

拾貳、出入監證明申請相關事項

12. Certification of Imprisonment/Release

問 12-1、請問應如何申請收容人「在監(院、所、校)證明」?

Q12-1: How to apply for certificate of imprisonment/detention for inmates?

答：

- 一、申請要件：收容人因須辦理兵役手續、財產繼承、助學貸款、學雜費補助、農保及勞保與健保事宜、低收入補助、殘障補助、老人年金、老農年金及國民年金補助、房屋車輛過戶、離婚協議、子女教養...等事項，需申請在監(院、所、校)證明者。
- 二、申請在監(院、所、校)證明書時，應由收容人本人提出申請。另如家屬前來申請，必須攜帶國民身分證及可證明雙方關係之文件，並經收容人事先同意書寫報告申請，始可發給證明文件。
- 三、作業程序：由收容人自行書寫申請報告或依式填具申請書，並檢附相關證明文件，向機關申請經核可用印後，發給在監(院、所、校)證明，再由指定之家屬領回或由收容人具領郵寄予家屬。

A:

1. Application: Inmates may need to apply for a certificate of imprisonment/detention for the purpose of military service, inheritance, student loan, subsidy of tuition fees, farmers' insurance, labor insurance or health insurance, low-income subsidy, disability subsidy, elderly annuity, elderly farmers annuity or national annuity subsidy, transfer of house or vehicle ownership, divorce agreement, child rearing, etc.
2. Application for certificate of imprisonment/detention should be made by inmates. If family members of inmates apply for such a certificate, they must bring their National ID Card and documents that show their relationship with the inmate as well as inmate's consent statement before a certificate will be issued.
3. Procedure: Inmates can write an application report or fill out an application form and submit it together with supporting documents to the correctional facility. After the application is approved by the facility, a certificate of imprisonment/detention will be issued. The certificate may be picked up by a family member appointed by the inmate or picked up by the inmate and mailed to inmate's family member.

問 12-2、請問應如何申請收容人「出監(院、所、校)證明」?

Q12-2: How to apply for certificate of release for inmates?

答：

- 一、非利用網路申請：

(一)前收容人必須親自攜帶身分證正本、印章至機關辦理，如委託親屬前來代辦，必須攜帶委託書、前收容人身分證，代領人身分證、足以證明雙方親屬關係之文件，以供查核。

(二)相關申請表格可至法務部便民服務線上申辦系統下載（網址為 <http://www.moj.gov.tw/login/login.htm>）。

二、利用網路申請：

(一)請連結至「法務部便民服務線上申辦系統(網址為 <http://www.moj.gov.tw/login/login.htm>)」，下載申請書後，確實填寫申請表所列每一欄位，連同申請人身分證正反面影本，郵寄至執行機關。

(二)機關收到申請書審核核准後，將開具證明，並以郵寄方式寄予申請人(請自備回郵信封填妥收信地址及收件人姓名)。

A:

1. Apply not via Internet:

(1) An ex-inmate must bring his or her National ID Card and personal seal to apply at the correctional facility. If application is made by a relative, the relative must bring ex-inmate's power of attorney and National ID Card as well as the relative's National ID Card and documents that show relative's relationship with the ex-inmate.

(2) The application forms are available for download from the e-service system of the Ministry of Justice (<http://www.moj.gov.tw/login/login.htm>).

2. Apply via Internet:

(1) Log onto the e-service system of the Ministry of Justice (<http://www.moj.gov.tw/login/login.htm>) to download the application form, fill out every field of the application form, and mail the form together with photocopy of applicant's National ID Card (both front and back) to the correctional facility.

(2) The correctional facility will issue a certificate after reviewing the application form and mail it to the applicant (applicant should prepare a return envelope that is stamped and has recipient's name and address).

問 12-3、需要收容人委託書、印鑑證明或委託證明書，該如何申請？

Q12-3: How to apply for an inmate's power of attorney, personal seal certification or certificate of in-prison attorney?

答：

一、申請收容人委託證明書，因委託辦理事件不同，可分為辦理一般事件委託書及申請印鑑之委託書等二種。

二、如係申請辦理一般事件(指紋)委託書，收容人親屬可至相關業務主管機關領取委託書或授權書，郵寄或於總務科收發室寄(送)入予收容人。另亦可填載空白制式指紋

委託書，由收容人自行書寫報告附上委託書或授權書提出申請，再依程序辦理。案經機關核准後，由總務科蓋指紋驗證章後核發，俟家屬來機關即可領回或由收容人具領郵寄予家屬。

- 三、如係申請辦理印鑑證明相關之委託書，可將委託書郵寄或於總務科收發室寄(送)入予收容人，由收容人填寫並與報告一併送陳，待核准後，由總務科發函戶政機關辦理，並副知受委託人，戶政單位收到公文後將聯絡受委託人前往辦理。
- 四、如係收容人親屬親自到機關具領相關委託書，須攜帶國民身分證或足資證明身分之文件及印章，再經核對屬實，即可簽署領回。

A:

1. The application for certificate of in-prison attorney comes in general power of attorney and personal seal certification, depending on the things inmates entrusts others to do.
2. For application of general power of attorney (fingerprinted), inmate's relatives can pick up a power of attorney or letter of authorization from the relevant authority and mail it to inmate or drop it off at the correctional facility's mail room. Or inmates can fill out a blank fingerprinted power of attorney and write up a report attached with the power of attorney or letter of authorization to make an application. After the facility approves the application, its general affairs section will affix a fingerprint verification stamp and issue a power of attorney, which can then be picked up by inmate's relative or mailed to the relative by inmate.
3. To apply for a power of attorney for personal seal certification, inmate's agent can mail the power of attorney to inmate or drop it off at the mail room of the correctional facility. The inmate will then fill out the power of attorney and submit it together with a report to the facility. After the facility approves the application, the facility's general affairs section will send a letter to the household administration office with a copy sent to inmate's agent. After the household administration office receives the letter, it will contact the agent to come complete the necessary formality.
4. If the relative of an inmate visits the household administration office to obtain a power of attorney, the relative must bring National ID Card or a document evidencing his or her identity and a seal, and pick up the power of attorney after completing the necessary formality.