

申領警察刑事紀錄證明須知

The Information for Applying the Police Criminal Record Certificates

一、臨櫃申辦應備文件 (The Required Documents for Applying In Person)

- (一) 本國人：國民身分證正本及正、反面影本 1 份【正本驗畢歸還】。

需登載英文姓名者，請另檢附中華民國護照基本資料頁影本 1 份。

- (二) 外國人：護照或居留證正、影本各 1 份【正本驗畢歸還】。

Foreigner: The original and one copy of passport or A.R.C

(If you are/were an A.R.C holder).

- (三) 證書費：每份新臺幣 100 元；自 102 年 9 月 1 日起調整國際航空掛號資費，國外申請者，請檢附美金 7 元現鈔（香港、澳門地區請檢附美金 6 元現鈔）。

Processing Fee: NT\$100 per certificate . Due to increases in international air mail postage rate beginning on September 1st, 2013, overseas applicants should remit 7 US dollars in cash (applicants from Hong Kong and Macau should remit 6 US dollars in cash).

- (四) 非本人申請：需另外檢附委託書（或申請人私章）及受委託人身分證正本。

The applicant who could not come to apply in person may authorize the proxy by filling out the notarized statement(or applicant's seal)and hand in the proxy's ID card for verifying.

二、網路申辦 (To Apply On-line)

- (一) 請至內政部警政署網站下載並填寫申請書。（彰化縣警察局首頁亦有快速連結）

Please download and fill the application form from the website(<http://eli.npa.gov.tw/E7WebO/index01.jsp>)of National Police Agency, Ministry of the Interior(You can also use Quick Links on the home page of Changhua County Police Department).

- (二) 若您於網路系統申請經點選送出後，發現輸入之個人資料有誤，請再重新輸入正確資料並送出後，致電本局外事課確認（聯絡電話：04-7615463）。

If you discover the input personal information is wrong after clicking the submit button on the online system, please key in the correct information and submit it again, and confirm the revision with the Foreign Affairs Section（Contact number：04-7615463）.

- (三) 請於上網申請後第 3 日起 30 日內攜帶應備證件至本局受理單位外事課櫃台驗證及繳費領件，逾期且未繳費之申請案件作廢，請重新申辦。

To apply on-line, please pick up your record and pay the processing fee at the foreign affairs section service counter of the police agency in charge within 30 days from the third day of application. The applicant's and proxy's (if any) ID are submitted for

verification while the record is being picked up. The application will be declared void if the applicant fails to pick up the record within the duration of issuing.

(四) 網路申辦應繳驗之證明文件及證書費，與臨櫃申辦相同。

The required documents and processing fee for applying on-line are the same as those for applying in person.

(五) 本人不克親自領件時，需另外檢附委託書（或申請人私章）及受委託人身分證正本。

The applicant who could not come to apply in person may authorize the proxy by filling out the notarized statement(or applicant's seal), and the proxy needs to hand in his/her ID card for verifying.

三、郵寄申辦 (To Apply By Mail)

(一) 應備文件與證書費同上，另附填寫姓名、地址、郵遞區號之回郵掛號信封，郵寄至彰化縣警察局外事課。

The required documents and processing fee for applying by mail are the same as those mentioned above. Besides, please mail those documents with a recorded prepaid envelope with the addressee、address and zip code written on it and mail to the Foreign Affairs Section of Changhua County Police Department.

(二) 證書費以報值信函郵寄。

The processing fee should be delivered by value-declared mail.

四、說明 (Notes)

(一) 受理申請時段以上班時間為準。

Please apply the Police Criminal Record Certificates on workdays (From 8:00 to 17:30)

(二) 核發證明需 2.5 個工作天，但因涉案未結，需向司法或軍法機關查詢者不在此限。

It will take two and a half working days to issue a certificate. However, the waiting period will be longer if the court records need to be further checked.

(三) 依警察刑事紀錄證明核發條例第八條規定：申請人有下列情形之一者，不予核發警察刑事紀錄證明：

(1) 受通緝尚未撤銷者。

(2) 判決確定之刑事案件尚未執行或執行中者。

According to the Act Governing Issuance of Police Criminal Record Certificates, the Police Records will not be issued to those applicants who remain on a wanted list or whose prison sentences haven't been served or are being served.