

Access to Records of Ministry of Justice Approval Form

Applicant :	Application Form No.,: (Copy of Application Form attached beneath)	
Result of applicant's access to records application:		
<input type="checkbox"/> Available for provision	Way of Access	No. of Application
	<input type="checkbox"/> Available for viewing duplicate	
	<input type="checkbox"/> Available for viewing original	
	<input type="checkbox"/> Available for copy ◎If postal service is needed, please send the total amount of copying fee, processing fee NT50 and postal fee etc. in a cash bag or postal money order to the Ministry of Justice. (Address: 10F., No. 130, Sec. 1, Chongqing S. Rd., Zhongzheng Dist., Taipei City 100)	
<input type="checkbox"/> Not available for provision at this moment	Reason	No. of Application
	<input type="checkbox"/> Records concern national security information	
	<input type="checkbox"/> Records concern criminal information	
	<input type="checkbox"/> Records concern industrial security information	
	<input type="checkbox"/> Records concern certification of knowledge skills and qualification information	
	<input type="checkbox"/> Records concern personnel and salary information.	
<input type="checkbox"/> Confidential according to acts, regulations, or contracts		

	<input type="checkbox"/> May endanger defending the public interest or the legitimate right and interests of a third party.	
	<input type="checkbox"/> Others	
Legal Basis: Processed according to the The Enforcement Rules of the Archives Act and its related laws and regulations.		
Precautions and charging standard : 1.Approved applicants should bring the approval form and the identification document(national ID card, driving license, or passport) to the Ministry of Justice (Address: 10F., No. 130, Sec. 1, Chongqing S. Rd., Zhongzheng Dist., Taipei City 100) to access the records; applicants should contact the Ministry(Department of Archives) 2 days before for preparation.(Contact Person: ○○○, Phone: ○○○○○○) 2.Administrative appeal shall be prepared by the applicant who disagrees with the decision of the Ministry and filed through the Ministry to the Executive Yuan within 30 days following the day after the approval decision is received. 3.Please refer to the back for other information.		

1. According to the regulations of the Ministry of Justice, please observe following requirements when accessing the records :

(1) Access Service Area and Access Service Hours: 10F., No. 130, Sec. 1, Chongqing S. Rd., Zhongzheng Dist., Taipei City 100. Access service hours are from 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 5:00 p.m., Monday through Friday. Access service is not available on weekends or national holidays.

(2) Please observe following requirements when viewing, hand-copying, or duplicating records :

1. Do not drink, eat, smoke, or bother others.
2. Hand-copying of records shall be done only with a pencil or a portable computer; duplicating of records shall be in principle to the instructions of using the printing equipment by oneself.
3. Do not damage or soil the premises and the equipment in the access service area.

(3) An applicant who accesses records of the Ministry shall keep them fully intact and shall not annotate, alter, change, remove, mark, soil records, pull

bound records apart, or damage or alter the records in some other way.

2. Charging standard for viewing, and-copying, or duplicating should be in accordance with the Fee Standards for Viewing, Hand-copying or Duplication of Archives set by the National Archives Administration, National Development Council

