewing, hand copying and duplicating archives should only be done in the designated date, time, and place, and following approved ways.

七、閱覽、抄錄或複製檔案，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。

7. The following behaviors are not allowed:

- a. Adding annotations, altering, changing, removing, marking or damaging the content of the archives;
- b. Unpicking the bound archives;
- c. Destroying or altering the content of the archives by other methods.

八、閱覽、抄錄或複製檔案收費：依「檔案閱覽抄錄複製收費標準」之規定辦理。

8. Fees for duplication shall be charged according to “The Table of the Fees for Duplicating Archives”.

九、申請書填具後，得以書面通訊方式送監察院。

地址：100216 台北市忠孝東路一段二號

9. Applications can be sent by mail.

ADD: No.2, Sec. 1, Zhongxiao E. Rd., Taipei City 100216, Taiwan (R.O.C.)

十、檔案法第二十六條規定：違反第二十條規定者（即本須知第七點規定事項），各機關得停止其應用。其涉及刑事責任者，移送該管檢察機關偵辦。

10. According to the Archive Act §26: The government agency is entitled to cease archives viewing or copying by whoever violates the provision of §20 (Instructions No.7). If a criminal offence is involved, the case shall be referred to a prosecutor for investigation.