

# 委託書 Letter of Attorney

本人(委託人)辦理\_\_\_\_\_先生/女士之\_\_\_\_\_，因故未能親自送件，特委託\_\_\_\_\_先生/女士持本人身分證明文件正本，向貴署提出申請。

I, the client, who want to apply for \_\_\_\_\_ for Mr./Ms. \_\_\_\_\_, am unable to present the application in person and have commissioned Mr./Ms. \_\_\_\_\_ as my agent to deliver the application with his/her and my original I.D. certificates to your agency.

此致

內政部入出國及移民署 (<http://www.immigration.gov.tw/>)

The above statement is addressed to the National Immigration Agency (<http://www.immigration.gov.tw/>) of the Ministry of the Interior.

委託人： \_\_\_\_\_ (親自簽名) 委託日期： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name of client : \_\_\_\_\_ (Personal signature ) Commission date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
受託人： \_\_\_\_\_ (移民業務機構或甲種以上旅行社，加蓋公司章)  
Name of agent : \_\_\_\_\_ (In case an immigration business or class A travel agency acts as the agent, its corporate seal shall be set here)

送件人住址： \_\_\_\_\_  
Address of deliverer: \_\_\_\_\_

請貼受託人有照片之身分證明文件  
影本正面

Please paste the front copy of the agent's  
photo ID certificate

請貼受託人有照片之身分證明文件  
影本背面

Please paste the back copy of the agent's  
photo ID certificate

申請入出國日期證明，請貼委託人有照片之  
身分證明文件影本正面

In case the application is for the 「Entry &  
Exit Date Certificate」, please paste the front  
copy of the client's photo ID certificate.

申請入出國日期證明，請貼委託人貼照片之  
身分證明文件影本背面

In case the application is for the 「Entry &  
Exit Date Certificate」, please paste the front  
copy of the client's photo ID certificate.

## 【注意事項】

- 一、委託人之身分證明文件正本，須貼有照片(國人須為身分證或護照)。
- 二、受託人如為移民業務機構或甲種以上旅行社，應加蓋公司章。
- 三、參考法令：「刑法」第15章「偽造文書印文罪」。
- 四、內政部入出國及移民署服務網址：<http://www.immigration.gov.tw/>