

### 應備文件 Required Documents：

1. 詳填「現居國外證明書」乙份。Complete “Proof of Residency in Foreign Country” form.
2. 詳填及親簽「文件證明申請表」乙份。Complete and sign “Application for Authentication”.
3. 申請人所持有效中華民國護照影本乙份。Applicant’s valid ROC passport copy.
4. 所持有效僑居國護照(或居留證)影本乙份。Applicant’s valid passport/resident card copy of the country of residence.
5. 所持有效僑居地駕照或 ID 影本乙份。Applicant’s valid state license or ID copy.
6. 規費。Application Fee (請參考下方說明 Please refer to the information below.)
7. 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. 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。

**In Person:** Applicant is required to bring valid passport and a copy.

2. 以郵寄方式申請：申請人應出示有效身分證件影本一份。請使用證明書郵寄辦理格式，所檢附證明書須先經有效之佛州公證人(Florida Notary Public)公證，並附註公證人聯絡電話及傳真號碼。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”. Applicant shall use Proof of Residency by Mail format, the document is required to be signed and stamped by a Florida Notary Public, also enclosed notary’s contact information. 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.

# 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:

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.

**現居國外證明書**  
**Proof of Residency in Foreign Country**

※本證明書自簽發日起六個月內有效，逾期無效。  
(This document is valid for 6 month from the issued date.)

**申請人資料 Applicant's Information**

中文姓名 Chinese Name : \_\_\_\_\_

英文姓名 English Name : \_\_\_\_\_

出生日期 Date of Birth : \_\_\_\_\_ (MM/DD/YYYY)

出生地 Place of Birth : \_\_\_\_\_

居住地地址 Residency Address : \_\_\_\_\_

電話 Contact Number : \_\_\_\_\_

中華民國護照 Passport/ID No. : \_\_\_\_\_

發照日期 Issue date : \_\_\_\_\_ (MM/DD/YYYY)

截止日期 Expiration date : \_\_\_\_\_ (MM/DD/YYYY)

**現居住地身分及證明文件 Current Country of Residence Information**

請勾選 Please select ☐ 外國護照 Foreign Passport

☐ 外國永久居留證 Permanent Resident

☐ 美國公民證 USA Certificate of Naturalization

☐ 簽證/類別 Visa/ Type \_\_\_\_\_ / \_\_\_\_\_

證件號碼 Passport/ID/Visa Number : \_\_\_\_\_

發照日期 Issue date : \_\_\_\_\_ (MM/DD/YYYY)

截止日期 Expire date : \_\_\_\_\_ (MM/DD/YYYY)

**證明事項 This document is to proof that the applicant :**

請勾選 Please select ☐ 本人在\_\_\_\_\_國 I am currently residing in \_\_\_\_\_.

☐ 其他,請說明 Other, please explain \_\_\_\_\_.

申請人簽名 Applicant's Signature : \_\_\_\_\_

申請日期 Date of Application : \_\_\_\_\_ (MM/DD/YYYY)