

Operational Directions for Issuing Household Registration English Transcript

1. Enacted and Promulgated on February 1, 2005, by Tai-Nei-Hu-Tzu No.0940076275 Order of the Ministry of the Interior
2. Amended on June 30, 2005, by Tai-Nei-Hu-Zi No.09400616062 Order of the Ministry of the Interior
3. Amended on January 18, 2006, by Tai-Nei-Hu-Zi No. 0950008485 Order of the Ministry of the Interior
4. Amended on June 20, 2007, by Tai-Nei-Hu-Zi No. 0960087375 Order of the Ministry of the Interior
5. Amended on July 16, 2007, by Tai-Nei-Hu-Zi No. 0960109720 Order of the Ministry of the Interior
6. Amended on December 3, 2006, by Tai-Nei-Hu-Zi No. 0960180570 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 after computerization: It refers to registered household record are copied and archived in the computerized system since October 1997 due to the original entire household members move-out, death of household head, household head alteration, or processed

by the household registration office at its discretion.

3. A Household Registration Cancellation Transcript of entire (partial) household before computerization: The issuance day for such transcript shall be further prescribed by the Ministry of the Interior.

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, his/her lineal relative by blood, lineal relative by marriage, or collateral relatives by blood within the third degree of relationship.
- (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 National Identification Card, 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, administrative offices or other foreign affairs authorities. If the Letter of Proxy is made in mainland China area, it shall be certified by the Straits Exchange Foundation.
- (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.

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

abovementioned sequence.

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 governed by the municipal and county (city) governments where the domicile place is registered. 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)

Annex 2. Application form for Household Registration English Transcript

Application form for Household Registration English Transcript							
						Application Date:	(YY/MM/DD)
Applicant' name /address	Name: National ID No.:			signature/seal:			
Name/address of the concerned party	Name of household head: Names of the concerned party:			Household ID No.:			
Type of application		Copy required	Transcript:	copy	Total no. of sheets:	sheet	
Attached proving documents		Commissioned to apply	Principal: Address: National ID No.:	signature/seal:			
Application fee	NT\$:		Remarks	Household registration officer:			
Receipt No.							
In-charge		Copy	Approved		Director		

戶籍謄本 HOUSEHOLD REGISTRATION TRANSCRIPT

戶號 Household number :

戶別 Household name :

里鄰地址
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

統一編號 ID card number

英文姓名 Name in English

出生日期 Date of birth

出生別 Order of child

出生地 Place of birth

父 Name of father

養 父 Name of adoptive father

母 Name of mother

養 母 Name of adoptive mother

配 偶 Name of spouse

記 事
Notes

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戶籍謄本 HOUSEHOLD REGISTRATION TRANSCRIPT

戶號 Household number :

戶別 Household name :

稱謂 Appellation			
中文姓名 Name in Chinese		統一編號 ID card number	
英文姓名 Name in English			
出生日期 Date of birth		出生別 Order of child	
出生地 Place of birth			
父 Name of father			
養父 Name of adoptive father			
母 Name of mother			
養母 Name of adoptive mother			
配偶 Name of spouse			
記 事 Notes			
稱謂 Appellation			
中文姓名 Name in Chinese		統一編號 ID card number	
英文姓名 Name in English			
出生日期 Date of birth		出生別 Order of child	
出生地 Place of birth			
父 Name of father			
養父 Name of adoptive father			
母 Name of mother			
養母 Name of adoptive mother			
配偶 Name of spouse			
記 事 Notes			

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Annex 3

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. :