

應備文件 Required Documents :

1. 申請人之畢業證書正本或在學證明「正本」或經外交部領事事務局或外交部國內各辦事處出具「正本與影本相符」之畢業證書。Applicant's original diploma or enrollment verification.
2. 詳填及親簽「文件證明申請表」乙份。Complete and sign "Application for Authentication".
3. 檢附蓋有學校關防彌封(勿拆封)之成績單乙份。Sealed Official Transcript from school.
4. 申請人所持有效中華民國護照影本乙份。Applicant's valid ROC passport copy.
5. 所持有效持有僑居國護照(居留證)影本乙份。Applicant's valid passport/resident card of the country of residence.
6. 詳填及親簽「Letter of Authorization」乙份。
7. 規費。Application Fee (請參考下方說明 Please refer to the information below.)
8. 回郵信封(含郵資)。Self-addressed stamped envelope.

費用 Fee :

1. 每份美金 15 元。Each document is \$15.
2. 若已經外交部領事事務局或其他辦事處出具「正本與影本相符」，則不必繳附該文件驗證費用。There is NO charge for the diploma that has been verified by BOCA in Taiwan.
3. 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.

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.
4. 如涉及兵役管制及入出境問題，須提交返國前三個月內之英文在學證明驗證；據以申請再出境台灣。在學證明內容應包括：何時開始就讀、現就讀年級、為「Full Time Student」、預定畢業日期及獲頒學位、若為假期須註明何時開學。詳細規定請參考內政部入出國及移民署網站〔www.immigration.gov.tw〕有關「役男入出國」及「役齡前在國外就學男子申請再出國」兩項規定。如前述與移民署最新修正之規定有所出入，以移民署之規定為準。或參考[僑民役男返臺出境三步驟\(圖表\)](#)。

文件證明申請表

APPLICATION FORM FOR AUTHENTICATION SERVICES

1) 申請人中文姓名:

Name in Chinese

2) 申請人英文姓名:

Name in English

3) 身分證或護照號碼:

ID # OR Passport #

4) 連絡電話 Tel#:

TW. ID # OR Passport #

5) 出生日期: MM-DD-YY

Date of Birth:

6) 電郵信箱 E-mail:

7) 現居地址 Address:

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 11, 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.

Letter of Authorization

To whom it may concern:

I, _____(English and Chinese full name), social security No. _____, or student ID No. _____, hereby waive my rights under the Rights of Privacy Act and authorized the release of all information relevant to my academic record at (school name and address) to the Taipei Economic and Cultural Office in Miami, located at 2333 Ponce De Leon Blvd., Suite 610, Coral Gables, FL 33134.

I authorized this office to check my admission requirements as well as to ask if my qualification was gained as a result of a distance learning or Online course or as a result of study at an associated college or validated course in the USA or overseas.

Yours truly,

_____(Signature)
_____(Print name)
_____(Date mm/dd/yyyy)