

# 文件證明申請表

## APPLICATION FORM FOR AUTHENTICATION

受理機關填註 / FOR OFFICIAL USE ONLY

公/認/驗證編號：

簽發日期：

簽發人：

1. 申請人姓名或名稱/代表人或負責人姓名：  
(Applicant's Name / Head of Organization)：

中文 (in Chinese)：\_\_\_\_\_

外文 (in Foreign Language)：\_\_\_\_\_

2. 護照、其他身分證明文件號碼或法人營利事業登記證號：  
(Passport/ID No. or Company Registration No.)：

4. 出生日期 (Date of Birth)：

6. 地址 (Address)：

7. 申請文件證明用途  
(Purpose of Authentication)：

8. 所繳文件  
(Document(s) or Certificate(s) Attached to the Application Form)：

9. 申請人簽名：  
Signature：\_\_\_\_\_

3. 電話 (Tel No.)：  
行動電話 (C)：\_\_\_\_\_  
住家電話 (H)：\_\_\_\_\_

5. 性別 (Sex)：  
 男 (M)  女 (F)

申請學歷驗證者請填寫下列資料：  
學校名稱  
(School Name)

學校地址  
(School Address)

學生證號碼  
(Student I.D.)

10. 申請日期：  
Date of Application：\_\_\_\_\_

如非本人申請，受委託代理申請者請填寫下列資料 (Please fill in the following information, if applied by an agent.)

1. 代理人姓名 (Agent's Name)：  
中文 (in Chinese)：\_\_\_\_\_ 外文 (in Foreign Language)：\_\_\_\_\_

2. 護照或其他身分證明文件號碼 (Passport/ID No.)：

3. 與申請人關係 (Relation to Applicant)：\_\_\_\_\_ 4. 電話 (Tel No.)：\_\_\_\_\_

5. 地址 (Address)：\_\_\_\_\_

6. 代理人簽名 (Agent's Signature)：\_\_\_\_\_ 7. 申請日期 (Date of Application)：\_\_\_\_\_

**注意：**申請表內各項資料，務請逐項據實詳細填寫，並請繳驗身分證明文件，其透過代理人申請者，並應繳交經公證人或公務機關認證授權人簽字屬實之授權書，否則將被拒絕受理；所填寫內容倘有不實，申請人及代理人將可能觸犯中華民國刑法之偽造文書罪。

### Attention:

Applicants must complete all sections of this form truthfully and in full. The relevant ID documents must be submitted together with the form. **If the application is submitted through an agent, power of attorney authenticated by a notary public or the appropriate authorities must be attached, or the application may be refused.** Should any false or misleading information be willfully entered on this form, this will constitute an act of forgery according to the Criminal Code of the ROC.

## 注意事項：

1. 本處受理文件證明轄區為：南加州、亞利桑那州、新墨西哥州。
2. 申請驗證之文件均須繳驗正本。文件內容倘有增刪塗改，本處得拒絕受理。所有文件除原本（正本）外，均請隨送影本一份留供本處存查。
3. 僑民辦理中文姓名簽字認證，須出示含相片及中文姓名之我國身分證件。
4. 涉及不動產或商業文件之驗證，或本處認為有必要者須先經州務卿 (*Secretary of State*) 公證。
5. 如以郵寄方式或委託他人代辦上述以外一般事項之授權書、委任書、身分或僑居證明等文件，須先經當地公證人 (*Notary Public*) 驗證係本人親筆簽名。
6. 文書翻譯本驗證，須檢附原文正本，並由申請人自行翻譯繕妥送核。涉及商業、專業、法律之翻譯文件先經翻譯人翻譯連同原文先經州務卿 (*Secretary of State*) 認證。
7. 費額：文書認證或證明（驗證）：美金十五元；文書翻譯本認證：美金三十元；遺囑公證：美金三十元。
8. 申請人對各項手續如有未盡明瞭之處，請上本處網站 (<http://www.taiwanembassy.org/us/lax>) 查詢，或以電話向本處查詢 (213)389-1215。
9. 如以郵寄方式辦理，請附上已寫明收信人姓名、地址、貼妥普通或 Express 郵票之回郵信封。

## GENERAL INSTRUCTIONS:

1. This jurisdiction of this office covers Southern California, Arizona, New Mexico.
2. Document authentication requires the original document and one extra copy of document for records.
3. Overseas Chinese processing Chinese signature authentication must provide a Chinese-name bearing identification with photograph.
4. Authentication of documents related to real-estate, business documents, or other documents if necessary, must bear the signature of the Secretary of State.
5. Notarization by Notary Public is required for non-business or real estate related documents, if applying by mail or not applying in person.
6. Document translation authentication must be accompanied by an original document, with the translation done before submission. If document translations are related to business, professional, or legal matters, both original document and translation documents must bear the signature of the Secretary of State.
7. Fees: Document authentication/notarizations: US\$15  
Document translation verification: US\$30  
Will notarization: US\$30  
Expedited processing: ½ of regular processing fee is charged in addition  
(subject to the approval of this office)
8. Please visit the TECO website (<http://www.taiwanembassy.org/us/lax>) or call (213) 389-1215 for further information.
9. For application by mail, please include a full name and self-addressed, stamped first class or express envelope.