

# 文件驗證申請表

APPLICATION FORM FOR NOTARIZATION/AUTHENTICATION

匯票抬頭請寫"TECO(NOTE:PLEASE MAKE PAYMENT PAYABLE TO:TECO)

受理機關填註/FOR OFFICIAL USE ONLY  
公/認/驗證編號: \_\_\_\_\_  
簽證日期: \_\_\_\_\_  
簽發人: \_\_\_\_\_

中文姓名 \_\_\_\_\_ 英文姓名 \_\_\_\_\_  
Name in Chinese \_\_\_\_\_ Name in English \_\_\_\_\_  
出生日期 \_\_\_\_\_ 性別 \_\_\_\_\_ ID/Passport Number \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_  
聯絡電話 \_\_\_\_\_ 電子郵件 \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
地址(address) \_\_\_\_\_

申請文件證明或驗證之種類及份數:  
Nature of notarization/authentication requested & number of copies:

- 授權(或委任)書(power of attorney) \_\_\_\_\_ 份(copies)  
 畢業證書(diploma) \_\_\_\_\_ 份(copies)  
\*驗證畢業證書必須提供畢業後從未開封之正式成績單(可由學校直接寄來)  
 成績單(transcript) \_\_\_\_\_ 份(copies)  
 在學證明(proof of enrollment) \_\_\_\_\_ 份(copies)  
 駕照(drivers license) \_\_\_\_\_ 份(copies)  
 結婚證書(marriage license) \_\_\_\_\_ 份(copies)  
 死亡證明書(death certificate) \_\_\_\_\_ 份(copies)  
 出生證明書(birth certificate) \_\_\_\_\_ 份(copies)  
 良民證(non-criminal record) \_\_\_\_\_ 份(copies)  
 健康檢查(health exam/vaccination) \_\_\_\_\_ 份(copies)  
 商務文件(business documents) \_\_\_\_\_ 份(copies)  
 其他(other) \_\_\_\_\_ 份(copies)

基本應繳文件:  
General Requirements:

- 文件驗證申請表(application form)  
 申請人證件或護照影本(photocopy of applicant's ID/passport)  
 掛號附回郵(美國境內郵資)(Return postage is required. Please contact UPS, Fedex or your local US post office for rates and service information.  
 \$15.00 Application fee X \_\_\_\_\_ copies  
\*匯票金額=驗證費用每份美金15(國內已代收份數可免付) X \_\_\_\_\_ (份數)+國際快遞回台郵資美金68.95(如果申請人已回台灣)

\*\*申請人亦可使用UPS、Fedex等較保險的方式，上網付費後印下標籤。For return overseas services you can also use Fedex, UPS pay online and print out (or email) the mailing label to this office

\*\*\*本處寄件後即不負責由件延誤或遺失之責任

其他(other)

簽名(signature) \_\_\_\_\_

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 applying by an agent.)

代理人姓名(Agent's Name) \_\_\_\_\_

中文(in Chinese) \_\_\_\_\_ 外文(in Foreign Language) \_\_\_\_\_

護照或其他證明文件號碼(passport/ID No.) \_\_\_\_\_

與申請人關係(Relation to Applicant) \_\_\_\_\_ 連絡電話(Telephone Number) \_\_\_\_\_

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，其透過代理人申請人，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；所填寫內容尚有不實，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 notary public or the appropriate authorities must be attached, or the application may be refused. Any false or misleading information willfully entered on this form constitutes an act of forgery according to criminal code of ROC