

# 外國人工作許可申請書 (個人)

## APPLICATION FORM FOR HIRING FOREIGNERS (PERSONAL)

案件類別： Type of Application 62. 依就業服務法第 51 條第 1 項第 1、3、4 款申請者 In accordance with Article 51, Section 1, Clause 1,3,4 of the Employment Service Act			申請項目： Applying Item <div style="text-align: center;"> <input type="checkbox"/> 4I. 工作許可    Work    Permit         </div>		
外國人姓名 Foreigner Name	英文 English		中文 Chinese		
居留證統一證號 Resident Visa Number	國籍 Nationality	護照號碼 Passport Number	性別 Sex	出生日期 Date of Birth	
				年 Y    月 M    日 D	
審查費收據(免附，填表說明注意事項二) Receipt for application fee (needn't submit; reference on the back as for how to fill in the form)	繳費日期 Payment date	年    月    日 y/    m/    /d	郵局局號(6碼) Branch code		
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)				
身分別 Foreigner status	<input type="checkbox"/> 獲准居留之難民。 A refugee permitted to stay in the Republic of China. <input type="checkbox"/> 經獲准與其在中華民國境內設有戶籍之直系血親共同生活者。 One permitted to live with his/her lineal relative who has a registered domestic residence in the Republic of China. <input type="checkbox"/> 經取得永久居留者。 One permitted to stay permanently in the territory of the Republic of China.				
依親對象姓名(持依親居留證者必填) The Name of the relative (in Taiwan) You Depend on		親屬關係 Relationship			
居留證有效期限 Expiration Date of Resident Visa		年    月    日止 Y    M    D			
在台居住地址 Address of Resident in Taiwan					
以下文件請依實際情況勾選檢附： <input type="checkbox"/> 外僑居留證(或永久居留證)正反面影本各 1 份。 One copy of both sides of Alien Resident Visa (or Permanent Resident Visa). <input type="checkbox"/> 護照影本 1 份。 One copy of Passport. <input type="checkbox"/> 難民證影本。(獲准居留之難民需檢附) Photocopy of Refugee Certificate.(Applicable of refugees permitted to reside.) <input type="checkbox"/> 依親對象之身分證明文件影本。(持依親居留證者需檢附) The ID certificate photocopy of the relative (in Taiwan) you depend on.					
本申請案 <input type="checkbox"/> 無 或 <input type="checkbox"/> 有委任私立就業服務機構辦理； <input type="checkbox"/> 本申請案蓋用之圖記、印信確為雇主授權使用或授權代刻；文件回復方式： <input type="checkbox"/> 親取或 <input type="checkbox"/> 郵寄 ( <input type="checkbox"/> 私立就業服務機構地址 <input type="checkbox"/> 外國人居住地址 <input type="checkbox"/> 其他地址)；(以上請擇一勾選) 並聲明本申請案所填寫資料及檢附文件等均屬實，如有虛偽，願負法律上之一切責任。 This application has been entrusted to a private employment services agency to apply. <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> The making and using of the stamp, seal in this application has been authorized by the employer. I would like <input type="checkbox"/> to pick up the official document; <input type="checkbox"/> to have the official document deliver to ( <input type="checkbox"/> address of the private employment services agency; <input type="checkbox"/> foreigner's resident address; <input type="checkbox"/> other address: _____). Please select from one of the above). Applicant shall assume legal responsibly for providing information and documents proven false through investigation.					
申請人： Name of Foreigner:		簽章 Signature & Personal Seal			
行動電話： Mobile Phone Number		(不得填寫私立就業服務機構之聯絡資訊)			
電子郵件： Email		(不得填寫私立就業服務機構之聯絡資訊)			
市內電話： Tel		(不得填寫私立就業服務機構之聯絡資訊)			
聯絡人： Liaison		聯絡電話：(    )- Tel:			
※以上 3 項聯絡資訊，請確實填寫，雇主應依規定就行動電話或電子郵件或市內電話擇一填寫，提供雇主本人或可聯繫至雇主之親友電話，如未確實填寫雇主聯絡資訊，將不予核發許可。聯絡資訊將作為本機關即時聯繫說明申請案件審查情形及後續聘僱管理注意事項之用，以利縮短案件審查時間，與保障雇主聘僱外國人之權益！ Please enter the three contact methods above. The employer shall, according to the regulations, provide either a mobile or landline phone number or email at which the employer (or a contact person) can be reached. If the contact information of the employer is not provided, the Ministry of Labor will not issue the permit. The contact information will be used for the authority when needed (to inform the status of the application or matters needing attention). To shorten the processing time and for the right and benefit of hiring foreigners, please fill out the form properly.					

受委託私立就業服務機構名稱： Name of the Manpower Agent Entrusted		(單位圖記) Chop	
許可證號： 專業人員： Specialist	(簽名) Signature	證號： License No.	聯絡電話：(     )- Tel:

(以下處線範圍為受理機關收文專用區)

收文章：	收文號：
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**填表說明注意事項：**

**Notice:**

- 一、相關法規及申請程序，請依照本機關網站所載最新規定辦理。  
Relevant regulations and application procedures, please follow the latest regulations on the website of workforce development agency.
- 二、繳交審查費之郵政劃撥單收據正本或可至本機關(10042 臺北市中正區中華路一段 39 號 10 樓)收費櫃台現場繳交。《每人新臺幣 100 元整》戶名：勞動部勞動力發展署聘僱許可收費專戶。劃撥帳號：19058848

Please submit the original of the receipt for Postal Giro or personally get to the counter of the Workforce Development Agency to made the payment. (NT\$100 per person.)

Account Name: 勞動部勞動力發展署聘僱許可收費專戶。 Post Account No.:19058848

審查費(100 元)收據：分為電腦收據(白色)及臨櫃繳款收據(綠色)2 種，填寫如下：

(1)電腦收據(各郵局開具之白色收據)：

範例 00002660 100/06/11 16:46:33  
003110 1A6 297174

00002660	100/06/11
劃撥收據號碼(8 碼)	繳費日期
003110	
郵局局號	

填寫 繳費日期：100 年 6 月 11 日，郵局局號：003110，劃撥收據號碼(8 碼)：00002660  
(2)臨櫃繳款收據(郵局派本機關駐點開具之綠色收據)：

範例 右上角 B-5103097，經辦局章戳

局號	000100-6
100.06.11	

填寫 交易序號(9 碼)：B-5103097，繳費日期：100 年 6 月 11 日，郵局局號：000100  
There are two kinds receipt of the application fee (100 NTD each case)

(1)If the applicant pay the fee at the post office before submitting the application (a WHITE slip)  
example

00002660 100/06/11 16:46:33  
003110 1A6 297174

00002660	100/06/11
receipt No.(8 digits)	payment date
003110	
branch code	

fill in the form as follow

payment date: 100 y 06 m 11 d ; branch code: 030110 ; receipt No.(8 digits): 00002660

(2)If the applicant pay the fee at the counter while submitting the application in person (a GREEN slip)

example upper right corner B-5103097;  
with the stamp of the post office

branch code	000100-6
100.06.11	

fill in the form as follow

transaction No.(9 digits): B-5103097 ; payment date: 100 y 06 m 11 d ;branch code: 000100

三、請依實際情況勾選 ☐，如須檢附文件，務必檢附。

Please tick the boxes (☐) accordingly, and do submit the required documents.

四、申請文件除政府機關、醫療機構、學校或航空公司核發或開具之證明文件外，應加蓋公司及負責人印章。

Documents should include the stamp the entity and of the owner by which the document was issued.  
Documents issued by the government, school, health facility and airline are exempt.