

# 外籍移工專用居留案件申請表 Foreign Worker Residence Permit Application Form

☐ 監護工 Caregiver ☐ 幫傭 Domestic Helper ☐ 技工 Technician ☐ 其他 Others

<b>相片 PHOTO (初 Initial / 換 Renewal / 補發 Replacement)</b> 最近 2 年內所拍攝、直 4・5 公分且橫 3・5 公分、脫帽、未戴有色眼鏡、五官清晰、不遮蓋、足資辨識人貌、人像自頭頂至下顎之長度不得小於 3・2 公分及超過 3・6 公分、白色背景之正面半身薄光面紙彩色照片，且不得修改或使用合成照片。 【A thin half-length color photo with a glossy finish taken with a white background within the last two years that should be 4.5cm X 3.5cm with an image of the head that should not be shorter than 3.2cm or longer than 3.6cm from the top of the head to the chin, without wearing a hat or a pair of color glasses, with clear facial features not covered and identifiable, and should not be modified or composed.】	<input type="checkbox"/> 1 居留證 ARC <input type="checkbox"/> 2 居留證延期 EXTENSION FOR ARC <input type="checkbox"/> 3 重入國 RE-ENTRY PERMIT <input type="checkbox"/> 4 居留證遺失/毀損 ARC RE-ISSUANCE	<input type="checkbox"/> 5 換雇主 CHANGE OF EMPLOYER <input type="checkbox"/> 6 換居留地址 CHANGE OF ADDRESS <input type="checkbox"/> 7 換新護照 PASSPORT RENEWAL <input type="checkbox"/> 8 其他 OTHERS	
	統一(居留)證號 ID (ARC) NO.：		
	英文姓名 Full Name(Print in Capitals)：		
	中文姓名 Chinese Name：	國籍 Nationality：	
護照號碼 Passport Number：	性別 Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	
	首次來臺 First Time Arrival in Taiwan?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
出生日期 Date Of Birth (YYYY/MM/DD)	年/Y 月/M 日/D	護照效期 Passport Expiration Date	年/Y 月/M 日/D
在臺手機號碼 Mobile Number		抵臺日期 Date of Last Arrival (YYYY/MM/DD)	年/Y 月/M 日/D
電子郵件信箱 E-mail Address		出生地 Country of Birth	
婚姻狀況 Marital Status	<input type="checkbox"/> 已婚/Married; 結婚日期 Date of Marriage ____ 年/Y ____ 月/M ____ 日/D; 配偶姓名 Name of Spouse _____ <input type="checkbox"/> 存/Alive; <input type="checkbox"/> 歿/Deceased <input type="checkbox"/> 離婚/Divorced; 離婚日期 Date of Divorce ____ 年/Y ____ 月/M ____ 日 /D <input type="checkbox"/> 未婚/Single		
服務處所【雇主姓名】 Employer：電話 TEL：			
工作許可 WORKING PERMIT：勞動部 Ministry of Labor — 許可日期 Permit No.：年 Y 月 M 日 D 勞動發事字第 Lao-Dong-Fa-Shi-Zi 號 No.、 許可效期 Validity Period of Permit：年 Y 月 M 日 D ~ 年 Y 月 M 日 D			
居留地址 RESIDENTIAL ADDRESS：(市/縣 CITY/COUNTY) (區/鄉/市/鎮 DISTRICT/TOWN) (路/街 RD./ST) (段 SEC.) (巷 LANE) (弄 ALLEY) (號 NO.) (樓之 F.)			
工作地址 OFFICE ADDRESS：(市/縣 CITY/COUNTY) (區/鄉/市/鎮 DISTRICT/TOWN) (路/街 RD./ST) (段 SEC.) (巷 LANE) (弄 ALLEY) (號 NO.) (樓之 F.)			
本人簽名：SIGNATURE OF APPLICANT：(右手拇指印 Thumbprint of Right Thumb)			
(本人未到請填下列授權 If absent, please fill in the following letter of authorization)			
我授權 I HEREBY AUTHORIZE：代辦上述事項 TO MAKE THE AFORESAID APPLICATION.			
被委託人簽名 SIGNATURE OF AGENT：證號 ID NO.：			
聯絡電話 Contact Tel：			
移民(仲介)公司名稱 Immigration (Foreign Labor Employment Agency) Company Name：			
聯絡電話 Contact Number：			

所需文件請參考背面/ Required documents: see back ↓ 由權責機關填寫/For Authorized Staff Only ↓

申請時間 Application Time：年 Y 月 M 日 D

收據金額 Receipt Amount：

居留效期Residency Permit Validity Period

:

年Y

月M

日D

~

年Y

月M

日D

☐重入國

Re-entry into Taiwan

單次/許可證號

Single/Permit No. :

有效期限

Validity Period :

年Y

月M

日D

備註：同一公司多人申請時請填「集體申請頁」

Remarks: When multiple people apply from the same company, please fill in the “Collective Application Page”

受理人員

Accepted by

/

/

審核人員

Reviewed by

/

/

建檔人員

Filed by

/

/

承辦單位：移民署服務站。

申請方式：臨櫃申請，填寫申請表一份，或採線上申辦。

申辦項目：

#### ■ 移工居留證初次申辦或延期居留：

應備文件：

1. 繳驗護照、居留簽證正本。
2. 申請居留者：檢附招募許可函正本、影本或勞動部聘僱許可函正本、影本（正本驗畢退還）、在職證明書、相片一張。
3. 延期居留者：檢附聘僱許可函正、影本（正本驗核後退還）、在職證明書、相片。居留屆期前仍未取得新護照或聘僱許可函者，應於居留效期屆滿前，檢附相關證明文件（如：收件回條）及其他前述展延應備文件，辦理居留證展延。
4. 規費：外僑居留證每件每一年效期新臺幣 1,000 元（不足 1 年者，依 1 年效期收費）。
5. 核辦天數：10 天（憑繳款收據領取外僑居留證）。

#### ■ 異動登記

應備文件：

1. 繳驗護照、外僑居留證正本、影本（正本驗畢退還）。
2. 地址異動：檢附相片一張、在職證明書、地址異動相關文件正、影本（如：被看護者之戶口名簿，或共同居住證明書等）。
3. 轉換雇主：檢附相片、勞動部接續聘僱許可函正、影本（正本驗畢退還）、在職證明書。至公立就業服務機構接續聘僱外國人者，雇主應於公立就業服務機構開立接續聘僱證明書之翌日起 30 日內，辦理異動登記；亦可俟勞動部接續聘僱函核發 30 日內辦理。
4. 個人資料異動登記：依申請異動項目檢附相關證明文件。
5. 規費：免費。
6. 核辦天數：10 天（憑繳款收據領取外僑居留證）。

#### ■ 注意事項：

1. 在職證明書，須為雇主於申請日前 1 個月內開立，並加蓋雇主章戳；申請人相片，請提供最近 2 年內 2 吋半身脫帽正面相片（同國民身分證規格）1 張。
2. 初次申請外僑居留證可親自辦理或得委託申辦案件，委託他人代辦者，應檢附委託書；如委託移民業務機構或私立就業服務機構代辦送件者，應檢附委託書、代辦機構許可證影本（加蓋代辦機構章戳）、委託契約書（移民業務機構）或引進契約書（私立就業服務機構）正、影本，及受委託人之員工識別證正、影本或在職證明書。
3. 外籍移工應於入國後之翌日起算 30 日內申請居留，未依規定期限申請者，處新臺幣 2,000-10,000 元罰鍰。
4. 申請延期居留者，應於居留效期屆滿前 3 個月內申請，逾期居留者，將處新臺幣 10,000-50,000 元罰鍰。
5. 申請變更地址或服務處所者，應於事實發生之翌日起算 30 日內辦理異動登記；逾時申辦，將處新臺幣 2,000-10,000 元罰鍰。
6. 外僑居留證汙損、滅失、遺失補發及基於個人因素變更中英文姓名、出生日期、性別、照片等非依法須辦理異動登記之情形者，每件新臺幣 500 元（須重製證）。

Responsible Unit: NIA Service Center.

Application Method: Apply in person by filling out one application form, or apply online.

Application Items:

■ **Initial application for Foreign Migrant Worker Residency Permit or extension of stay:**

Required Documents:

1. Present original passport and residence visa.
2. For applicants: Attach original or copy of recruitment permit letter, original or copy of Ministry of Labor employment permit letter (original will be returned after verification), employment certificate, and one ID photo.
3. For extension of residence: attach original or copy of Ministry of Labor employment permit letter (original will be returned after verification), employment certificate, and ID photo. If the applicant has not obtained a new passport or employment permit letter before the expiration of the alien resident certificate, relevant documentary proof (such as receipt slip) and other required documents for extension of stay should be submitted before the expiration of the original alien resident certificate.
4. Fees: NT\$1,000 for each alien resident certificate, which is valid for one year (charged based on a one-year period for periods of less than one year).
5. Processing time: 10 days (alien resident certificate can be collected upon presenting the payment receipt).

■ **Registration of Change:**

Required Documents:

1. Present original passport, original and copy of alien resident certificate (original will be returned after verification).
2. Change of address: attach one photograph, employment certificate, original and copy of relevant documents for address change (such as household registration of the care recipient or certificate of cohabitation).
3. Change of employer: attach photograph, original and copy of Ministry of Labor's employment permit letter issued for the successor employer (original will be returned after verification), employment certificate. If the employer continues to employ the foreigner through a public employment service institution, the employer shall complete the registration of change within 30 days from the day following the issuance of the successor employer certificate by the public employment service institution; or within 30 days from the issuance of the employment permit letter for the successor employer by the Ministry of Labor.
4. Registration of personal data change: Attach relevant documentary proof according to the requested change.
5. Fees: free of charge.
6. Processing time: 10 days (alien resident certificate can be collected upon presenting the payment receipt).

■ **Important Notes:**

1. The employment certificate must be issued by the employer within 1 month before the application date and affixed with the employer's seal. Please provide one recent unmounted passport-size ID photograph taken within the past 2 years (same specifications as National ID card).
2. Initial application for alien resident certificate can be done personally or by delegating others. If delegated, attach a power of attorney. If applying through an immigration service agency or private employment service agency, attach the original and copy of power of attorney, the agency's permit (affixed with the agency's official seal), contract agreement (for immigration service agency) or labor introduction contract (for private employment service agency), and the original and copy of the authorized person's employee ID or employment certificate.
3. Foreign migrant workers must apply for residency within 30 days from the day after entry into Taiwan. Failure to apply within the specified period will result in a fine ranging from NT\$2,000 to NT\$10,000.

4. Applicants for extension of stay must apply within 3 months before the expiration of their residency. Overstaying the residency period will result in a fine ranging from NT\$10,000 to NT\$50,000.

5. Applicants requesting a change of address or workplace must complete the registration of change within 30 days from the day after the occurrence. Failure to do so within the specified time will result in a fine ranging from NT\$2,000 to NT\$10,000.

6. For cases of damage, destruction, loss, or replacement of the alien resident certificate, as well as changes in English and Chinese names, birthdates, gender, photographs, etc., due to personal reasons, which do not require registration of change according to the law, a fee of NT\$500 per application shall be charged (where the production of a new ARC is required).