

Instructions on Application for a Certificate of Entry and Exit Dates

Amended by the National Immigration Agency, Ministry of the Interior, per Letter Yi-Shu-Ru-Zi No. 1100136320 dated JAN 3, 2022.

1. Legal basis: Article 40 of the Enforcement Rules of the Immigration Act and Article 23 of the Regulations Governing Immigration Inspection and Data Collection and Utilization.
2. The ways to apply for a Certificate of Entry and Exit Dates (hereinafter referred to as “the Certificate”) within the State or overseas are as follows:
 - (1) Counter application:
 - a. Within the state: Apply at a special municipality or county/city service center of the National Immigration Agency, Ministry of the Interior (hereinafter referred to as “the NIA”).
 - b. Overseas: Apply at an ROC overseas mission.
 - (2) Online application:
 - a. Use a Citizen Digital Certificate to apply via the NIA’s global information web portal.
 - b. Use a Citizen Digital Certificate to apply via the National Development Council’s MyData platform (in accordance with the National Development Council’s website rules).

The Certificate only contains the dates of entry and exit. Nationals with household registration in Taiwan can at the same time apply at the counter for an Entry and Exit Record of origin and destination as an attachment to the Certificate.

Applications for records predating digitization can only be made at the counter of a special municipality or county/city NIA service center (certifying dates of entry and exit prior to 1983 for ROC nationals and prior to 1991 for foreign nationals).

The documents required for at-the-counter applications, and related matters for attention, are set out in the Appendix hereto.

3. Fees for the Certificate:

(1) NT\$100 per copy (online applications are free of charge).

(2) For applications at ROC overseas missions, payment in foreign currency equivalent to NT\$100 per copy.

4. No Certificate shall be issued where the NIA determines that the application violates laws and regulations pertaining to the protection of personal data.

5. For application place locations and contact information, please refer to the pages listing “Service Locations” and “Overseas Locations” on the NIA’s global information web portal.

Appendix

Counter Application Document Requirements and Matters for Attention

Applicant Application documents	Application in person (Note 1)	Application not in person		
		Legal representative	Agent	Interested party
Application form (Note 2)	•	•	•	•
Applicant’s valid identity document (original and photocopy) (Note 3)	•	•	•	•
Application subject’s valid identity document (original and photocopy) (Notes 3 and 6)		•	•	
Documentary proof of legal agency relationship (original and photocopy) (Note 4)		•		
Power of attorney (original) (Note 5)			•	
Document attesting to interested party status, issued by a public authority (original and photocopy) (Note 7)				•

Basic identity information (or identity document) of the subject of the inquiry				●
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Notes :

1. An applicant with full legal capacity should apply in person or through an agent; a person without legal capacity or with limited legal capacity must apply through a legal representative, but a person over the age of fourteen with limited legal capacity may apply himself/herself where this concerns an act relating to pure legal benefit or necessity based on their age, status, and daily life (e.g., attending school).
2. The application form for the Certificate:
 - (1) Can be obtained from a special municipality or county/city NIA Service Center or an ROC overseas mission, or can be downloaded from the NIA's global information website.
 - (2) For application at an overseas mission, if it is necessary to have the certificate collected by a relative or friend in Taiwan, please write the name and telephone number of a contact person in Taiwan in the 5th column of the application form.
3. Identity document: For an ROC citizen, this means a national ID card or passport; for a foreign national, this means an ARC, passport, or exit and entry permit.
4. If the documentary proof of legal agency relationship is a household registration transcript, it need not be physically presented.
5. The power of attorney should state: "The applicant XXX, being unable to apply in person, hereby appoints XXX with full power to act on his/her behalf in applying to the National Immigration Agency, Ministry of the Interior, for a Certificate of Entry and Exit Dates."
6. If the applicant is serving a sentence of imprisonment in the Taiwan Area, he/she may submit the original of a power of attorney endorsed with a stamp of approval by the institution in which he/she is incarcerated, in place of his/her

identity document.

7. Document attesting to interested party status, issued by a public authority:

(1) Such as a notice issued by a court, prosecuting, taxation, land administration, or other such public authority, or a registration form for handling a missing person case opened by a police agency within its three-month validity period. But does not include household registration transcripts, creditor certifications, or other documents that the NIA determines to fall short of proving the applicant's interested party status.

(2) The interested party certification must clearly indicate the wish to make inquiry of a specified subject's entry and exit record or related wording.