

Kaohsiung Prison, Agency of Corrections, Ministry of Justice

Application for Access to Archives

Application Form No.:

Name	Date of Birth	ID Number	Address, Phone Number & email		
Applicant			Address:		
			Phone: (H) _____ (O) _____		
			Fax: _____ e-mail: _____		
※Representative Relationship with the Applicant ()			Address:		
			Phone: (H) _____ (O) _____		
			e-mail: _____		
※ Name of Corporation, Organization, Firm, or Business Establishment: _____ Address: _____ (Information of administrator or representative to be filled in the Applicant's Section above)					
No.	(Please Check the Navigating Electronic Agencies' Records (https://near.archives.gov.tw/) before Filling out)		Description or Subject of Content	Items Applied for (More than one selection may be made) 【 Viewing, copying 】 【 duplicating 】	
	File Number	File Name			
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"/>
Apply more than 5 items, please fill out next page.					
※Original copy of No. _____ is requested because:					
Purpose of Application: <input type="checkbox"/> Information Search by the Applicant or the Applicant's Associate <input type="checkbox"/> Academic Research <input type="checkbox"/> News/Journal Report <input type="checkbox"/> Operational Reference <input type="checkbox"/> Other (please explain in detail): _____					
Submitted to the Kaohsiung Prison, Agency of Corrections, Ministry of Justice.					
Applicant's Signature: _____ ※Representative's Signature: _____ Date: _____					

Please read the instructions on the back.

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. Appointed representative please submit letter of appointment; legal representative please submit copies of supporting documents. Application for access to personal information must be with proofs of relationship.
- IV. Assistant refers to the individual who helps the applicant read the records.
- V. Foreigners may apply archives of the Republic of China in accordance with our Freedom of Government Information Law (Article 9) only when the laws of their countries do not restrict the nationals of the Republic of China from requesting government information of such country.
- VI. Viewing, copying or duplicating archives shall be conducted at the place and time designated by the Kaohsiung Prison, Agency of Corrections, Ministry of Justice.
- VII. Individuals viewing, copying or duplicating archives shall comply with relevant provisions prescribed by the Kaohsiung Prison, and shall refrain from: (1)Adding annotations, altering, changing, removing, marking or damaging the content of the archives; (2)Unpacking the bound archives; (3)Destroying or altering the content of the archives by other methods.
- VIII. Viewing or manual copying of archives is free of charge. The standard fees for duplication of archives are as follows:
 - (1) Black and white duplicates (paper) via copier or electronic file printout: Size B4 and under – NT\$2 each; A3 – NT\$3 each. Colored duplicates: 5 times of that of black and white duplicates.
 - (2) Electronic file (offline delivery of electronic storage medium): Converted to number of A4, NT\$2 each (The fee of electronic storage medium is extra charged).
- IX. Completed application forms may be submitted to the Kaohsiung Prison by mail.
Address: No.1.Rende Village , Daliao Dist., Kaohsiung City 83101 ,Taiwan(R.O.C)
Phone: (07) 788-2548
- X. Designated area for archives utilization: Archives Access Center
Address: No.1.Rende Village , Daliao Dist., Kaohsiung City 83101 ,Taiwan(R.O.C)
Phone: (07)788-2548. Service Hours: Monday thru Friday, 9:00 until 17:00 (lunch break: 12:00~14:00). Closed on national holidays.