

A1【授權書_委託書_居住證明_拋棄繼承等簽字文件】檢查清單

※文件證明辦理時間約需 **2-3 週** ※請依序檢查打勾，並放於所有申請文件最上頁

※注意事項

1. 授權人未滿 18 歲，必須和父母(法定代理人)一起在授權書上簽字，另提供出生證明影本證明親子關係。
2. 授權書如涉及房地產或遺產繼承，則需詳填房地標示、權利範圍及房地產所在地之地政事務所。
3. 授權書應詳填授權人身分資料、被授權人身分資料、授權事項及**授權期間**。
4. **授權書內容不得任意塗改，如填寫錯誤，請重新填寫。一經驗證，內容不得任意增刪。**

※本處附近公證人(Notary Public)：The UPS Store: 660 4th St., San Francisco (步行 10 分鐘)，或上網搜尋

一、基本必備文件

2026.03 V2 版

1. 文件證明申請表：申請表**項目 1 至 11**均請先填妥，包含**申請人簽名**(中、英文簽名均可)

項目 8 用途：簡單說明授權或使用用途

項目 9 所繳文件：請寫**授權書、委託書、居住證明、遺產拋棄繼承書**或簽字文件名稱，以及以下勾選文件，如**中華民國護照影本、美國駕照影本**。

2. **授權書、委託書、居住證明(勞保局版)、遺產拋棄繼承書或其他簽字證明正本**

3. **身分證明正本及影本**(正本驗退)如下：

3.1 以**中文姓名**申請者，應檢附(以下擇一)：

3.1.1 有效**中華民國護照**(護照內頁簽名欄需有當事人簽名)

3.1.2 如果**中華民國護照已逾期**：逾期**中華民國護照正本+有效美國護照/永久居留證/駕駛執照/身分證正本**(擇一)，**兩個證件的外文姓名、出生日期及出生地均需相符**

3.1.3 現行有效**中華民國身分證正本**(民國 94 年以後核/補發)

3.1.4 載有中文姓名之有效**中華民國(外僑)居留證正本**

3.1.5 載有中文姓名之有效**外國護照或身分證正本+有效美國護照/永久居留證/駕駛執照/身分證正本**(擇一)，**兩個證件的英文姓名、出生日期及出生地均需相符**

以下灰色區域
較少使用

3.2 以**英文姓名**申請者(未提供中文身分證明)，應檢附(以下擇一)：

3.2.1 有效**美國護照正本**(護照內頁簽名欄需有當事人簽名)

3.2.2 如果**美國護照已逾期**：逾期**美國護照正本+有效美國駕駛執照或身分證正本**，**兩個證件的外文姓名、出生日期均需相符**。


3.2.3 有效**外國護照正本+美國有效永久居留證或居留簽證正本(F1/ E1/H1B.....)**

4. **規費**：每份被驗證文件\$15，例如 3 份相同授權書，需\$45

收現金、cashier check、money order，

5. **郵寄取件**(本人或委託他人來辦事處取件則免勾選此項)：

受款人填 TECO 不收個人支票或信用卡

 **限 USPS 回郵信封(Flat Rate Priority 信封並貼實體彩色郵票\$12.90)**，填好收件人姓名地址，並自行保管郵件追蹤條碼。

*請勿使用 QR code 郵票或 Barcode 郵遞標籤，效期短，容易過期失效。



※**郵寄申請**：我國護照正本可用影本代替(免公證，但護照正本內頁簽名欄需簽名)，其餘身分證明文件(美國護照、綠卡、駕照等)影本都需要公證人公證。每份擬驗證文件(授權書等)，申請人須先在本處領務轄區(北加州、內華達州及猶他州)之公證人(Notary Public)面前簽字後，由公證人簽章。**授權內容如涉及不動產、遺產繼承或印鑑證明**，文件除先經公證人簽章，還須再經**當地州務卿辦公室(加州州務卿，內華達州州務卿，猶他州副州長辦公室)**驗證公證人簽章屬實(Apostille)，本處才能受理。

A1_E [Power of Attorney (POA), Letter of Authorization, Statement of Foreign Residence, Renunciation of Inheritance, or Other Personally Signed Documents] Checklist

✘ Document authentication takes **2-3 weeks** ✘ Place this completed checklist on top of your application documents

✘ Important Notes

1. If an applicant under 18 years old, the applicant's parents must co-sign the document to be authenticated. A copy of the applicant's birth certificate must also be provided to prove the parent-child relationship.
2. Any POA document involving **real estate** or **inheritance** must clearly state the **property description** (location, size, etc.), the **scope of rights** and, if applicable, the **land administration office** that has jurisdiction over the property, in order to protect the rights and interests of all parties involved.
3. POA documents must clearly detail the **identity information of the applicant**, the **identity information of the Agent** (the person being authorized), the **scope of authorization**, and the **period of authorization**.
4. The contents of Power of Attorney documents **cannot be arbitrarily altered** during the submission process. If an error is made while filling out a Power of Attorney form, please dispose of the document and start a new one. The content of the authenticated document may not be modified in any way.

✘ Notary Public nearest to this office: The UPS Store: 660 4th St., San Francisco (10 minutes' walk)

I. Essential Documents

2026.01 V1

1. Application Form for Document Authentication: Complete items 1 through 11, including the applicant's signature in either Chinese or English.

Item 8 (Purpose): write the purpose for this document authentication

Item 9 (Documents Submitted): Write: POA, Letter of Authorization, Statement of Foreign Residence, Renunciation of Inheritance, or the name of the document, as well as Taiwan passport copy, U.S. driver's license copy

2. POA, Letter of Authorization, Residence, Inheritance, or Other Personally Signed Documents

3. Original and Copy of Identification (Original will be returned after verification) **Select one of the following:**

3.1 For Applicants Applying with a Chinese Name: Select one of the following:

3.1.1 Valid Taiwan Passport (The inner page signature field must be signed).

3.1.2 Expired Taiwan Passport Original PLUS Valid U.S. Passport / Permanent Resident Card / Driver's License / ID Card (select one). The English name, date of birth, and place of birth on both documents must be identical.

3.1.3 Currently Valid Taiwan National ID Card (issued/reissued after 2005)

3.1.4 Valid R.O.C. (Taiwan) Resident Certificate Original that contains a Chinese name.

3.1.5 Valid Foreign Passport or ID Original that contains a Chinese name PLUS Valid U.S. Passport / Permanent Resident Card / Driver's License / ID Card Original (select one).

The English name, date of birth, and place of birth on both documents must be identical.

The gray area is used less frequently

3.2 For Applicants Applying with an English Name (IDs without Chinese characters): **Select one of the following:**

3.2.1 Valid U.S. Passport Original (The inner page signature field must be signed).

3.2.2 Expired U.S. Passport Original PLUS Valid U.S. Driver's License or ID Card Original. The English/foreign name and date of birth on both documents must be identical.

3.2.3 Valid Foreign Passport PLUS Valid U.S. Permanent Resident Card or Residence Visa (F1/ E1/H1B.....).

4. Fee Payment: \$15 per individual document to be authenticated.

5. Return Mail (if not picking up in person): USPS return envelope only. Flat Rate **Priority** envelope with **\$12** in physical stamps. Address the envelope to yourself as the recipient. Keep your tracking number.



* QR code stamps and barcode labels have limited validity. Avoid using them.



✘ **Applications can be submitted by mail:** You do not need to mail the original Taiwan passport; a copy will suffice (no notarization required, but the signature field in the inner page of your Taiwan passport original must be signed). Copies of all other IDs (such as a U.S. passport, Green Card, driver's license, etc.) must be notarized by a notary public. Each document submitted for authentication must be signed in the presence of a Notary Public within the consular district of this office (Northern California, Nevada, and Utah), and then the Notary Public must sign and stamp the document.

✘ **Apostille requirement:** If the document involves real estate, inheritance, or a specimen signature certificate, the Notary Public's signature and seal must receive an Apostille authentication from the local Secretary of State's office (California Secretary of State, Nevada Secretary of State, Utah Lieutenant Governor's Office) prior to the document's submission to TECO.