

委 任 書 (Letter of Attorney)

當事人資料	姓名 (Name in Chinese)	性別 (Sex)	出生年月日 (Date of Birth)	出生地 (Place of Birth)	身份證或護照號碼 (ID or Passport No.)	住 址 (Present Address)
委任人 (Principal)						日本
被委任人 (Agent)					身分證號碼	台灣
委任原委 (Reason for delegation)	住在日本無法親自辦理 (Because I live in Japan and can not proceed by myself)			與被委任人關係 (Relationship to the Principal)		
委任事項 (Scope of Authorization)						
委任期間 (Duration of Authorization)	自中華民國 年 月 日至中華民國 年 月 日止 (Since (Year) (Month) (Day) (Till) (Year) (Month) (Day))					

委任人簽字 (Principal Signature) :

備註：

1. 授權（委託）辦理戶籍登記前，當事人應先向戶政事務所洽詢是否得授權（委託）他人申請。
2. 請領國民身分證之當事人如在國外，應俟回國後再行辦理，不得授權（委託）辦理。
3. 授權（委託）辦理印鑑登記、印鑑變更、印鑑廢止、印鑑證明，應附繳委任人之國民身分證影本或有效之中華民國護照或其他身分證明文件影本。
4. 辦理業務如印鑑證明為必備文件者，務必填寫授權辦理印鑑證明及申請數量；申請印鑑證明時得載明申請目的或不限定用途，如無明確申請目的得填寫「不限定用途」。

Notes:

1. Before giving the authority to report family register, the party should inquire city office in advance whether an agent shall have the proxy application.
2. The person who is abroad would like to receive his/her ID card, he/she has to come back to Taiwan and receive in person not allowing the proxy application.
3. If the applicant has an agent to apply for seal registration, seal change, seal abolition and certificate of seal-impression, it is supposed to hand in a copy of the applicant's ID card or valid passport or identification documents.\
4. Applying for related matters as certificate of seal-impression, the authority of the procedure and the number of copies have to be specified. It is also supposed to add the purpose or without limitation.