## 內政部國家公園署雪霸國家公園管理處檔案應用申請書

Application for use of archives of Shei-Pa National Park Headquarters, National Park Service, Ministry of the Interior 申請書編號 Application number:

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## 填寫須知 Notes 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。 Fields marked \* are to be filled where necessary, and all other fields are to be fully completed.
- 二、 身分證明文件字號請填列身分證字號或護照號碼。
  Enter identification number or passport number for identification document number.
- 三、 代理人如係意定代理者,請檢具委任書;如係法定代理者,請檢具相關證明文件影本。 申請案件屬個人隱私資料者,請檢具身分關係證明文件。

If the agent is a proxy, enclose the authorization letter; for statutory agent, enclose a photocopy of the relevant certified document. If the application relates to personal privacy, please enclose proof of relationship.

四、 法人、團體、事務所或營業所請附登記證影本。
For juristic person, organization, firm or business office, please enclose a photocopy of certificate of registration.

五、 本處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 for access to archives by the Park Administration shall be in accordance to Article 18 of the Archives Act, Article 18 of the Freedom of Government Information Law, Article 46 of the Administrative Procedure Act and other laws and regulations.

六、 申請人閱覽、抄錄或複製檔案,應於本處指定服務時間及場所為之。
Viewing, copying or duplicating of archives by the applicant shall be done within the time and venue specified by the Park Administration.

- 七、 申請人閱覽、抄錄或複製檔案,應保持檔案資料之完整,並不得有下列行為:
  - (一)添註、塗改、更換、抽取、圈點或污損檔案。
  - (二) 拆散已裝訂之檔案。
  - (三) 以其他方法破壞檔案或變更檔案內容。

申請人違反前項規定,本處將停止其閱覽、抄錄檔案,其涉及刑事責任者,移送檢案機關偵辦。

The applicant's viewing, copying or duplicating of archives shall maintain the archives' entirety and the following actions are not allowed:

- (1) Adding annotations, altering, changing, removing, marking or damaging the content of the archives.
- (2) Unpicking the bound archives.
- (3) Destroying or altering the content of the archives by other manners.

The Park Administration is entitled to cease archives viewing or copying by the applicant who violates the preceding regulations. If a criminal offence is involved, the case shall be referred to a prosecutor for investigation.

八、 閱覽、抄錄或複製檔案,依國家發展委員會檔案管理局所定「檔案閱覽抄錄複製收費標準」收費。

A fee is chargeable for viewing, copying or duplicating of archives in accordance with "Fees for viewing, copying and duplicating of archives" set by the National Archives Administration, National Development Council.

- 九、應用檔案而侵害他人之著作權或隱私權等權益時,應由應用者自負責任。
  The applicant shall bear the responsibility if the use of the archive infringes the rights, such as copyright or privacy of a third party.
- 十、 申請書填具後,得親自持送或以書面通訊方式送達本處,如有疑義,請洽本處檔案管理人員。

地址:36443苗栗縣大湖鄉富興村水尾坪100號。

Completed application form may be submitted to the Park Administration in person or by mail. For any questions, please contact the Park Administration's archival personnel.

Address: 100 Shuiweiping, Fuxing Village, Dahu Township, Miaoli County, 36443

Tel: 886-37-996100 ext 220 Fax: 886-37-996302