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. Foreign nationals may apply for access to records of the Republic of China in accordance with our The Freedom of Government Information Law (Article 9), provided that the laws of their countries do not prohibit the nationals of the Republic of China from requesting government information of such country. An application by a foreign national must be accompanied by a photocopy of the applicant's alien resident certificate or passport.

IV. A copy of the registration certificate is required for corporation, organization, firm, or business establishment.

V. 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.

VI. The application may be rejected in accordance with our Archives Act (Article 18), The Freedom of Government Information Law (Article 18), Administrative Procedure Act (Article 46), Tax Collection Act (Article 33), and other applicable laws.

VII. Viewing and copying records shall be conducted at the place and time assigned by the government agency.

VIII. An applicant who comes to the NTBT to access records shall be allowed to enter the NTBT's designated access service area only after showing the letter of approval and a photo ID and duly completing the registration procedure.

IX. The following actions are not allowed:

(I) Adding annotations, altering, changing, removing, marking or damaging the content of the records;

(II) Unpicking the bound records;

(III) Destroying or altering the content of the records by other methods.

X. If an applicant commits any of the violations listed under point 9 while accessing records, the NTBT will revoke access privileges and record the matter. Where the circumstances are serious, legal measures may be pursued.

XI. The records shall be returned on the same day, and the case officer will verify them.

XII. The fee shall be charged in accordance with our Fee Standards for Viewing, Hand-copying or Duplication of Archives (https://www.archives.gov.tw/english/Publish.aspx?cnid=404&p=3901). The fee for viewing or hand-copying the NTBT's records is NT$20 for two hours or any part thereof. Black-and-white paper copy of the NTBT's records is charged according to duplication format (Up to and including size B4: NT$2 per page. A3: NT$3 per page).

XIII. Where the use of records results in infringement of others' privacy, copyright and other rights, liability for the infringement shall be borne by the applicant.

XIV. Completed application forms could be submitted to the Head Office, Branch, or Office in person or by mail and fax. Their Location and Transportation are on the website: https://www.ntbt.gov.tw/English/multiplehtml/bdcadadd375e4372959ba4873d872c42