

**Taichung Prison, Agency of Corrections, Ministry of Justice**  
**Application for Access to Archival Records**

Application Form No.:

Name	Date of birth	ID number *Please read the instructions II	Address, phone number & email
Applicant:			Address: _____ Phone: (H) _____ (O) _____ e-mail: _____
※Representative: ※Relationship with the applicant ( )			Address: _____ Phone: (H) _____ (O) _____
※Assistant ※Relationship with the applicant ( ) *Please read the instructions IV.			Address: _____ Phone: (H) _____ (O) _____

Applicant's occupation: Military Government employee School faculty or staff Commerce  
Self-employed Service industry Organization / Institution Student Other: \_\_\_\_\_

※Name of corporation, organization, firm, or business establishment: \_\_\_\_\_

Address: \_\_\_\_\_

(Fill in information on the administrator or representative in the preceding field.)

No.	Please check the 「Navigating Electronic Agencies Records(NEAR)」 of National Archives Administration. (near.archives.gov.tw)		Description or subject of content	Items applied for (More than one selection may be made) *Please read the instructions IX	
	File number	System serial number		Viewing & hand-copying	Duplicating
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"/>

※Records from the Archives shall principally be provided in the form of photocopies. If there is necessity for the originals of No. \_\_\_\_\_, please write down the reason: \_\_\_\_\_.

Purpose of application:

Information search by the applicant or an associate Academic research News or media report Reference for business purposes Other (please explain in detail): \_\_\_\_\_

To Taichung Prison, Agency of Corrections, Ministry of Justice

Applicant's signature : \_\_\_\_\_ \*Representative's signature : \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions for Filling out the Application Form

- I. Fill out the sections marked with “\*” if necessary. Complete all other sections.
- II. For “ID Number” please fill out ID card or passport number, with copy of valid ID.
- III. An appointed representative should submit a letter of appointment; a statutory representative should submit copies of supporting documents. Where an application involves access to personal information, proof of relationship must be furnished.
- IV. The assistant is a person who assists the applicant in viewing archives.
- V. A copy of the registration certificate is required for a legal person, group, office or business office.
- VI. If there is any situation happened according to Article 18 of the Archives Law, the prison may reject the application.
- VII. The archives viewing, transcribing or copying shall be made at the time and place determined by the Prison.
- VIII. When the applicant is viewing, transcribing or copying archives, he/she must abide by “Taichung Prison Archives Application Notices” 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.
- IX. The fee of viewing, transcribing or copying archives is NT\$20 per hour. If the time is less than 2 hours, the fee will be charged for 2 hours. The fee standard is as follows:
  - 1、Black and white duplicates (paper) via copier (each page): Size B4 - NT\$2 each; A3 - NT\$3 each. Colored duplicates: 5 times the price of black and white duplicates.
  - 2、Electronic files (paper): Black and white duplicates (paper) smaller than A3 - NT\$2 each; Size A3 - NT\$3 each. Colored duplicates: 5 times the price of black and white duplicates.
  - 3、Mail delivery service: The applicant is required to pay for postage, and an additional NT\$50 in service fee will be collected for each application.
- X. After filling out the application form, it can be summited to the Prison by person or by post.

Address: No. 9, Peide Rd., Nantun Dist., Taichung City 408, Taiwan (R.O.C.)

Phone: 886-4-23891296

XI. Archives application place:

Address: Administrative Building 1<sup>st</sup> Floor, No. 9, Peide Rd., Nantun Dist., Taichung City 408, Taiwan (R.O.C.)

Phone: 886-4-23891296

Open hours : Opened on Monday through Friday, 9:00~12:00, 14:00~17:00. Closed on Saturday, Sunday and National Holidays.

XII. If the archives application column is not enough to fill in, please write it on other paper and bind it to the application form.