

國立中興大學檔案應用申請書 Application for Access to Archival Records of NCHU

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 Address, phone number & e-mail			
申請人 Applicant			地址 Address : _____ 住家電話 Phone : _____ 公司(O)/行動電話(H) : _____ e-mail : _____			
※代理人 Representative _____			地址 Address : _____ 住家電話 Phone : _____ 公司(O)/行動電話(H) : _____			
與申請人之關係 Relationship with the applicant (_____)						
※法人、團體、事務所或營業所名稱 Name of corporation, organization, firm, or business establishment : _____						
地址 Address : _____ (管理人或代表人資料請填於上項申請人欄位 Fill in information on the administrator or representative in the preceding field.)						
序號 No.	請先查詢檔案目錄後填入 (https://near.archives.gov.tw/) Please check the file directory first and then fill out the information.		申請項目 (可複選) Items applied for (More than one selection may be made)			
	檔 號 File number	檔案名稱或內容要旨 Description or subject of content	閱覽 抄錄 Viewing & hand- copying	複製紙本 Duplicating 黑白 Black & white	彩色 Color	複製 電子檔 Duplicating Electronic file
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"/>
<p>※註：檔案應用申請，可直接利用機關檔案目錄查詢網系統(https://near.archives.gov.tw/)產出之申請書，或於本校檔案應用網頁(https://archives-apply.nchu.edu.tw/download.php)下載空白申請書自行填寫，或以書面載明申請書規定事項，如「檔號」或「檔案名稱或內容要旨」其中之一之資訊已填具，請受理申請單位秉持為民服務精神，應行協助查明並受理，毋須退件處理。</p> <p>※Note: The application for file application can be directly used to apply for the output of the system file directory system, or download the blank application form, or specify the required items in writing, such as "File No. /or Document (Serial) No." or "file name or subject of content" One of the information has been filled in, please accept the application authority to uphold the spirit of serving the people, should assist in the identification and acceptance, no need to return the case.</p>						

※序號 No _____ 有使用檔案原件之必要，事由 requires use of original archives because :

申請目的 Purpose of application :

- 歷史考證 Historical Research 學術研究 Academic research 事證稽憑 Search for evidence
 業務參考 Reference for business purposes 權益保障 Rights Protection
 其他 Other (請敘明目的 please explain in detail) : _____

此致 國立中興大學 Submitted respectfully to the National Chung Hsing University

申請人(簽名或蓋章) Applicant's signature: _____

※代理人(簽名或蓋章) Agent's signature : _____

申請日期 Date : _____ 年(Year) _____ 月(Month) _____ 日(Day)

申請書編號(總收文號) Application Form No. : _____

◎ 請詳閱後附填寫須知 Please read the instructions on the back. ◎

填寫須知 Notice for Filling out the Application Form

- 一、※標記者，請依需要加填，其他欄位請填具完整。
Fill out the sections marked with “※” if necessary. Complete all other sections.
- 二、身分證明文件字號請填列身分證字號、護照或居留證號碼。
For “ID Number” please fill out ID card or passport number, with copy of valid ID.
- 三、代理人如係意定代理者，請檢具委任書；如係法定代理者，請檢具身分關係證明文件影本。申請案件含有個人隱私資訊者，請併附身分證明文件。
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.
- 四、法人、團體、事務所或營業所請附登記證影本。
For a legal person, organization, or business office applicant, submission of a copy of business registration certificate is required.
- 五、本校檔案應用准駁依檔案法第 18 條、政府資訊公開法第 18 條、行政程序法第 46 條及其他法令之規定辦理。
Approval and refusal of archives application applications shall be handled in accordance with Article 18 of the Archives Act, Article 18 of the Freedom of Government Information Law, Article 46 of the Administrative Procedure Act and other relevant laws and regulations.
- 六、閱覽、抄錄或複製檔案，應於本校檔案准駁通知函所定時間及場所，並以核准之應用方式為之。
Viewing, copying or duplicating of archival records shall be conducted at the place and time designated by the National Chung Hsing University.
- 七、閱覽、抄錄或複製檔案，應遵守本校檔案應用相關規定，並不得有下列行為：
Viewing, hand-copying or duplicating archives shall comply with the relevant regulations (Archives Application Specification) and shall not perform following behaviors:
 - (一)添註、塗改、更換、抽取、圈點或污損檔案。Add notes, alter, replace, extract, mark or deface archives.
 - (二)拆散已裝訂完成之檔案。Disassemble the archives that have been bound.
 - (三)以其他方法破壞檔案或變更檔案內容。Damage the archive or change the content of the archive by other means.
- 八、閱覽、抄錄或複製檔案收費標準依國家發展委員會檔案管理局訂定之「檔案閱覽抄錄複製收費標準」之規定辦理。
Fees for viewing, copying or duplicating of archives are charged in accordance with " Fee Standards for Viewing, Hand-copying or Duplication of Archives " stipulated by National Archives Administration.
- 九、應用檔案而侵害第三人之著作權或隱私權等權益情形時，應由申請人(代理人)自負責任。
If the application of the file accessing infringes the copyright or privacy rights of a third party, the applicant shall be responsible for it.
- 十、申請書填具後，得以書面通訊方式送達本校，如有疑義，請洽本校檔案管理單位。
After filling out the forms, the following is the relevant way of application and contact information:
Completed application forms may be submitted to the National Chung Hsing University by mail or fax
地址 Address：臺中市南區興大路 145 號 郵遞區號：402
1455 Xingda Rd., South Dist., Taichung City 402202, Taiwan (R.O.C.)
電話 Tel：(04)22840259 傳真 Fax：(04)22870925 本校網址 <https://www.nchu.edu.tw>
- 十一、自申請書掛號之日起 30 日內，以書面通知申請人准駁結果。
The applicant will be notified in writing of the review results within 30 days after the NCHU receives the application form by registered mail.