

應備文件 Required Documents :

1. 申請人所持有有效中華民國護照影本乙份。Applicant's valid ROC passport copy.
2. 所持有有效僑居國護照(或居留證)影本乙份。Applicant's valid passport/resident card copy of the country of residence.
3. 申請人依各項文件認證之要求備齊所需文件正本及證件。Applicant's original document that is requested by the legalization process and supporting documents.
4. 中文翻譯本不得單獨申請驗證，需搭配原文文件一併申辦。Translation cannot be process by itself, the original document is required to accompany the translation.
5. 中文翻譯請以繁體字為準。Translation shall be in Traditional Chinese.
6. 中文翻譯本請加入下列聲明文字：Translation shall include the following declaration:

本人○○○聲名上述中文譯本與○文原件文義相符。

申請人簽名：○○○

日期：○○○○年○○月○○日

I, _____ hereby declare that this translation is a true and correct Chinese version of the attached original to the best of my knowledge and belief.

Applicant Signature:

Date: YYYY/MM/DD

費用 Fee :

1. 每份美金 15 元。Each document is \$15.
2. 本處僅接受美金匯票、Cashier's Check 或現金（僅限親自來處辦理）、私人或公司支票一概不受理。收款人請填 **Taipei Economic and Cultural Office in Miami**。We accept money order, Cashier's check or cash (in person ONLY), make payable to **Taipei Economic and Cultural Office in Miami**.

辦理方式及作業時間 How to Apply & Process Time :

一般案件於文件備齊後 3-5 個工作天後核發或拒件。Document process time is 3-5 business days.

1. **本人親自至辦事處申請：**申請人應出示有效身分證件正本及影本一份。**In Person:** Applicant is required to bring valid passport and a copy.
2. **以郵寄方式申請：**申請人應出示有效身分證件影本一份。請使用證明書郵寄辦理格式，所檢附證明書須先經有效之佛州公證人(Florida Notary Public)公證，並附註公證人聯絡電話及傳真號碼。郵寄辦理請自行提供足夠回郵郵費及回郵信封，限代寄美國郵局或 FedEx。**By Mail:** Applicant is required to mail in "Required Documents". Applicant shall use Proof of Residency by Mail format, the document is required to be signed and stamped by a Florida Notary Public, also enclosed notary's contact information. Applicant shall provide sufficient postage or label. Our office provides services by USPS or FedEx only.

注意事項 Reminders :

1. 本處受理範圍為佛羅里達州、波多黎各、美屬維京群島、巴哈馬、百慕達、英屬土克凱可群島及多明尼加，其他地區請參閱 <http://www.boca.gov.tw/>，洽所屬地區駐外館處辦理。This office can only authenticate documents originally from the consular jurisdiction of Florida, Puerto Rico, US Virgin Islands, Bahamas, Bermuda, Turks and Caicos Islands and Dominican Republic. Other jurisdiction, please use the link provided <http://www.boca.gov.tw/>.
2. 為避免申請案件延誤，請附足夠郵資、詳填申請表及繳齊應備文件。本處透過美國郵局或 FedEx 交寄，寄件後即不負責郵件延誤或遺失之責任。To avoid delay, please make sure the application is complete and the return postage is sufficient. Our office is not responsible for late or lost mail or package.

駐邁阿密台北經濟文化辦事處

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Office Hour: 9:00AM-4:00PM <http://www.taiwanembassy.org/USMIA>