

應備文件 Required Documents :

1. 本處轄領內，政府或官方開立之出生證明正本。Applicant's original birth certificate. (佛羅里達州政府開立。以下地區出生證明須經當地 Apostille 程序: 波多黎各、美屬維京群島、巴哈馬、百慕達、英屬土克凱可群島及多明尼加)
2. 詳填及親簽「文件證明申請表」乙份。Complete and sign "Application for Authentication". (父或母或滿 18 歲之出生證明持有人均得單獨代表做為文件證明申請人)
3. 父母雙方的有效中華民國及僑居國護照(或居留證)影本乙份。Both parents' valid ROC passport copy and valid passport/resident copy of the country of residence.
4. 申請人所持有效僑居國護照影本乙份。Applicant's valid passport/resident card copy.
5. 規費。Application Fee (請參考下方說明 Please refer to the information below.)
6. 回郵信封(含郵資)。Self-addressed stamped envelope.

費用 Fee :

1. 每份美金 15 元。Each certificate is \$15.
2. 本處僅接受美金匯票、Cashier's Check 或現金 (僅限親自來處辦理)、私人或公司支票一概不受理。受款人請填 **Taipei Economic and Cultural Office in Miami**。We accept money order, Cashier's check or cash (in person ONLY), make payable to **Taipei Economic and Cultural Office in Miami**.

辦理方式及作業時間 How to Apply & Process Time :

一般案件於文件備齊後 5-7 個工作天後核發或拒件。

Document process time is 5-7 business days.

1. 本人親自至辦事處申請：申請人應出示有效身分證件正本及影本一份。如申請人為未成年，請另提供法定代理人簽名同意函及雙方關係證明文件正本，並附上法定代理人有效身分證件影本。**In Person:**
Applicant is required to bring valid passport and a copy. If applicant is a minor, also provide legal guardian's valid passport, signed permission letter, and proof of guardianship.
2. 以郵寄方式申請：申請人應出示有效身分證件影本一份。如申請人為未成年，請另提供法定代理人簽名同意函及雙方關係證明文件正本，並附上法定代理人有效身分證件影本。郵寄辦理請自行提供足夠回郵郵費及回郵信封，限代寄美國郵局或 FedEx。**By Mail:** Applicant is required to mail in "Required Documents". If applicant is a minor, also provide legal guardian's valid passport copy, signed permission letter, and proof of

guardianship. Applicant shall provide sufficient postage or label. Our office provides services by USPS or FedEx only.

出生證明中譯本驗證說明 Remarks on the Chinese translation:

1. 中文翻譯本不得單獨申請驗證，需搭配原文文件一併申辦。Translation cannot be process by itself, the original document is required to accompany the translation.
2. 官方正本上的條碼序號不同，中譯時請務必正確表示；若申請多份，中譯時請務必配合將序號正確表達。Each official original has a unique barcode number. Please be sure to translate it accurately. If you're submitting multiple copies, make sure each barcode is correctly reflected.
3. 中文翻譯請以繁體字為準。Translation shall be in Traditional Chinese.
4. 中文翻譯本請加入下列聲明文字：Translation shall include the following declaration:

本人○○○聲明上述中文譯本與○文原件文義相符。

申請人簽名：○○○ 日期：○○○○年○○月○○日

I, _____ hereby declare that this translation is a true and correct Chinese version of the attached original to the best of my knowledge and belief.

Applicant Signature: Date: YYYY/MM/DD

注意事項 Reminders :

1. 本處受理範圍為佛羅里達州、波多黎各、美屬維京群島、巴哈馬、百慕達、英屬土克凱可群島及多明尼加，其他地區請參閱 <http://www.boca.gov.tw/>，洽所屬地區駐外館處辦理。This office can only authenticate documents from the consular jurisdiction of Florida, Puerto Rico, US Virgin Islands, Bahamas, Bermuda, Turks and Caicos Islands and Dominican Republic. Other jurisdiction, please use the link provided <http://www.boca.gov.tw/>.
2. 本處提供之文件證明服務，係應我國內要證機關需要所作之配合行為，非屬強制性質，故各類文件持回我國使用前，當事人應先向要證機關查詢確認其文件需送經駐外館處驗證，再向管轄該文書作成地之我國駐外館處申辦。This office is authorized to issue legalization requested by other ROC agencies, however, it is the applicant's responsibility to confirm the document is current and correct before applying with our office.
3. 為避免申請案件延誤，請附足夠郵資、詳填申請表及繳齊應備文件。本處透過美國郵局或 FedEx 交寄，寄件後即不負責郵件延誤或遺失之責任。To avoid delay, please make sure the application is complete and the return postage is sufficient. Our office is not responsible for late or lost mail or package.

文件證明申請表

APPLICATION FORM FOR AUTHENTICATION SERVICES

1) 申請人中文姓名:

Name in Chinese

3) 身分證或護照號碼:

ID # OR Passport #

5) 出生日期: MM-DD-YY

Date of Birth:

7) 現居地址 Address:

2) 申請人英文姓名:

Name in English

4) 連絡電話 Tel#:

TW. ID # OR Passport #

6) 電郵信箱 E-mail:

8) 取件方式 Documents collection options:

☐ 回郵 by mail

☐ 親自領件 in person

9) 驗證文件種類及份數 Nature of authentication requested & number of copies

☐ 授權書、委託書、委任狀 power of attorney ____ copies

☐ 旅外退除役人員定期俸金委託/代匯書 ____ copies

☐ 拋棄繼承聲明書 disclaimer to inheritance ____ copies

☐ 現居美國證明書 proof of residence ____ copies

☐ 結婚證書 marriage certificate ____ copies + 中譯本 ____ 份

☐ 出生證明 birth certificate ____ copies + 中譯本 ____ 份

☐ 離婚判決 divorce judgment ____ copies + 中譯本 ____ 份

☐ 死亡證明 death certificate ____ copies + 中譯本 ____ 份

☐ 體檢表 health certificate ____ copies

☐ 疫苗表 vaccination ____ copies

☐ 商務文件 business documents ____ copies

☐ 領養文件 adoption documents ____ copies

☐ 醫療/保險文件 medical affidavit ____ copies

☐ 在學證明 proof of enrollment ____ copies

☐ 畢業證書 diploma ____ copies/ There is NO charge for the diploma that has been verified by BOCA in Taiwan

☐ 需要驗證的成績單 transcript ____ copies

☐ 不需驗證的成績單 transcript for supporting doc only.

☐ 其他 Other:

10) 規費 Application Fee 及郵資 Postage:

☐ \$15 /per x ____ copies = \$ ____ USD

☐ 另附郵資(Postage) ____ USD

☐ 自備回郵信封(Self-addressed stamped envelope)

We accept cash (in person only), **money order** or **cashier's check payable to TECO in MIAMI**. Please sign and fill out the money order.

11) 繳附證件

☐ 中華民國(台灣)護照影本(R.O.C. Passport copy) ☐ 身分證影本(R.O.C. ID copy)

Identity document

☐ 美國護照影本(U.S. Passport copy)

☐ 其他(Other) _____

13) 申請人簽名: Sign here

14) 申請日期 Date: ____/____/____

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

中文姓名 (Agent's Name in Chinese): _____ 外文(Name in English): _____

護照或駕照號碼(Passport /ID No.): _____ 電話 (Tel. No.) _____

E-mail: _____ 地址(Address): _____

代理人簽名 (Agent's Signature): _____ Date: _____

表內各項資料請逐項據實詳細填寫，並繳驗身分證明文件，其透過代理人申請者，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。

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