

委託書 Letter of Attorney

本人(委託人)辦理_____人之_____，因故未能親自送件，特委託_____先生/女士持本人身分證明文本正本，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: _____ / _____ / _____

(移民業務機構或甲種以上旅遊社，加蓋公司章需出示登記證及執照)

受託人: _____ In case an immigration business or class A travel agency acts as the agent, its corporate seal shall be set here)
Name of agent: _____

送件人住址: _____
Address of deliver: _____

<p>請貼受託人有照片之身分證明文件 影本正面</p> <p>Please paste the front copy of the agents Photo ID certificate</p>	<p>請貼受託人有照片之身分證明文件 影本背面</p> <p>Please paste the front copy of the agents Photo ID certificate</p>
<p>申請人入出國日期證明，請貼委託人有照片之 身分證明文件影本正面</p> <p>In case the application is for the 「Entry & Exit Date Certificate」, please paste the front Copy of the clients photo ID certificate.</p>	<p>申請人入出國日期證明，請貼委託人有照片之 身分證明文件影本正面</p> <p>In case the application is for the 「Entry & Exit Date Certificate」, please paste the back Copy of the clients photo ID certificate.</p>

【注意事項】

- 一、委託人之身分證明檔正本，須貼有照片(國人須為身分證或護照)。
- 二、委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/>