

Appendix No.1: Application Form (Example)

Application for Access to NAA's Government Records and Information

Application Form No.:

Name	Date of birth	ID number	Address, phone number & email		
Applicant:			Address:		
			Phone: (H) _____ (O) _____		
			e-mail :		
※Representative: Relationship with the applicant ()			Address:		
			Phone: (H) _____ (O) _____		
			e-mail :		
※Name of corporation, organization, firm, or business establishment: _____ Registered Certificate: _____ Address: _____ (Fill in information on the administrator or representative in the preceding field.)					
No.	File or Reference number	Description or subject of content	items	Items applied for (Multiple selection may be made)	
				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"/>
※If there is necessity for the originals of No._____, please write down the reason:_____					
Purpose of application: <input type="checkbox"/> Historical Research <input type="checkbox"/> Academic research <input type="checkbox"/> Search for evidence <input type="checkbox"/> Reference for business purposes <input type="checkbox"/> Safeguard the rights of a person, etc. <input type="checkbox"/> Other (please explain in detail): _____					
※ Bringing personal portable computer : <input type="checkbox"/> Yes <input type="checkbox"/> No ※Bringing personal portable media : <input type="checkbox"/> Yes <input type="checkbox"/> No					
Submitted to the National Archives Administration, National Development Council, R.O.C.					
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; for foreigners please indicate your nationality and provide a 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. A copy of the registration certificate is required for corporation, organization, firm, or business establishment.
- V. Viewing, copying or duplicating of government records and information by your own portable computer or media shall be conducted at the place and time designated by the NAA, and abide by NAA's Information Security Policy. Portable computers are not allowed to connect to NAA's Network system and any portable media should pass the virus scan before using.
- VI. Completed application forms may be submitted to the NAA by mail and fax, the following are the relevant ways of application and contact information:
Address: 9F, North Tower, No.439, Zhongping Rd., Xinzhuang Dist., New Taipei City 24220.
Phone: 886-2- 89953700, Fax: 886-2-89956469