Flowchart of Archives Application Procedure

Fill out the "Application for Access to Archival Records" form, sign it and submit it to the Shinlin Land Office via mail/fax, email or in person.

Verify and notice application approval by the Shilin Land Office in 30 days after the form accepted.

→ unqualified → Correction in 7 days

Yes

No

↓ qualified

Notify the application to view the archival records by the Shilin Land Office.

Viewing, copying or duplicating of archival records shall be conducted at the place and time designated by the Shilin Land Office.

Decide to duplicate or copy? — No

Rejection

Yes

Pay the Archives Access Fee.

Archives of application delivery. → Case closed