

Operation Directions for Issuing Household Registration English Transcript

1. Enacted and Promulgated on February 1st, 2005, by Tai-Nei-Hu-Zi No.0940076275 Order of the Ministry of the Interior
2. Amended on June 30th, 2005, by Tai-Nei-Hu-Zi No. 0940061606 Order of the Ministry of the Interior
3. Amended on January 18th, 2006, by Tai-Nei-Hu-Zi No. 0950008485 Order of the Ministry of the Interior
4. Amended on June 20th, 2007, by Tai-Nei-Hu-Zi No. 0960087375 Order of the Ministry of the Interior
5. Amended on July 16th, 2007, by Tai-Nei-Hu-Zi No. 0960109720 Order of the Ministry of the Interior
6. Amended on December 3rd, 2007, by Tai-Nei-Hu-Zi No. 0960180570 Order of the Ministry of the Interior
7. Amended on October 31st, 2013, by Tai-Nei-Hu-Zi No. 1020320216 Order of the Ministry of the Interior
8. Amended on December 31st, 2014, by Tai-Nei-Hu-Zi No. 1030615565 Order of the Ministry of the Interior
9. Amended on August 25th, 2015, by Tai-Nei-Hu-Zi No. 1040430896 Order of the Ministry of the Interior
10. Amended on June 30th, 2016, by Tai-Nei-Hu-Zi-No. 1051202507 Order of the Ministry of the Interior.

Article 1 These operational directions are prescribed for enhancing the service for citizens and facilitating the application for issuing Household Registration English Transcript.

Article 2 The types of Household Registration English Transcript are as follows:

1. A Household Registration English Transcript of entire (partial) household of current household: It refers to the registered household record for entire (partial) population for the current household.
2. A Household Registration Cancellation Transcript of entire (partial) household: it refers to initial household registration made in 1946, one has registered household in the administrative area, due to the entire household members move-out, the deceased head of household, a change in a head of household, or conversion of the

entire (partial) household registration information by the household registration office according to the regulations.

Article 3 The qualifications and documents required for application:

1. Application qualifications:

(1) The party concerned (the minors may file the application by their legal representatives) or the head of the household.

(2) The spouse of the party concerned and his/her lineal relative by blood.

(3) The Legal Proxy.

2. Required proving documents:

(1) The concerned party and his/her relatives' (such as spouse, parents, adoptive parents, children and head of household) passports of the Republic of China (hereinafter referred to as the ROC) or other documents recording the English name (the basic information page of the passport and related document shall keep a photocopy) and the original copy of applicant's identification document, seal (or signature) and application fee. In case the applicant is a person entrusted by the party concerned, a Letter of Proxy shall be enclosed. In case the Letter of Proxy is made in foreign country, it shall be certified by the ROC embassies, representative offices or administrative offices. Documents produced in mainland China, Hong Kong, or Macau shall be certified by the institution established or designated by the Executive Yuan or private organization authorized by the Executive Yuan. Documents produced by foreign embassies, consulates or authorized institutions in R.O.C. shall be verified by MOFA (Ministry of Foreign Affairs).

(2) The documents recording the English name referred in the preceding paragraph are as follows:

A. The English identification document or formal document issued by Government of ROC.

B. The English identification document or formal document issued by government of foreign countries.

C. The birth certificate recording the English name issued by hospitals in ROC or foreign countries.

D. The graduation certificate recording the English name and issued by the public or private universities

E. The certificate recording the English name issued by the group or community of overseas national which is registered by the government authority.

(3). If the applicant is unable to submit the passport of ROC or other documents recording the English name, the applicant may follow the Guidelines of Using Chinese Phonetic Spelling and fill in the

application form (Shown as annex 1) by himself/herself.

- (4). The “identification document” specified in the first paragraph refers to the National Identification Card, the Alien Resident Certificate, the Resident Certificate for the Taiwan Area, the R.O.C. Resident Certificate, the R.O.C. passport or other proof of identity.

Article 4

Notes for recording the Household Registration English Transcript are as follows:

1. The transliteration of name:

- (1) The format of English name shall match that on the passport. All letters are capital. The surname name shall be followed by the first name with a comma inserted. A hyphen may be added between two first names. If the citizen has an alias name, it shall be noted in the parentheses after the English name.
- (2) The English name translated pursuant to the Guidelines of Using Chinese Phonetic Spelling shall spell the pronunciation of each Chinese character. The same principle shall be applied to the spell of the compound surname or when a woman wants to add her husband’s surname.
- (3) For the aborigine who has reverted to his traditional name, his English name shall spell the pronunciation of full name directly without following the sequence abovementioned.

2. The transliteration of birth place:

- (1) The translation shall be based on the proving document submitted by the applicant.
- (2) If the applicant does not submit the proving document, the birth place shall be the information displayed in the Household Registration Information System.
- (3) If the system has no corresponding record, the personnel may refer to the Online Translation System of Place Names on the website of Department of Land Administration, Ministry of the Interior (<http://www.land.moi.gov.tw>) and fill in the Annex 1. The record methods are as follows:

- A. Born in Taiwan area and in mainland China area: The province, municipality, or special Administrative Region of the birth place shall be recorded. Those born in Kinmen and Lienchiang county of Fujian Province, shall record the province, county of birth and ROC country name abbreviation in Notes column, but don’t record the word of “province” English translation.

B. Born in foreign country: The country name of the birth place shall be recorded.

3. The English translation of the personal notes will only translate the identification related notes principally. If the applicant submit the request for translation other notes, the abstract of the notes may be provided.

4. The English translation will only translate the last migration information for migration status of the entire household.

5. The English translation of date shall be in the format of month/day/year (A.D.) wherein the month may have abbreviation and the others shall be filled in with numeric.

6. The system will show the Chinese/English information of the administrative area. The household registration personnel shall enter the name of the street, road and the number manually and the information source shall be pursuant to the regulations of each municipal and county (city) governments.

7. Administrative area and address: The English translation shall follow the sequence: Room, Floor (F), Number (No.), Building, Sub-alley, Alley, Lane, Section (Sec.), Street (St.), Road (Rd.), Neighborhood, Village, District, Township, City, County. About province, it just records the province name but exclude the word of “province”.

Article 5 The citizen may file the application of Household Registration English Transcript to any household registration office. The application shall be issued within 6 working days.

Article 6 The application form for Household Registration English Transcript and the format of the Household Registration English Transcript are shown as Annex 2.

Article 7 The notes for issuing the Household Registration English Transcript shall be prescribed by the Ministry of the Interior.

Article 8 The computer operation procedures for issuing the Household Registration English Transcript shall refer to User’s Manual and Operation Manual of the Household Registration Information system.

Article 9 The Household Registration English Transcript shall affix the seals (Formats are shown as Annex 3).

Article 10 Application fee pursuant to charging standard of household registration administration is required for issuing the Household Registration English Transcript.

Annex 1. Application form for English transliteration of Household Registration English Transcript

Name		Birth place		application for other Notes	remarks
Chinese	English	Chinese	English		
Signature of the applicant			TEL		

Notes:

1. For the name column, the English name of the concerned party or his/her interested person on the passport shall have priority. If the concerned party or his/her interested person has more than two passports with different English names, he shall decide which English name to use and shall record on this applicant form. If the concerned party or his interested person has no passport, his/her English name shall be translated pursuant to the Guidelines of Using Chinese Phonetic Spelling and be recorded on this application form.
2. The notes of the Household Registration English Transcript will only provide the record of birth, parentage, adoption, adoption termination, marriage, divorce, legal guardianship, death and presumption of death, etc. If the applicant needs other notes, please fill this application form in detail.
3. If there is no corresponding code of the transliteration of birth place can be referred to, the applicant may refer to the Online Translation System of Place Names on the website of Department of Land Administration, Ministry of the Interior (<http://www.land.moi.gov.tw>) when filling in this application form.

Date: (YY/MM/DD)

Application Form for Household Registration English Transcript

Applicant (Signature / Seal)

National ID No.:
Name:
Domicile Address:

The Concerned Party

Name of Household Head: Household No.
Name of the Concerned Party: et al.
Domicile Address:

Consignor (Signature / Seal)

National ID No.:
Name:
Domicile Address:

Detail of Application Form

Date of Application:
Type of Application:
Documents and Certificates Required:
Serial Number of Transcript:
Notes:

Issue no.

Copy accepted

Compliance Officer

編號 No:

列印日期/時間:

戶籍謄本 HOUSEHOLD REGISTRATION TRANSCRIPT

戶號 Household number :

種類 Type: 全戶 TOTAL

戶別 Household name :

地址 Address :

戶長變更及全戶動態記事 Alterations of details concerning head of household and notes concerning movement of household :

稱謂 Appellation :
 中文姓名 Name in Chinese :
 英文姓名 Name in English :
 統一編號 ID card number :
 配偶 Name of spouse :
 出生地 Place of birth :
 出生日期 Date of birth :
 父 Name of father :
 養父 Name of adoptive father :
 母 Name of mother :
 養母 Name of adoptive mother :
 出生別 Order of child :
 原住民身分及族別 :
 Aboriginal identity and Tribes :
 記事 Notes:

稱謂 Appellation :
 中文姓名 Name in Chinese :
 英文姓名 Name in English :
 統一編號 ID card number :
 配偶 Name of spouse :
 出生地 Place of birth :
 出生日期 Date of birth :
 父 Name of father :
 養父 Name of adoptive father :
 母 Name of mother :
 養母 Name of adoptive mother :
 出生別 Order of child :
 原住民身分及族別 :
 Aboriginal identity and Tribes :
 記事 Notes:

(本謄本摘錄與戶籍登記資料無異 This certificate is a true and correct excerpt copy of the entries in the Household Register.)

本資料疑義洽戶籍地管轄戶政事務所，並應遵循個人資料保護法之規範 (以下空白)



編號 No:

列印日期/時間:

戶籍謄本 HOUSEHOLD REGISTRATION TRANSCRIPT

戶號 Household number :

種類 Type: 部分 PARTIAL

戶別 Household name :

地址 Address :

戶長變更及全戶動態記事 Alterations of details concerning head of household and notes concerning movement of household :

稱謂 Appellation :
 中文姓名 Name in Chinese :
 英文姓名 Name in English :
 統一編號 ID card number :
 配偶 Name of spouse :
 出生地 Place of birth :
 出生日期 Date of birth :
 父 Name of father :
 養父 Name of adoptive father :
 母 Name of mother :
 養母 Name of adoptive mother :
 出生別 Order of child :
 原住民身分及族別
 Aboriginal identity and Tribes :
 記事 Notes:

新北市政府戶政事務所

(本謄本摘錄與戶籍登記資料無異 This certificate is a true and correct excerpt copy of the entries in the Household Register.)

本資料疑義洽戶籍地管轄戶政事務所，並應遵循個人資料保護法之規範（以下空白）



本除戶謄本由 戶政事務所主任 簽發
This household cancellation certificate is issued by
Director _____
(District) Household Registration Office, (City),
Taiwan, R.O.C.
日期/Date :
字號/File No. :

本謄本由 戶政事務所主任 簽發
This certificate is issued by
Director _____
(District) Household Registration Office,
(City) , Taiwan, R.O.C.
日期/Date :
字號/File No. :