P1_E【First-time Passport】Checklist Applicant:_____

First-time passport applications must be submitted in person!

Place this completed checklist on top of your application documents. ※ **e-passport issuance takes 8 weeks.**

Ⅰ、Basic Required Documents

2026.09 V3

☐ **1.Passport Application Form:** Fill in fields 1 to 10, phone/email required; Sign field 11 on the back. Minors under 7: annotate the minor's name as follows: [Minor's Name] (Signed by Father/Mother). Also see checkbox 6 below.

☐ **2.Two Photos:** Taken within the last 6 months; white background, head size of 3.2 to 3.6cm, ears and eyebrows fully visible, mouth closed, eyeglasses not recommended.

Acceptable: US passport photo with 1 3/8" headshot

☐ **3. Identification Documents**: (Choose one) ☐ Applicant's US Passport /~~Citizenship Certificate / Green Card / Driver's License~~ ☐ Minors may use a Birth Certificate as a substitute.

☐ **4.Proof of ROC (Taiwan) Nationality:** one of applicant's parents must have been a Taiwan national on applicant's D.O.B.

4.1 Parents' Passports: Originals and copies (originals will be examined and returned). Parents with Taiwan nationality must present a Taiwan passport (expired is acceptable) or other proof of nationality.

4.1.1 ☐Father's Taiwan passport or proof of nationality _____; ☐ Father's foreign passport (If father is not a Taiwan national, but the child was born after Feb 10, 1980, nationality can be derived from the mother; Chinese surname follows the mother's); ☐ Unable to provide father's ID: Attach a statement explaining the reason.

4.1.2 ☐ Mother's Taiwan passport or proof of nationality _____; ☐ Mother's foreign passport (not a Taiwan national). ☐ Unable to provide mother's ID, attach statement explaining reason.

4.1.3 ☐ One parent is from PRC: Submit a statement that the applicant doesn't hold a PRC passport or household registration.

4.2 Applicant's Birth Certificate: Originals and copies (originals will be examined and returned)

4.2.1 ☐Birth certificate already authenticated by a Taiwan overseas mission (Please verify that the English names, dates of birth, and places of birth for the child and both parents match their respective passports.)

4.2.2 ☐ Birth certificate from this jurisdiction (Nevada, Utah, and Northern California) not yet authenticated. ☐ Authentication required for Permanent Resident Certificate/household registration ($15). ☐ Use the A2 Checklist to ensure English names, DOB, and POB for the child and parents match their respective passports.

☐ **5. Applicant's Legitimacy Status (Parents' Marital Status):**

5.1 Legitimate (Born in Wedlock) * Parents married more than **181 days** prior to applicant's birth.

5.1.1 ☐ Parents' marriage certificate already authenticated by a Taiwan mission (TECO), or an original Household Registration Transcript / Household Certificate with marriage date registered, matching the Chinese or English names on parents' IDs.

5.1.2 ☐ Marriage certificate from this jurisdiction (Nevada, Utah, Northern California) not yet authenticated. ☐ Authentication required for Permanent Resident Certificate /household registration ($15). ☐ Use the A2 Checklist to verify that both parents' English names, DOB, and POB match their respective passports.

5.2 Born or Conceived Out of Wedlock: Attach mother's single status proof. ☐ Single status certificate issued by the US government covering the conception period; requires authentication ($15) (Documents from outside this jurisdiction require authentication by the relevant mission). ☐ If the mother is a Taiwan national with Household Registration, attach a detailed Household Registration Transcript issued within the last 3 months confirming single status in Taiwan during the conception period. ***Note**: Conception period is calculated as the 181st to 302nd day prior to birth (inclusive).*

☐**5.2.1** If the mother is not a Taiwan national: ☐ Father is a Taiwan national with Household Registration: submit child's birth certificate and mother's single status proof to a Taiwan Household Registration Office for Acknowledgement of Paternity registration (consult HR office for details). The child may acquire nationality only after receiving this acknowledgement; attach Household Registration Transcript with acknowledgement record to apply for passport. ☐ Father is a Taiwan national without household registration: Father must fill out an Acknowledgement Consent Form.

☐ **6. Applicant is a Minor**: At least one parent must be present: ☐ Original Household Registration Transcript (within the last 3 months) verifying marital continuity, or ☐ Both parents sign Application Form, Field 11.

6.1: ☐ Parents complete and sign a Surname Agreement for Minor Children. If one parent is a foreign national and the child adopts the foreign parent's surname, that foreign parent must complete and sign a ☐ Chinese Name Declaration to confirm their Chinese surname.

6.2: ☐ If parents are divorced, the accompanying parent must provide □ guardianship proof (e.g., divorce decree, court documents, etc., authenticated by the relevant TECO if issued outside this jurisdiction) or a Household Registration Transcript with custody notes issued within the last 3 months.

☐ **7.Fee Payment:***Standard (10 years) $45; *Applicants Under 14 (5 years): $31; *Military-Eligible Males (student status): $31; *Emergency Non-Biometric Passport (1 year): $10 (Not eligible for visa-free entry to other countries).

Cash, cashier's check, or money order only. Pay to "TECO". No personal checks/credit cards.

☐ **8.Return Mail** (if not picking up in person): **USPS return envelope only**. A USPS Flat Rate **Priority** Envelope with **$13.90** in physical stamps, addressed to yourself as the recipient on the same side. Keep your tracking number.



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



II、Situations Requiring Additional Documents

*Any situation not specifically mentioned on this form, such second or same-sex marriages, shall be managed in accordance with the applicable laws and policies.

9. Nationals Without Household Registration ("NWHR") entering Taiwan on a Taiwan passport

(**Return/onward ticket required**):

Type of Permit: Please check 'Entry Permit (Lin-jen)'.

☐ If planning **to stay in Taiwan for more than 3 months**, please fill out the "**Application for Entry/Exit Permit to the Taiwan Area of the ROC" (中華民國臺灣地區入出境申請書)** and attach **one passport photo**.

☐ If holding a non-biometric passport: Upon arrival, before passing through the immigration counters, please visit the National Immigration Agency office to apply for a "Temporary Entry Permit" (臨時入國許可證)

10. **NWHR entering Taiwan with intent to settle using a Taiwan passport and a Permanent Resident Certificate Copy** (定居證副本): Please present the Permanent Resident Certificate Copy at the immigration counter to receive an entry stamp.

11. **Required documents for applying for Permanent Resident Certificate** (定居證)**and household registration in Taiwan:**

(If returning to Taiwan to apply for the Permanent Resident Certificate directly, the following English documents must be authenticated by TECO. However, Chinese translations may be translated and notarized after returning to Taiwan.)

National Immigration Agency

＊ **NWHR entering Taiwan with intent to settle must be in possession of the following documents**

☐ Completed "Application Form for Entry, Residence, and Registered Permanent Residence in the Taiwan Area of the Republic of China"(中華民國臺灣地區入境居留定居申請書) and **one passport photo**

☐ Original **Household Registration Transcript** (戶籍謄本) belonging to the applicant's mother or father with detailed notes (proving that the mother or father was a national with household registration at the time of the applicant's birth)

☐ Applicant's **U.S. Birth Certificate** and Chinese translation (both authenticated by TECO)

☐ **Proof of parents' marriage** (Choose one of the following options)

- ☐ A. Household Certificate or Household Registration Transcript showing parents' marriage registration in Taiwan
- ☐ B. If marriage is not registered in Taiwan: U.S. Marriage Certificate and Chinese translation (both authenticated by TECO)
- ☐ C. Born out of wedlock, applying based on mother's Taiwan nationality: Mother's Taiwan ID or Household Certificate and an Affidavit of Single Status
- ☐ D. Born out of wedlock, applying based on father: Household Certificate showing father has completed acknowledgement of paternity registration
- ☐ E. If the mother conceived before marriage and was not a national with household registration residing in Taiwan at the time of the applicant's birth: Submit a DNA parentage test from an accredited hospital/institution proving the relationship, and the mother's proof of single status during the conception period (authenticated by a foreign mission), along with Chinese translations (must be authenticated by TECO).

☐ **Chinese Name Declaration** for foreign mother or father (must be authenticated by TECO)

☐ **Health Examination Certificate** issued within the last **3 months** (authenticated by TECO) — Use the " Health Examination Checklist for Residence or Registered Permanent Residence" (居留或定居健康檢查項目表 Bilingual form):

***Under 6 years old:** Vaccination proof or Yellow Card (authenticated by TECO; Yellow Card does not need notarization), no Chinese translation required

***6 to 12 years old:** Only measles and German measles vaccination proof required (authenticated by TECO), no Chinese translation required

☐ **FBI Criminal Background Check** issued within the last 1year (authenticated by TECRO in Washington,D.C.駐美國代表處)+Chinese translation (authenticated by TECO). Minor applicants are exempt.

☐ **Applicants born in Mainland China:** Must submit proof verified by the Straits Exchange Foundation (海基會) confirming the applicant does not hold household registration in Mainland China or a PRC passport.

☐ **Minors:** Registered Permanent Residence Consent Form (居留定居同意書) signed by both parents (If parents are divorced, submit consent from the parent with custody/rights and duties). If a parent is not present, this consent form and the Power of Attorney authorizing the spouse to apply alone must be authenticated by TECO.

Household Registration Office

☐ If a parent of a minor child will not accompany them back to Taiwan, they must fill out a **Consent for Spouse (Joint Guardian) to Apply Alone** for the child's Taiwan ID and household registration, which must be authenticated by TECO.

☐ If the intended household registration address differs from the parents' household address, attach **proof of the intended address**: e.g., Household Registration Transcript, Household Certificate, and a consent form from the head of that household.

– Regulations of local Household Registration Offices may vary; please contact them in advance for confirmation.