

Operation Directions for Issuing Household Registration English Transcript

1. Enacted and Promulgated on February 1st, 2005, by Tai-Nei-Hu-Zi No.0940076275 Order of the Ministry of the Interior.
2. Amended on June 30th, 2005, by Tai-Nei-Hu-Zi No. 0940061606 Order of the Ministry of the Interior.
3. Amended on January 18th, 2006, by Tai-Nei-Hu-Zi No. 0950008485 Order of the Ministry of the Interior.
4. Amended on June 20th, 2007, by Tai-Nei-Hu-Zi No. 0960087375 Order of the Ministry of the Interior.
5. Amended on July 16th, 2007, by Tai-Nei-Hu-Zi No. 0960109720 Order of the Ministry of the Interior.
6. Amended on December 3rd, 2007, by Tai-Nei-Hu-Zi No. 0960180570 Order of the Ministry of the Interior.
7. Amended on October 31st, 2013, by Tai-Nei-Hu-Zi No. 1020320216 Order of the Ministry of the Interior.
8. Amended on December 31st, 2014, by Tai-Nei-Hu-Zi No. 1030615565 Order of the Ministry of the Interior.
9. Amended on August 25th, 2015, by Tai-Nei-Hu-Zi No. 1040430896 Order of the Ministry of the Interior.
10. Amended on June 30th, 2016, by Tai-Nei-Hu-Zi-No. 1051202507 Order of the Ministry of the Interior.
11. Amended on January 17th, 2022, by Tai-Nei-Hu-Zi-No. 1100241144 Order of the Ministry of the Interior.

Article 1. These operational directions are prescribed for enhancing the service for citizens and facilitating the application for issuing Household Registration English Transcript.

Article 2. The types of Household Registration English Transcript are as follows:

1. A Household Registration English Transcript of entire (partial) household of current household: It refers to the registered household

record for entire (partial) population for the current household.

2. A Household Registration Cancellation Transcript of entire (partial) household: it refers to initial household registration made in 1946, one has registered household in the administrative area, due to the entire household members move-out, the deceased head of household, a change in a head of household, or conversion of the entire (partial) household registration information by the household registration office according to the regulations.

Article 3. The qualifications and documents required for application:

1. Application qualifications:
 - (1) The party concerned (the minors may file the application by their legal representatives) or the head of the household. However, a lodger could apply for the household registration transcript containing only his/her own name related to the registration and the household registration cancellation transcript.
 - (2) The spouse of the party concerned and his/her lineal relative by blood.
 - (3) The Legal Proxy.
2. Required proof documents:
 - (1) The concerned party and his/her relatives' (such as spouse, parents, adoptive parents, children, and head of household) passports of the Republic of China (hereinafter referred to as the R.O.C.) or other documents recording the English name (the basic information page of the passport and related documents, shall also provide a photocopy) and an original of applicant's identification document. In case the applicant is a person entrusted by the party concerned, a Letter of Proxy shall be enclosed. In case the Letter of Proxy is

made in a foreign country, it shall be certified by the R.O.C. embassy, representative office, or administrative office there. Documents produced in mainland China, Hong Kong, or Macau shall be certified by the institution established or designated by the Executive Yuan or private organization authorized by the Executive Yuan. Documents produced by foreign embassies, consulates, or authorized institutions in the R.O.C. shall be verified by the MOFA (Ministry of Foreign Affairs).

- (2) The documents recording the English name referred to in the preceding item are as follows:
 - A. An English identification document or formal document issued by the government of the R.O.C. or foreign countries.
 - B. A birth certificate recording the English name issued by hospitals in the R.O.C. or foreign countries.
 - C. A certificate recording the English name issued by the public or private schools officially registered with the competent authority of education.
- (3) For those applicants and their related persons who have a passport issued by the R.O.C. yet cannot provide the passport, the Household Registration Information System can be used for the inquiry of the English names adopted by the Bureau of Consular Affairs (BOCA) of the MOFA.
- (4) For those applicants and their related persons who do not have a passport issued by the R.O.C., if a document containing an English name cannot be provided, then the English name shall be phonetically translated word by word from the Chinese name in the official language in accordance with the “Chinese

Transliteration Principles,” which shall be recorded in this application form (shown in ANNEX I).

- (5) The “identification document” specified in the first item refers to the National Identification Card, the Alien Resident Certificate, the Alien Permanent Resident Certificate, the Resident Certificate for the Taiwan Area, the R.O.C. Resident Certificate, the R.O.C. passport, or other proof of identity.

Article 4. Notes for recording the Household Registration English Transcript are as follows:

1. The transliteration of name:

- (1) Where the Chinese name on the passport issued by the R.O.C. is identical to that in the household registration information, the English name on the passport shall be adopted for the registration of the household information where the English name shall start with the surname, and the first name after. If a person has a foreign name, it should be listed after the English name with the parentheses as (A.K.A. the foreign name).
- (2) Where the Chinese name on the passport issued by the R.O.C. is different from that in the household registration information, or for those who do not have a passport issued by the R.O.C., the English name shall be adopted from the document containing the English name as described above in Item 2, Subparagraph 2, Article 3.
- (3) For those to whom the preceding two items are not applicable, the English name shall be phonetically translated word by word from the Chinese name in the official language in accordance with the “Chinese Transliteration Principles.” However, Taiwanese aborigines, other ethnic minorities, and those who have been naturalized as R.O.C. nationals may adopt the Romanized Pinyin

of their names as their foreign names.

- (4) For a married person to apply for a foreign name with his/her spouse's surname as the prefix surname, with his/her spouse's surname as his/her new surname, or with his/her original surname to be reassumed, as well as for a divorced or widowed person to apply for a foreign name with his/her original surname to be reassumed, relevant supporting documents shall be attached.

2. The transliteration of birthplace:

- (1) The translation shall be based on the proof document submitted by the applicant.
- (2) If the applicant does not submit the proof document, the birthplace shall be the information displayed in the Household Registration Information System.
- (3) If the system has no corresponding record, the personnel may refer to the Online Translation System of Place Names on the website of Department of Land Administration, Ministry of the Interior (<http://www.land.moi.gov.tw>) and fill in the "Application for Household Registration English Transcript with Different Phonetic Translation." The recording methods are as follows:
 - A. Born in Taiwan area or in mainland China area: The province, municipality, or special Administrative Region of the birth place shall be recorded. Those born in Kinmen and Lienchiang county of Fujian Province, shall record the province, county of birth and the R.O.C. country name abbreviation in Notes column, but don't record the word of "province" in English translation.
 - B. Born in a foreign country: The country name of the birthplace shall be recorded.

3. The English translation of the personal notes will, in principle, only translate identification related notes. If the applicant submits request for translation of other notes, the abstract of the notes may be provided.
4. The English translation will only translate the last migration information for migration status of the entire household.
5. The English translation of dates shall be in the format of month/day/year (A.D.), wherein the month may have an abbreviation and the others shall be filled in numerically.
6. The system will show the Chinese/English information of the administrative area. The household registration personnel shall enter the name of the street, road, and the number manually and the information source shall be pursuant to the regulations of each municipal and county (city) governments.
7. Administrative area and address: The English translation shall follow the sequence: Room (Rm.), Floor (F), Number (No.), Building (Bldg.), Sub-alley, Alley (Aly.), Lane (Ln.), Section (Sec.), Street (St.), Road (Rd.), Boulevard (Blvd.), Neighborhood, Village (Vil.), District (Dist.), Township, City, County. About province, it just records the province name, but excludes the word of “province.”

Article 5. The citizen may file the application of Household Registration English Transcript to any household registration office. The application shall be issued within 6 working days.

Article 6. The application form for Household Registration English Transcript and the format of the Household Registration English Transcript are shown as Annex 2.

Article 7. The notes for issuing the Household Registration English Transcript shall be prescribed by the Ministry of the Interior.

Article 8. The computer operation procedures for issuing the Household Registration English Transcript shall refer to User's Manual and Operation Manual of the Household Registration Information system.

Article 9. The Household Registration English Transcript shall affix the seals (Formats are shown as Annex 3).

Article 10. Application fee pursuant to charging standard of household registration administration is required for issuing the Household Registration English Transcript.

ANNEX I

Application for Household Registration English Transcript with Different Phonetic Translation

Type of household registration English transcript applied for: Whole household

Partial household Number of copies applied for: _____

Pinyin method preferred for the household address: Chinese (Hangyu) pinyin

Tongyong pinyin

Name		Place of birth		Other matters applied for	Remarks
Chinese	English	Chinese	English		
Signature and seal by the applicant:				Contact Tel.:	

Notes:

- I. The English name(s) shown in the passport shall prevail for the name(s) of the person(s) under the application and his/her/their related persons. For those who have a passport issued by the R.O.C. yet cannot provide the passport, the Household Registration Information System can be used for the inquiry of the English names adopted by the Bureau of Consular Affairs (BOCA) of the Ministry of Foreign Affairs (MOFA). For those who do not have a passport issued by the R.O.C., if a document containing an English name cannot be provided, then the English name shall be phonetically translated word by word from the Chinese name in the official language in accordance with the “Chinese Transliteration Principles,” which shall be recorded in this application form.
- II. The field “Notes” on the household registration English transcript shall record information such as birth, parentage, adoption, termination of adoption, marriage, divorce, guardianship, death, declaration of death, and other identity matters. Where other types of records are needed, please fill out the field “Other matters applied for” in this application form.
- III. Where no relevant code can be referred to for the phonetic transliteration of the place of birth, please fill the information about the place of birth in this application form. Please go to the global information website of the Department of Land Administration of the Ministry of the Interior (MOI) (at <https://www.land.moi.gov.tw>) for the online translation system of place names.

Date: _____ (month) _____ (day) _____ (year)