**國立臺灣大學專任計畫人員識別證補發申請表**

10910修正

**ID Card Reissue Application Form for Full-time Research Personnel of NTU**

申請日期（Date）：\_\_\_\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_（YYYY / MM / DD）

|  |  |  |  |
| --- | --- | --- | --- |
| **中文姓名****Chinese Name** |  | **Full Name** | （本國人士毋須填寫） |
| **身分證號****ID NO.** |  | **統一證號****ARC NO.** | （本國人士毋須填寫） |
| **計畫執行單位****Project Executive Unit** |  | **職 稱****Job Title** | (RA, Postdoc Fellow, etc.) |
| **聯絡電話****Phone** |  (O) (M) | **電子郵件****Email** |   |
| **申請原因****Reason for Applying** | * **遺失**

 Issue a replacement for a lost ID card | * **毁損**

Issue a replacement for a damaged ID card |
| * **其他（請註明）**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ （如：離職繳回識別證）

If other, please specify. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g. for work separation procedure) |
| **★ 注意：因識別證遺失而無法完成離職程序者，請於出納組繳交150 元後，將收據第二聯送至人事室，勿填寫線上申請表。****★ NOTE: If you’ve already applied for work separation, please send the original receipt (2nd form) to Office of Personnel Department after paying a handling fee of NT$150. Please DO NOT fill out the ID card online application form.** |
| **申辦流程及****應繳交項目****How to Apply** | 1. 請至**總務處出納組**繳交工本費 **150** 元。

Please pay a handling fee of **NT$150** at **Cashier Division**.主計室計畫代碼：109P005（年度請自行代換）計畫主持人：林忠孝繳款類別：專任計畫人員識別證補發1. 請至**專任計畫人員識別證申請網站（https://forms.gle/QRCCZ4AF5bZ2fVxVA**）線上填寫資料，並將下列檔案寄至**收件窗口**（**ntupersonnel4@gmail.com**）：
* **2吋正面脫帽大頭照電子檔**【檔名：姓名＋身分證字號】
* **繳費收據通知聯電子檔**【檔名：姓名＋收據編號（9碼）】

Please fill out the “**ID Card Online Application Form** (https://forms.gle/eaScW3yQVnHrDiRf9)” and email your **face forward headshot (2 x 2 inches in size)** and **photo of receipt** to **ntupersonnel4@gmail.com**.1. 請透過「公文傳遞」**將毀損之舊識別證繳回人事室綜合業務組。**

Please **return the old (damaged) ID card to Office of Integrated Affairs Division,Personnel Department** by document delivery. |
| **領卡方式****How to Claim** | 識別證製作完成後，將以「公文傳遞」送至申請人所屬單位。Your ID card will be sent to your affiliation *by document delivery* when it’s ready. |

承辦單位：人事室綜合業務組

Integrated Affairs Division,Personnel Department