

法務部矯正署臺南監獄檔案應用申請書

The Application for Accessing Files

申請案件編號：

頁數第 ___ 頁共 ___ 頁

Application No.:

Page ___ of ___

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、電子郵件 Address, phone number & email
※申請人: Applicant:			住(居)所地址: _____ 聯絡電話: _____ 電子郵件: _____ Address: _____ Phone: _____ e-mail: _____
※代理人 Proxy: ※Relationship with the applicant ()			住(居)所地址: _____ 聯絡電話: _____ 電子郵件: _____ Address: _____ Phone: _____ e-mail: _____
※輔佐人 assistant ※與申請人之關係 relationship with applicant (父 子) (Father and son)			住(居)所地址: _____ 聯絡電話: _____ 電子郵件: _____ Address: _____ Phone: _____ e-mail: _____

法人、團體、事務所或營業所名稱：

※Name of the corporation, organization, firm, or business establishment: _____

地址：

Address: _____

申請人職業：軍人 政府職員 學校教職員工 企業員工 自由業 服務業 社會團體
學生 其他：_____

Applicant's occupation: Military Government employee School faculty or staff

Commerce employee Self-employed Service industry Social groups Student Other: _____

編號 No.	請依優先順序 排列填寫 Please indicate the order of priority	請先查詢檔案管理局機關檔案目錄查詢網後填入 Please check the NEAR website (https://near.archives.gov.tw/) before filling in the blank. (If the blow blanks are insufficient, please use the continuation page.)		申請項目(可複選) Types of the Files You Wish to Receive (Multiple Choices)			
		檔號 File number	檔案名稱或內容要旨 Description or subject of the content	閱覽、 抄錄 Viewing & hand- copying	複製 Duplicating		電子檔案 Electronic file
					黑白 Black & white	彩色 Color	
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"/>

申請件數若超過 9 件，請自行填寫下一頁。

To apply for more than 9 files, please use another page.

因本監提供檔案應用之檔案以複製品為主，若有使用檔案原件之必要，於前揭檔案序號_____等檔案，並述明事由：_____。

The files which the institution provides are the duplicates. If there is necessity for the originals, please specify the reasons. The file's No. _____ I wish to use the original version. The reasons are: _____.

申請目的：歷史研究 學術研究 事證稽憑 業務參考 個人權益保障

其他（請敘明目的）：_____

Purpose of application: Historical research Academic research Search for evidence Reference for business purposes Safeguard the rights of a person Others (please specify the details): _____

備註：

Other notes: _____

此致 法務部矯正署臺南監獄

申請人簽章：_____。

代理人簽章：_____。

申請日期： 年 月 日

Submitted to the Tainan Prison, Agency of Corrections, Ministry of Justice.

Applicant's signature: _____

Or the Proxy's signature: _____

Date: _____

填寫須知

Fill out the instructions

- 一、※標記者，請依需要加填，其他欄位請填具完整。
For those marked with ※, please fill in as needed, and other fields should be filled in completely.
- 二、身分證明文件字號請填列身分證字號或護照號碼。
Please fill in the ID number or passport number for the ID 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。申青案件屬個人隱私資料者，請檢具身分關係證明文件。
If the agent is a designated agent, please submit a letter of appointment; if it is a legal agent, please submit a copy of the relevant supporting documents. Shen Qing's case belongs to personal privacy information, please present proof of identity relationship.
- 四、輔佐人係指協助申請人閱覽檔案者。
Assistants refer to those who assist the applicant to read the files
- 五、法人、團體、事務所或營業所請附登記證影本。
For legal persons, organizations, offices or business offices, please attach a copy of the registration certificate.
- 六、申請機關檔案有檔案法第十八條所定情形之一者，本監得予駁回。
If the file of the applicant agency has any of the circumstances stipulated in Article 18 of the Archives Act, this supervisory authority may reject it
- 七、閱覽、抄錄或複製檔案，應於本監所定時間及場所為之。
Reading, copying or duplicating files should be done at the time and place set by the prison
- 八、閱覽、抄錄或複製檔案，應遵守檔案應用有關規定，並不得有下列行為；
Reading, copying or duplicating archives shall comply with the relevant regulations on the application of archives, and shall not have the following behaviors
 - (一) 添註、塗改、更換、抽取、圈點或污損檔案。
Annotate, alter, replace, extract, circle or deface files
 - (二) 拆散已裝訂完成之檔案。
Dismantle the bound files
 - (三) 以其他方法破壞檔案或變更檔案內容。
Destroy the file or alter the contents of the file by other means
- 九、閱覽、抄錄檔案，每2小時20元，不足2小時，以2小時計費。複製之收費標準如下：
Reading and transcribing files is 20 yuan per 2 hours, and if it is less than 2 hours, it will be charged for 2 hours. The fee for copying is as follows
 - (一) 影印機紙張黑白複印，A4尺寸，每張新臺幣2元；A3尺寸，每張新臺幣3元。
Black and white copy on photocopier paper, A4 size, NT\$2 per sheet; A3 size, NT\$3 per sheet
 - (二) 複製品郵寄，其郵遞費以實支數額計算，每次並加收處理費新臺幣50元。
Copies are mailed, and the postage fee is calculated based on the actual amount, and a processing fee of NT\$50 will be charged each time.
- 十、申請書填具後，得以親自持送或書面通訊方式送達本監，收文辦理。
After the application form is filled out, it can be delivered to the supervisor in person or by written communication, and the application will be processed after receipt.
- 十一、檔案應用場所：
Archive application place
地址：臺南市歸仁區武東里明德新村1號。
Address: No. 1, Mingde New Village, Wudongli, Guiren District, Tainan City
電話：(06) 2781116#253
Tel: (06) 2781116#253
開放時間：週一至週五上午9時至12時及下午2時至5時；國定例假日不開放。
Opening hours: Monday to Friday from 9:00 am to 12:00 am and 2:00 pm to 5:00 pm; closed on national regular days.