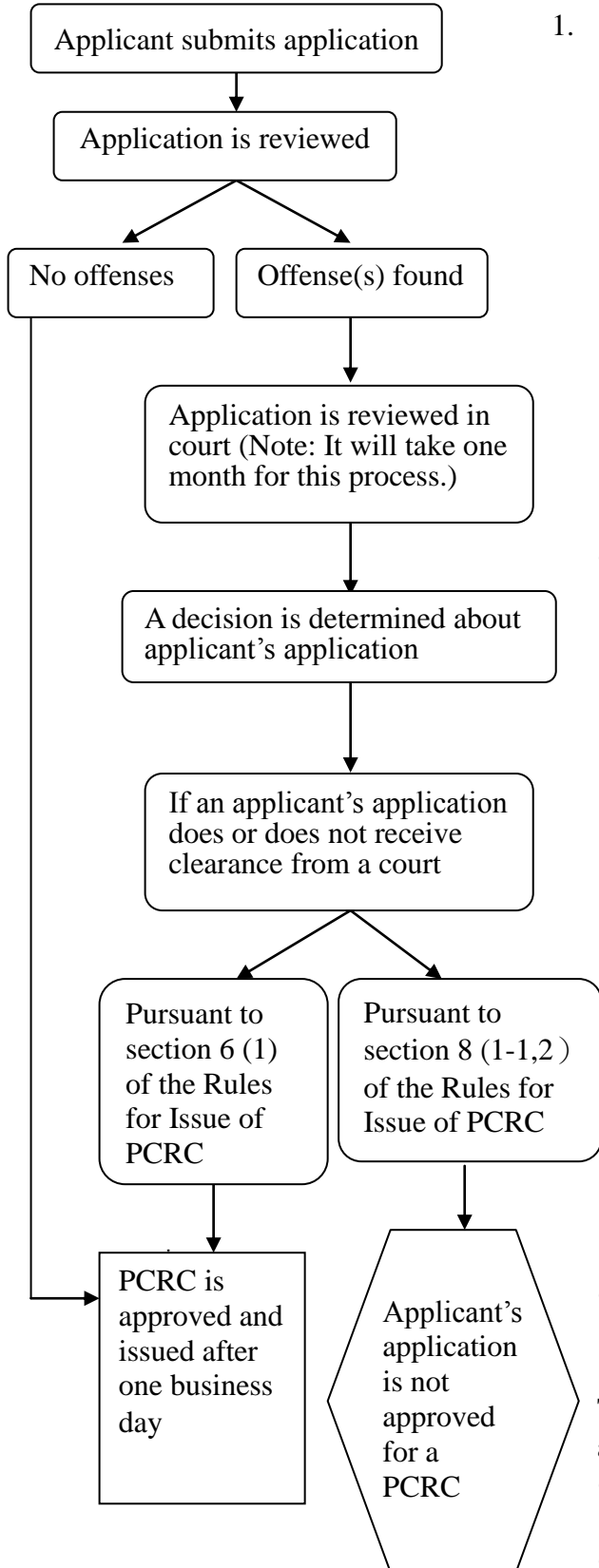


## Procedures for Police Criminal Record Certificate (PCRC) Application

1. Basis for Operation: Rules for Issue of Police Criminal Record Certificate
2. Application for PCRC :

### PCRC Application process



### Procedures for submitting a PCRC application

1. An applicant can submit application three ways:

- **To apply in person:**

1. One completed application form
2. Required Documents :
  - (1) An original and a copy of ID or a Household Registration (valid for one month)  
(Foreigners will need to submit a passport and a copy of photo page)
  - (2) Passport (Included with PCRC English version)
3. Fee: NT\$100 per certificate
4. Power of Attorney form: Applicant will need to submit a power of attorney with signature and stamp included on form.

- **To apply by mail:**

1. One completed application form
2. Required Documents : See “Apply in person” for instructions
3. Fee: NT\$100 per certificate
4. Terms of Payment
  - (1) Domestic applicants:
    - 1) Cash: NT\$100 per certificate
    - 2) Money Order: Include a money order payable to Taipei City Police Department
  - (2) Overseas applicants: US\$6.00 per certificate (Cash only and postage included)
4. Mailing address: No.96, Yanping S. Rd. Taipei, Taiwan R.O.C 10042
5. Include a self-addressed, stamped return envelope for registered mail (Overseas applicants excluded)
6. Include a Power of Attorney form (See “Apply in person” instructions)

- **To apply via Internet:**

Go to: [http://www.e-services.tapei.gov.tw/hypage.cgi?HYPAGE=form.htm&s\\_uid=157005](http://www.e-services.tapei.gov.tw/hypage.cgi?HYPAGE=form.htm&s_uid=157005)

The Taipei City Police Department will notify the applicant by mail when the certificate is issued

- If approved, a PCRC will be issued in one business day.
- All PCRC certificates will be issued in Chinese and English) .