

花蓮縣戶政事務 情境英文實用手冊

Practical English Handbook for
Household Registration Services
Hualien County



花蓮縣政府



國家發展委員會 合作辦理

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專業英文詞彙與對話練習

情境一：戶政法規與制度 (Legal Basis & Administrative Structure)

主題：法令、施行細則、行政層級與統計與戶政系統的制度與管理。

1 Act 本法(如戶籍法、國籍法)

Officer: The Act governs household registration.

Citizen: What does this Act say?

Officer: It explains how to register and update your information.

Citizen: I see. Thank you.

戶政人員：這部法規是關於戶籍登記的法律。

市 民：法規內容是什麼？

戶政人員：它說明如何登記及變更資料。

市 民：了解，謝謝您。

2 Enforcement Rule 施行細則

Officer: The enforcement rules explain how the law is applied.

Citizen: Can I read the rules online?

Officer: Yes, they are available on our website.

Citizen: Great, I will check it out.

戶政人員：施行細則說明如何實際執行法律。

市 民：我可以上網看細則嗎？

戶政人員：可以，我們網站上有。

市 民：太好了，我會去查看。

3 General Principles 總則

Officer: The General Principles explain the purpose of the law.

Citizen: So they are at the beginning?

Officer: Yes, they serve as a guide for the entire law.

Citizen: Got it. Thank you!

戶政人員：總則說明這部法律的目的。

市 民：所以總則是在最前面嗎？

戶政人員：對，它們是整部法的指導原則。

市 民：明白，謝謝您！

4 General Provisions 通則

Officer: This rule is in the General Provisions section.

Citizen: What does that mean?

Officer: It means the rule applies to multiple situations.

Citizen: I see.

戶政人員：這條規定列在通則裡。

市 民：那是什麼意思？

戶政人員：意思是這規則可適用於很多情況。

市 民：我懂了。

5 Penal Provisions 罰則

Officer: If you don't follow the rule, the Penal Provisions will apply.

Citizen: Will I be fined?

Officer: Yes, but it depends on the situation.

Citizen: Ok. I will be careful.

戶政人員：若您不遵守規定，會依照罰則處理。

市 民：我會被罰錢嗎？

戶政人員：沒錯，但要視情況而定。

市 民：好的，我會小心。

6 amend 修正(法令)

Officer: The law was amended to add new details.

Citizen: So the rule is different now?

Officer: Yes, some parts have been changed.

Citizen: I will read the updated version.

戶政人員：這項法律已經修正並增加細節。

市 民：所以現在的規定不同了？

戶政人員：對，部分條文內容改變了。

市 民：我會去讀新版的規定內容。

7 competent authority 主管機關

Officer: This case must be handled by the competent authority.

Citizen: Is that your office?

Officer: No, it's the city government office.

Citizen: Okay, I'll go there.

戶政人員：這件事要送主管機關處理。

市 民：是你們辦公室嗎？

戶政人員：不是，是市政府。

市 民：好，我會送去那裡。

8 the central competent authority 中央主管機關

Officer: The central competent authority issued this rule.

Citizen: Who is that?

Officer: It is the Ministry of the Interior.

Citizen: Thank you, now I know.

戶政人員：這條規定是中央主管機關訂的。

市 民：中央主管機關的哪個部門？

戶政人員：是內政部。

市 民：謝謝，我了解了。

9 county (city) 縣(市)

Officer: This office serves people living in Hualien County.

Citizen: I live in Hualien City.

Officer: Then you've come to the right place.

Citizen: Thank you very much.

戶政人員：我們辦公室服務花蓮縣民。

市 民：我住花蓮市。

戶政人員：那您來對地方了。

市 民：非常感謝。

10 township 鄉(鎮)

Officer: Where do you live?

Citizen: I live in Shoufeng Township.

Officer: Please visit the local household registration office there.

Citizen: Okay, I will.

戶政人員：您住哪裡？

市 民：我住壽豐鄉。

戶政人員：麻煩您到當地辦公室辦理。

市 民：好的，我會去。

11 village 村(里)

Officer: Which village do you live in?

Citizen: Fengli Village.

Officer: Please get in touch with the village clerk.

Citizen: Okay, I'll get in touch with her.

戶政人員：您住哪一村。

市 民：豐裡村

戶政人員：請聯繫該村辦事員。

市 民：好，我會跟她聯繫。

12 neighborhood 鄰

Officer: What is your neighborhood number?

Citizen: It's number 12.

Officer: Please fill it in here on the form.

Citizen: Sure.

戶政人員：您住幾鄰？

市 民：12鄰。

戶政人員：請在表格這裡寫上。

市 民：好。

13 household statistics 戶口統計

Officer: We use household statistics for urban development planning.

Citizen: How often is it updated?

Officer: It is updated annually or as needed.

Citizen: Good to know, thanks.

戶政人員：我們用戶口統計來做都市發展規劃。

市 民：多久更新一次？

戶政人員：每年或需要時更新。

市 民：知道了，謝謝。

情境二：戶籍基本資料與證件辦理 (Household Records & ID Documents)

主題：戶口建立、證件申辦、戶籍資料查詢等對話常見詞。

14 household 戶

Officer: You must register a new household record.

Citizen: Because I moved out, right?

Officer: Yes, you now have your own household.

Citizen: Alright, I got it.

戶政人員：您需要登記新戶。

市 民：因為我搬出來了，對吧？

戶政人員：對，因為現在您是獨立戶。

市 民：好的，我懂了。

15 head of the household/household head 戶長

Officer: Excuse me. Who is the head of the household?

Citizen: My mother is the head of the household.

Officer: Then she must sign this form.

Citizen: I'll bring it to her.

戶政人員：請問誰是戶長？

市 民：我媽媽是戶長。

戶政人員：那她需要簽這份表格。

市 民：我會拿給她簽。

16 household registration office 戶政事務所

Officer: Please go to the household registration office upstairs.

Citizen: Is it open right now?

Officer: Yes, it's open until 5 PM.

Citizen: Okay, I'll go now.

戶政人員：請到樓上的戶政事務所。

市 民：現在有開嗎？

戶政人員：有，到下午五點。

市 民：好的，我現在去。

17 director of household registration office 戶政事務所主任

Officer: The director of the household registration office needs to review this.

Citizen: Can I speak with the director now?

Officer: Please wait, the director is in a meeting.

Citizen: Okay, I will wait.

戶政人員：這要由戶政事務所主任審核。

市 民：我現在可以見主任嗎？

戶政人員：請稍等，主任正在開會。

市 民：好，我會等。

18 household registration officer 戶籍員

Officer: A household registration officer will help you soon. Please wait.

Citizen: How long do I need to wait?

Officer: Just about 10 minutes.

Citizen: No problem, I can wait.

戶政人員：會有戶籍人員協助您。請稍後。

市 民：我需要等多久？

戶政人員：大約十分鐘左右。

市 民：沒問題，我可以等。

19 Citizen Digital Certificate 自然人憑證

Officer: Do you have a Citizen Digital Certificate?

Citizen: No, how can I get one?

Officer: You can apply for one here with your ID card.

Citizen: Great, I'll do that now.

戶政人員：您有自然人憑證嗎？

市 民：沒有，我該怎麼申請？

戶政人員：可以帶身分證在這裡申請。

市 民：太好了，我現在就辦。

20 National Identification Card (National ID Card) 國民身分證

Officer: Please show your National ID Card.

Citizen: Here it is.

Officer: Thank you. We will check your information.

Citizen: No problem.

戶政人員：請出示國民身分證。

市 民：這是我的。

戶政人員：謝謝，我們會核對資料。

市 民：沒問題。

21 National ID No. 身分證字號(統一證號)

Officer: What is your National ID No., please?

Citizen: It's A123456789.

Officer: Thank you for providing it.

Citizen: No problem.

戶政人員：請問您的身分證字號是？

市 民：A123456789。

戶政人員：謝謝您。

市 民：不客氣。

22 Unified No. 統一編號

Officer: Do you know your Unified No. for business use?

Citizen: Yes, it's 12345678.

Officer: Please write it down here.

Citizen: Sure.

戶政人員：您知道您商用的統一編號嗎？

市 民：知道，12345678。

戶政人員：請寫在這裡。

市 民：好的。

23 signature/seal 簽章

Officer: Please provide your signature or seal here.

Citizen: Should I sign or use my seal?

Officer: Either one is acceptable.

Citizen: I'll sign it.

戶政人員：請在這裡簽章。

市 民：我簽名還是蓋章？

戶政人員：都可以。

市 民：那我簽名好了。

24 initial issuance 初領

Officer: Is this your initial issuance of the ID card?

Citizen: Yes, I just turned 14.

Officer: Great. Please fill out this application form.

Citizen: Okay, thank you.

戶政人員：這是您第一次領身分證嗎？

市 民：是的，我剛滿 14 歲。

戶政人員：很好，請填寫申請表。

市 民：好，謝謝。

25 re-issuance 補領

Officer: You can apply for a re-issuance of your lost ID.

Citizen: What do I need to bring with me?

Officer: Just a recent photo and your household certificate.

Citizen: I will bring them tomorrow.

戶政人員：您可以申請補領遺失的身分證。

市 民：我需要帶什麼？

戶政人員：一張照片和戶口名簿。

市 民：我明天帶來。

26 replacement 換領

Officer: Your ID card is worn out, so you need a replacement.

Citizen: I see. How much does it cost?

Officer: It's 50 NT dollars.

Citizen: Okay.

戶政人員：您的證件老舊，需要換領。

市 民：好，費用多少？

戶政人員：50 元。

市 民：好。

27 household registration record 戶籍資料

Officer: We will update your household registration record.

Citizen: How long does it take?

Officer: About five minutes.

Citizen: Thank you!

戶政人員：我們會更新您的戶籍資料。

市 民：需要多久？

戶政人員：五分鐘。

市 民：謝謝！

28 Household Certificate 戶口名簿

Officer: Did you bring your Household Certificate?

Citizen: Oh, no. I left it at home. Should I go back to get it now?

Officer: Sure. Thanks for your understanding.

Citizen: No problem!

戶政人員：有帶戶口名簿嗎？

市 民：啊我放在家裡，我現在回去拿。

戶政人員：好 謝謝你的理解。

市 民：沒問題！

29 Household Registration Transcript 戶籍謄本

Officer: Would you like to apply for a Household Registration Transcript?

Citizen: Yes, it's for a school application.

Officer: Please wait a moment. I'll print it for you.

Citizen: Thank you so much.

戶政人員：您需要申請戶籍謄本嗎？

市 民：是的，要用來申請學校。

戶政人員：請稍等一下，我幫您列印。

市 民：非常感謝。

30 Place of Domicile 戶籍地

Officer: Where is your place of domicile registered?

Citizen: In Fuli township.

Officer: Then you'll need to apply there.

Citizen: Okay, I understand.

戶政人員：您的戶籍地在哪裡？

市 民：在富里鄉。

戶政人員：那您必須去當地申請喔。

市 民：好，我了解了。

31 Household Registration English Transcript 英文戶籍謄本

Officer: Would you like to apply for a Household Registration English Transcript?

Citizen: Yes, I need it for an overseas visa application.

Officer: It will be ready in three business days.

Citizen: Perfect. Thank you.

戶政人員：您是否需要申請英文戶籍謄本？

市 民：需要，我要辦理國外簽證用。

戶政人員：三個工作天內可領取。

市 民：太好了，謝謝您。

情境三：人生登記事件 (Vital Events Registration)

主題：人生重要事件(出生、婚姻、死亡、遷徙等)的登記與證明。

32 birth registration 出生登記

Officer: Please come to do your child's birth registration.

Citizen: What should I bring?

Officer: Your ID and the birth certificate from the hospital.

Citizen: Okay, I will bring them.

戶政人員：請來辦理孩子的出生登記。

市 民：我需要帶什麼？

戶政人員：您的身分證和醫院的出生證明。

市 民：好，我會帶來。

33 registration of death and presumption of death 死亡(宣告)登記

Officer: You need to report the death registration.

Citizen: Where can I do that?

Officer: At the local household registration office.

Citizen: Thank you.

戶政人員：您需要辦理死亡登記。

市 民：在哪裡辦理？

戶政人員：在當地戶政事務所。

市 民：謝謝。

34 marriage registration 結婚登記

Officer: To get married, you need to complete marriage registration.

Citizen: Can we do it here?

Officer: Yes, please fill out this form.

Citizen: Okay, thanks.

戶政人員：結婚要辦理結婚登記。

市 民：可以在這裡辦嗎？

戶政人員：可以，請填寫表格。

市 民：好的，謝謝。

35 marriage certificate 結婚證明書

Officer: Here is your marriage certificate.

Citizen: Thank you very much.

Officer: Please keep it in a safe place.

Citizen: I will.

戶政人員：這是您的結婚證明書。

市 民：非常感謝。

戶政人員：請好好保存。

市 民：我會的。

36 divorce registration 離婚登記

Officer: You need to come for your divorce registration.

Citizen: What documents do I need to bring?

Officer: Please bring your ID and divorce agreement.

Citizen: Okay, I'll get them ready.

戶政人員：您需要來辦理離婚登記。

市 民：我需要帶什麼文件？

戶政人員：帶您的身分證和離婚協議書。

市 民：好的，我會準備。

37 divorce certificate 離婚證明書

Officer: Here is your divorce certificate.

Citizen: Thank you.

Officer: Please keep it in a safe place.

Citizen: I will.

戶政人員：這是您的離婚證明書。

市 民：謝謝。

戶政人員：請妥善保存。

市 民：我會的。

38 initial household registration 初設戶籍登記

Officer: Please come to complete your initial household registration.

Citizen: What does that mean?

Officer: It means your very first household registration.

Citizen: I see, thank you.

戶政人員：請來辦理初設戶籍登記。

市 民：那是什麼？

戶政人員：就是第一次戶籍登記。

市 民：了解了，謝謝。

39 household annulment registration 廢止戶籍登記

Officer: You need to apply for a household annulment registration.

Citizen: Why?

Officer: Because your household has already been moved.

Citizen: Okay, I understand.

戶政人員：您需要申請廢止戶籍登記。

市 民：為什麼？

戶政人員：因為您的戶籍已經遷出。

市 民：好，我明白了。

40 registrations of movement 遷徙登記

Officer: You must complete a registration of movement when you move.

Citizen: What types of registration are there?

Officer: Moving-out, moving-in, and address change.

Citizen: Thank you for explaining.

戶政人員：您搬家時必須辦理遷居登記。

市 民：請問有哪幾種登記？

戶政人員：有「遷出」、「遷入」和「地址變更」。

市 民：謝謝您的說明。

41 moving-out registration 遷出登記

Officer: Please complete the moving-out registration before leaving.

Citizen: Where should I apply?

Officer: At your current household registration office.

Citizen: Okay, I will go there.

戶政人員：請在遷出前辦理遷出登記。

市 民：我要去哪裡申請？

戶政人員：在您現在的戶政事務所。

市 民：好的，我會去。

42 moving-in registration 遷入登記

Officer: After moving, please complete the moving-in registration.

Citizen: How soon do I need to do it?

Officer: Within 15 days.

Citizen: Got it, thanks.

戶政人員：搬家後要辦理遷入登記。

市 民：多久要辦理？

戶政人員：15 天內。

市 民：知道了，謝謝。

43 address alteration registration 住址變更登記

Officer: If your address changes, you need to apply for address alteration registration.

Citizen: Even if I didn't move to a different city?

Officer: Yes, any address change must be reported.

Citizen: Okay, thank you.

戶政人員：住址變更要辦理變更登記。

市 民：就算沒搬到新城市也要辦嗎？

戶政人員：是的，有任何變更都要申報。

市 民：好的，謝謝。

44 household separation (combination) registration 分(合)戶登記

Officer: You can do household separation or combination registration.

Citizen: What is that?

Officer: It means to split or combine households.

Citizen: I understand, thank you.

戶政人員：您可以辦理分戶或合戶登記。

市 民：那是什麼？

戶政人員：就是分開或合併戶籍。

市 民：我懂了，謝謝。

45 correction, revocation or annulment registration

更正、撤銷或廢止登記

Officer: For mistakes, please apply for correction, revocation, or annulment registration.

Citizen: How long does it take?

Officer: Usually, a few days.

Citizen: Thanks, I will apply if needed.

戶政人員：資料有錯誤時，要申請更正、撤銷或廢止登記。

市 民：要多久？

戶政人員：通常幾天。

市 民：謝謝，我會申請。

46 restoration of household registration 恢復戶籍

Officer: You can apply for the restoration of your household registration.

Citizen: What does that mean?

Officer: It means your household record will be reinstated.

Citizen: Okay, I'd like to apply.

戶政人員：您可以申請恢復戶籍。

市 民：這是什麼意思？

戶政人員：就是重新登記您的戶籍資料。

市 民：好的，我要申請。

47 common living household 共同生活戶

Officer: A common living household means people who live together in the same home.

Citizen: Like a family?

Officer: Yes, it can be a family or anyone sharing the same residence.

Citizen: Got it, thanks.

戶政人員：共同生活戶是一起住的人。

市 民：像家庭一樣嗎？

戶政人員：是的，也是指合住者喔。

市 民：了解，謝謝。

48 common business household 共同事業戶

Officer: A common business household refers to people who jointly operate a business.

Citizen: Is this an official status?

Officer: Yes, it must be registered with the authorities.

Citizen: Okay, thanks.

戶政人員：共同事業戶是一起經營事業的戶。

市 民：這是正式的吗？

戶政人員：是的，需要登記。

市 民：好的，謝謝。

49 independent living household 單獨生活戶

Officer: An independent living household refers to someone who lives alone.

Citizen: I live alone, so that makes me one, right?

Officer: Yes, that's correct.

Citizen: Thanks for your help.

戶政人員：單獨生活戶是獨自居住。

市 民：我獨自生活，所以我算是，對嗎？

戶政人員：是的，您算是。

市 民：謝謝您的幫助。

情境四：姓名與家庭關係辦理 (Names & Family Relationships)

主題：處理姓名登記、收養、監護、認領等親屬關係與家庭資料。

50 Name Act 姓名條例

Officer: According to the Name Act, you can change your name once.

Citizen: What if I want to change it again?

Officer: You will need a valid reason.

Citizen: Alright, I understand.

戶政人員：根據姓名條例，您可以改名一次。

市 民：那如果我還想改呢？

戶政人員：那就需要特別理由。

市 民：好，我懂了。

51 legal name 本名(姓名)

Officer: Please write your legal name.

Citizen: Should I include my middle name?

Officer: Yes, please write your complete real name.

Citizen: Got it.

戶政人員：請寫您的全名。

市 民：中間名也要寫嗎？

戶政人員：要，請寫全名。

市 民：了解。

52 surname 姓

Officer: May I have your surname, please?

Citizen: My surname is Chen.

Officer: Thank you.

Citizen: No problem.

戶政人員：請問貴姓？

市 民：我姓陳。

戶政人員：謝謝。

市 民：沒問題。

53 compound surname 複姓

Officer: Do you have a compound surname?

Citizen: Yes, it's Ouyang.

Officer: Okay, thank you.

Citizen: No problem.

戶政人員：您的姓是複姓嗎？

市 民：是的，我姓歐陽。

戶政人員：好的 謝謝。

市 民：不客氣。

54 first name 名

Officer: Please write your first name here.

Citizen: It's Ming-Hui.

Officer: Thank you.

Citizen: You're welcome.

戶政人員：請在這裡寫上您的名字。

市 民：是明慧。

戶政人員：謝謝。

市 民：不客氣。

55 attached surname 冠姓

Officer: Would you like to use an attached surname?

Citizen: Yes, I'd like to add my mother's surname.

Officer: Okay, we'll include both surnames.

Citizen: Thank you so much.

戶政人員：您要使用冠姓嗎？

市 民：是的，我想加上媽媽的姓。

戶政人員：好的，我們會寫上兩個姓氏。

市 民：非常感謝。

56 adoption and adoption termination registration

收養登記/終止收養登記

Officer: You need to register the adoption or adoption termination.

Citizen: Where should I do that?

Officer: At the household registration office.

Citizen: I see. Thanks.

戶政人員：您需要辦理收養或終止收養登記。

市 民：在哪裡辦理？

戶政人員：在戶政事務所。

市 民：了解了。謝謝。

57 acknowledgement of parentage 認領登記

Officer: You can do an acknowledgement of parentage here.

Citizen: What do I need to bring?

Officer: Your ID card and child's birth certificate.

Citizen: Okay, I will bring them.

戶政人員：您可以在這裡辦理認領登記。

市 民：我需要帶什麼？

戶政人員：您的身分證和孩子的出生證明。

市 民：好的，我會帶。

58 registration of legal guardianship 監護登記

Officer: If needed, you can apply for legal guardianship registration.

Citizen: Who can be a legal guardian?

Officer: Usually, the parents or someone who's been officially appointed.

Citizen: Thanks for telling me.

戶政人員：需要時請辦理監護登記。

市 民：誰可以當監護人？

戶政人員：通常是父母或被指定的人。

市 民：謝謝告訴我。

59 concerned party 本人(當事人)

Officer: You must come in person as the concerned party.

Citizen: What does “concerned party” mean?

Officer: It means the person involved.

Citizen: Okay, I will come.

戶政人員：您必須以本人身份親自來。

市 民：本人是什麼意思？

戶政人員：就是當事人本人。

市 民：好的，我會來。

60 interested person 利害關係人

Officer: In this case, only interested persons can apply for this.

Citizen: Who is an interested person?

Officer: Someone who has a legal interest in the matter.

Citizen: I understand.

戶政人員：這種情形只有利害關係人可以申請。

市 民：誰是利害關係人？

戶政人員：有法律利益的人。

市 民：我了解了。

61 legal guardian 監護人

Officer: The legal guardian must sign the form.

Citizen: Can I be a legal guardian?

Officer: Yes, if you are appointed by the court.

Citizen: Thanks for the info.

戶政人員：監護人必須簽名。

市 民：我可以當監護人嗎？

戶政人員：可以，但需法院指定。

市 民：謝謝您的說明。

62 legal representative 法定代理人

Officer: According to the law, a legal representative can act for the person.

Citizen: Who can be a legal representative?

Officer: Usually parents or guardians.

Citizen: I see, thank you.

戶政人員：根據法律規定：法定代理人可以代為行事。

市 民：誰可以是法定代理人？

戶政人員：通常是父母或監護人。

市 民：了解，謝謝。

63 responsible party for maintenance 撫養人

Officer: The responsible party for maintenance cares for the child's daily needs.

Citizen: Is the responsible party different from the guardian?

Officer: Yes, the responsible party takes care of daily needs.

Citizen: Okay, I understand.

戶政人員：撫養人負責日常照顧孩子。

市 民：撫養人和監護人不一樣嗎？

戶政人員：是的，撫養人照顧生活所需。

市 民：好的，我明白。

64 letter of proxy 委託書

Officer: Please provide a letter of proxy if you're sending someone else.

Citizen: Excuse me, what is a letter of proxy?

Officer: It's a document that allows someone to act on your behalf.

Citizen: Got it. I will bring it.

戶政人員：若他人代辦，請出示委託書。

市 民：抱歉。委託書是什麼？

戶政人員：授權他人代辦的文件。

市 民：知道了。我會帶。

65 principal 委託人

Officer: The principal is the person who gives the proxy.

Citizen: So I am the principal, right?

Officer: Yes, if you authorize someone, then you are the principal.

Citizen: Thanks for explaining.

戶政人員：委託人是給予委託書的人。

市 民：那我就是委託人，對嗎？

戶政人員：是的，你授權他人時，你就是委託人。

市 民：謝謝說明。

66 legal proxy 受委託人

Officer: The legal proxy acts on behalf of the principal.

Citizen: Can anyone be a legal proxy?

Officer: They must be authorized by a letter of proxy.

Citizen: Okay, I understand.

戶政人員：受委託人代替委託人行事。

市 民：誰都可以嗎？

戶政人員：必須有委託書授權。

市 民：好的，我懂了。

67 legitimate children 婚生子女

Officer: Legitimate children are those born to married parents.

Citizen: Is there a difference between children born to married parents and those who are not?

Officer: Yes, it affects their legal status.

Citizen: I see. Thanks for explaining.

戶政人員：婚生子女是指合法婚姻中出生的孩子。

市 民：跟其他孩子不一樣嗎？

戶政人員：是的，法律地位不同。

市 民：了解。謝謝說明。

68 illegitimate children 非婚生子女

Officer: Illegitimate children are born outside of marriage.

Citizen: Do they have different rights?

Officer: Legally, sometimes yes.

Citizen: I see, thank you.

戶政人員：非婚生子女是婚外出生的孩子。

市 民：他們的權利不一樣嗎？

戶政人員：法律上有時會不同。

市 民：了解，謝謝。

69 natural father (mother) 生父(母)

Officer: The natural father or mother is the biological parent.

Citizen: How can I prove this?

Officer: Through birth records or a DNA test.

Citizen: Okay, thanks.

戶政人員：生父或生母就是指親生的父親或母親。

市 民：要怎麼證明呢？

戶政人員：可以透過出生紀錄或DNA檢驗。

市 民：好的，謝謝。

70 lineal relatives by blood 直系血親

Officer: Only lineal relatives by blood may apply for you in this case.

Citizen: That includes my parents, right?

Officer: Yes, both parents and children count as direct relatives.

Citizen: Great, my father will apply for me.

戶政人員：這個案子僅限直系血親代辦。

市 民：那包括我的父母嗎？

戶政人員：是的，父母與子女皆屬直系。

市 民：太好了，我爸爸會幫我辦。

71 collateral relatives by blood 旁系血親

Officer: For reference purposes, we need to verify your collateral relatives by blood.

Citizen: Does that include my brother?

Officer: Yes, siblings are considered collateral relatives.

Citizen: I'll get his information ready.

戶政人員：我們需查核您的旁系血親資料。

市 民：哥哥算嗎？

戶政人員：算，兄弟姊妹屬旁系血親。

市 民：我會提供他的資料。

情境五：國籍與移民身分辦理 (Nationality & Immigration Status)

主題：國籍取得、喪失、居留與外籍身分相關的詞彙。

72 naturalization 歸化(國籍)

Officer: To apply for naturalization, please submit your immigration documents and proof of identity.

Citizen: Is an interview required?

Officer: Yes, a brief citizenship interview is part of the process.

Citizen: Okay. I will schedule it.

戶政人員：申請國籍歸化請提交移民和身分證明文件。

市 民：需要面談嗎？

戶政人員：是的，我們進行簡短的面談。

市 民：了解，我會安排時間。

73 foreign national 外國人(無我國國籍)

Officer: As a foreign national, you must hold a valid resident visa or residence certificate.

Citizen: Which one should I renew first?

Officer: Please make sure both your residence registration and visa are up to date.

Citizen: Thanks for explaining.

戶政人員：作為外國籍人士，您必須持有有效的居留簽證或居留證明。

市 民：我應該先更新哪一個？

戶政人員：請確保您的居留登記和簽證都保持有效。

市 民：謝謝您的說明。

74 National Immigration Agency 移民署

Officer: Please contact the National Immigration Agency for visa extensions and entry permits.

Citizen: Do I need to make an appointment?

Officer: Yes, it can be scheduled online.

Citizen: Thank you. I'll do so.

戶政人員：請向移民署洽詢簽證延簽與入出境許可。

市 民：需要預約嗎？

戶政人員：是的，可線上預約。

市 民：謝謝，我會安排。

75 service center (移民署)服務站

Officer: The Immigration Service Center provides in-person support for residence-related services.

Citizen: Is it open on weekends?

Officer: Some branches are open on Saturdays.

Citizen: Good to know. Thank you.

戶政人員：移民署服務站可提供現場居留服務。

市 民：週末有營業嗎？

戶政人員：部分分站週六有服務。

市 民：知道了，謝謝。

76 indigenous peoples 原住民

Officer: As an indigenous person, you are entitled to special provisions under the law.

Citizen: What kinds of provisions apply?

Officer: For example, the use of traditional names and assistance with official documentation.

Citizen: Thank you for the explanation.

戶政人員：身為原住民，您適用特別法律規定。

市 民：有哪些規定？

戶政人員：例如傳統姓名的使用和文件支持。

市 民：謝謝您的說明。

77 traditional name 傳統姓名 (原住民)

Officer: You may register your traditional name for use alongside your legal name.

Citizen: Is there a specific application form for that?

Officer: Yes, please submit the application along with supporting documents.

Citizen: I will do so. Thank you.

戶政人員：您可以登記傳統姓名，並與法定名併用。

市 民：需要特定申請表格嗎？

戶政人員：是的，請提交表格和相關證明。

市 民：我會辦理，謝謝。

78 resumption of his traditional name 恢復傳統姓名

Officer: If you wish to resume your traditional name, please submit your application here.

Citizen: What documents do I need to provide?

Officer: Proof of original name usage is required.

Citizen: Thank you. I will prepare them.

戶政人員：若要恢復傳統姓名，請在此提出申請。

市 民：需準備哪些文件？

戶政人員：需提供原始姓名使用證明。

市 民：謝謝，我會準備。

79 Resident Certificate 居留證(臺灣地區)

Officer: The Resident Certificate is issued by the National Immigration Agency.

Citizen: How long is it valid for?

Officer: Usually one to three years, depending on your status.

Citizen: I will check the expiration date.

戶政人員：居留證由移民署核發。

市 民：效期多久？

戶政人員：依身分不同，一般為一年至三年。

市 民：我會確認證件期限。

80 Permanent Resident Certificate 定居證(臺灣地區)

Officer: Once you meet the requirements, you may apply for a Permanent Resident Certificate.

Citizen: Does it grant the same rights as citizens?

Officer: It grants most rights, except voting and holding public office.

Citizen: That's good to know.

戶政人員：符合條件後，您可申請定居證。

市 民：這是否等同國民的權利？

戶政人員：大部分相同，但不含投票與任公職。

市 民：了解，謝謝。

81 Alien Resident Certificate 外僑居留證

Officer: In Taiwan, foreign nationals who reside long-term must apply for an Alien Resident Certificate (ARC).

Citizen: How can I renew it?

Officer: You can submit your application at the local immigration service center.

Citizen: I'll go later this week.

戶政人員：在台灣如果您為外籍長期居留者，需持有外僑居留證。

市 民：我該如何更新？

戶政人員：請至所在地移民署服務站辦理。

市 民：我這週會去辦理。

82 Alien Permanent Resident Certificate 外僑永久居留證

Officer: The Alien Permanent Resident Certificate allows you to stay in Taiwan indefinitely.

Citizen: Are there any restrictions?

Officer: Yes, you must not stay outside Taiwan for more than two years.

Citizen: I'll keep that in mind.

戶政人員：外僑永久居留證允許無限期居留。

市 民：有什麼限制嗎？

戶政人員：有，離境不能超過兩年。

市 民：我會注意這點。

83 Nationality Permit Certificate 國籍許可證明書

Officer: You will need to obtain a Nationality Permit Certificate before completing your household registration.

Citizen: Where can I apply for it?

Officer: It is issued by the Ministry of the Interior upon approval.

Citizen: I will apply for it right away.

戶政人員：完成戶籍登記前，需先取得國籍許可證明書。

市 民：在哪裡可以辦理？

戶政人員：內政部核發此證明，通過後即可申請。

市 民：我會盡快申請。

84 Permit Certificate of Naturalization 歸化國籍許可證明書

Officer: After naturalization is approved, you'll receive a Permit Certificate of Naturalization.

Citizen: Is this required to apply for a national ID card?

Officer: Yes, it is necessary for your first national ID issuance.

Citizen: Thank you. That's clear.

戶政人員：歸化通過後，會發給歸化國籍許可證明書。

市 民：這是用來辦理身分證的嗎？

戶政人員：是的，首次領證時必備。

市 民：謝謝。明白了。

85 Permit Certificate of Nationality Loss 喪失國籍許可證明書

Officer: Have you already received your Permit Certificate of Nationality Loss?

Citizen: Yes, I obtained it last month.

Officer: In that case, we can proceed with your household deregistration.

Citizen: Great, let's continue the process.

戶政人員：您已經領取喪失國籍許可證明書了嗎？

市 民：是的，我上個月拿到的。

戶政人員：那我們可以繼續辦理除戶手續。

市 民：太好了，請繼續。

86 Permit Certificate of Nationality Restoration 回復國籍許可證明書

Officer: To restore your nationality, you will need the Permit Certificate of Nationality Restoration.

Citizen: I've already submitted my application.

Officer: Once it is approved, please return with the certificate.

Citizen: I will. Thank you.

戶政人員：若要回復國籍，您需要回復國籍許可證明書。

市 民：我已經申請了。

戶政人員：通過後請攜帶證明回來辦理。

市 民：好的，謝謝您。

87 (ROC) Nationality Certificate (中華民國)國籍證明書

Officer: This is your ROC Nationality Certificate. Please keep it in a safe place.

Citizen: Is this required for applying for a passport?

Officer: Yes, it is one of the essential documents.

Citizen: Thank you for the reminder.

戶政人員：這是您的中華民國國籍證明書，請妥善保管。

市 民：辦理護照需要這份證明嗎？

戶政人員：是的，是主要文件之一。

市 民：謝謝提醒。

88 dependents 依親

Officer: Are you applying for residency through your dependents?

Citizen: Yes, my spouse is a Taiwanese citizen.

Officer: Please provide your marriage certificate.

Citizen: I have it ready.

戶政人員：您是依親申請居留的嗎？

市 民：是的，我的配偶是台灣人。

戶政人員：請提交您的結婚證明。

市 民：我已經準備好了。

89 Entry/Exit Permit 入出境許可證

Officer: Do you have a valid Entry/Exit Permit with you?

Citizen: Yes, I used it for my last entry.

Officer: Good. We need a copy for your file.

Citizen: I'll provide it now.

戶政人員：您有有效的入出境許可證嗎？

市 民：有的，我上次入境時使用。

戶政人員：很好，我們需要影本留存。

市 民：我現在就給您。

90 kinship record 親等關聯資料

Officer: The kinship record shows family ties.

Citizen: How can I get this record?

Officer: You can get it at the household registration office.

Citizen: Thanks!

戶政人員：親等關聯資料顯示親屬關係。

市 民：怎麼取得？

戶政人員：在戶政事務所辦理。

市 民：謝謝！

91 census 戶口調查

Officer: The census collects household information.

Citizen: Am I required to participate?

Officer: Yes, it is mandated by law.

Citizen: Okay, I will cooperate.

戶政人員：戶口調查收集家庭資料。

市 民：我需要參加嗎？

戶政人員：是的，法律規定必須參加。

市 民：好的，我會配合。

92 demographic statistics 人口統計

Officer: Demographic statistics provide population data.

Citizen: Is it public information?

Officer: Yes, it's accessible to everyone.

Citizen: Thanks for the information.

戶政人員：人口統計顯示人口資料。

市 民：這是公開資料嗎？

戶政人員：是的，任何人都可查詢。

市 民：謝謝告知。

93 Japanese Colonial Household Registration Transcript

日據時期調查簿謄本

Officer: This is the Japanese Colonial Household Registration Transcript.

Citizen: What is it used for?

Officer: It contains family records from the Japanese colonial period.

Citizen: Interesting, thank you.

戶政人員：這是日據時期調查簿謄本。

市 民：它的用途是什麼？

戶政人員：顯示當時的家族記錄。

市 民：有趣，謝謝。

94 transliteration 譯音

Officer: How would you like your name transliterated in English?

Citizen: Please use Hanyu Pinyin spelling.

Officer: We'll use the standard Romanization system.

Citizen: That works for me.

戶政人員：您的姓名要用什麼方式譯音成英文？

市 民：請用漢語拼音。

戶政人員：我們會依照標準羅馬拼音辦理。

市 民：這樣可以，謝謝。

情境六：司法與戶政法律文件 (Court & Legal Documentation)

主題：涉及法院判決、檢察機關與法律相關的戶政文件與程序。

95 prosecutor 檢察官

Officer: A prosecutor handles criminal cases.

Citizen: When would I need to contact one?

Officer: Only if the case involves a crime.

Citizen: I understand.

戶政人員：檢察官負責刑事案件。

市 民：我何時需要聯絡檢察官？

戶政人員：只有案件涉及犯罪時才需要。

市 民：我懂了。

96 prosecutor office 檢察機關

Officer: The prosecutor office investigates crimes.

Citizen: Where is it located?

Officer: In the local government building.

Citizen: Thank you.

戶政人員：檢察機關負責調查犯罪。

市 民：在哪裡？

戶政人員：在地方政府大樓。

市 民：謝謝。

97 court's final verdict 判決確定證明書

Officer: In this case, you need a certificate of the court's final verdict.

Citizen: What is it for?

Officer: It proves that the court decision is final.

Citizen: Okay, I will get it.

戶政人員：這種情況下，您需要判決確定證明書。

市 民：這是做什麼用的？

戶政人員：證明法院判決已經確定。

市 民：好的，我會去辦。

98 court's judgment 法院判決書

Officer: Please submit the court's judgment document.

Citizen: Is this different from the final verdict certificate?

Officer: Yes, the judgment is the court's decision, while the final verdict certificate confirms it has taken effect.

Citizen: Thanks for explaining.

戶政人員：請提交法院判決書。

市 民：這和判決確定證明書不一樣嗎？

戶政人員：判決是法院裁定，而確定證明書是確認判決生效。

市 民：謝謝說明。

99 correction authority 矯正機關

Officer: The correction authority is responsible for prison-related matters.

Citizen: What are its main responsibilities?

Officer: It manages correctional facilities and oversees inmate rehabilitation.

Citizen: I see, thank you.

戶政人員：矯正機關負責監獄相關事務。

市 民：主要負責管理業務為何？

戶政人員：是的，管理矯正業務。

市 民：了解，謝謝。

100 relatives by marriage 姻親

Officer: Relatives by marriage are not eligible to apply in your name.

Citizen: So my spouse's parents can't help me?

Officer: Correct. Only blood relatives may assist.

Citizen: I see. I'll handle it myself.

戶政人員：姻親無法代為申請。

市 民：那我配偶的父母不能幫忙嗎？

戶政人員：正確，僅限血親代辦。

市 民：了解了，那我自己辦理。

戶政人員必備基本專業英文詞彙表

1	法(如戶籍法)條例(如姓名條例)	Act
2	本法	This Act
3	施行細則	Enforcement Rule
4	條	Article
5	項	Paragraph
6	目	Item
7	總則	General Principles
8	通則	General Provisions
9	罰則	Penal Provisions
10	附則	Supplementary Provisions
11	制定	Enact
12	公布 頒布	Promulgate
13	修訂(法令)	Amend
14	規定	Stipulate / Prescribe
15	主管機關	Competent Authority

16	中央主管機關	The Central Competent Authority
17	直轄市(的)	Municipality (Municipal)
18	縣市	County
19	鄉鎮	Township
20	市區	City / District
21	村里	Village
22	鄰	Neighborhood
23	戶	Household
24	戶長	Head of the Household / Household Head
25	戶政機關	Household Registration Authority
26	戶政事務所	Household Registration Office
27	戶政事務所主任	Director of Household Registration Office
28	戶籍員	Household Registration Officer
29	姓名條例	Name Act

初級戶政人員專業英文詞彙表

1	自然人憑證	Citizen Digital Certificate
2	國民身分證	National Identification Card (National ID Card)
3	身分證字號(統一證號)	National ID No.
4	統一編號	Unified No.
5	簽章	Signature / Seal
6	偽造	Fake
7	初領	Initial Issuance
8	補領	Re-Issuance
9	換領	Replacement
10	戶籍資料	Household Registration Record
11	戶口名簿	Household Certificate
12	戶籍謄本	Household Registration Transcript
13	戶籍地	Place of Domicile
14	本名(姓名)	Legal Name
15	姓	Surname

16	複姓	Compound Surname
17	名	First Name
18	冠姓	Attached Surname
19	戶籍登記	Household Registration
20	身分登記	Registrations of Personal Status
21	出生登記	Birth Registration
22	死亡(宣告)登記	Registration of Death and Presumption of Death
23	結婚登記	Marriage Registration
24	結婚證明書	Marriage Certificate
25	結婚書約	Marriage Agreement
26	離婚登記	Divorce Registration
27	離婚證明書	Divorce Certificate
28	初設戶籍登記	Initial Household Registration
29	廢止戶籍登記	Household Annulment Registration
30	住址變更登記	Address Alteration Registration

中級戶政人員專業英文詞彙表

1	無行為能力人及 限制行為能力人	Who has no or is limited in capacity to make juridical acts
2	本人(當事人)	Concerned Party
3	未成年人(子女)	Minor (Children)
4	利害關係人	Interested Person
5	監護人	Legal Guardian
6	法定代理人	Legal Representative
7	撫養人	Responsible Party for Maintenance
8	輔助人	Assistant
9	委託書	Letter of Proxy
10	委託人	Principal
11	受委託人	Legal Proxy
12	婚生子女	Legitimate Children
13	非婚生子女	Illegitimate Children
14	生父(母)	Natural Father (Mother)
15	檢察官	Prosecutor

16	檢察機關	Prosecutor's Office
17	判決確定證明書	Court's Final Verdict
18	法院判決書	Court's Judgment
19	親等關聯資料	Kinship Record
20	人工生殖法	Artificial Reproduction Act
21	人體器官移植條例	Human Organ Transplant Regulation
22	日據時期調查簿謄本	Japanese Colonial Household Registration Transcript
23	戶口統計	Household Statistics
24	人口統計	Demographic Statistics
25	戶口調查	Census
26	共同生活戶	Common Living Household
27	共同事業戶	Common Business Household
28	單獨生活戶	Independent Living Household
29	矯正機關	Correction Authority
30	恢復戶籍	Restoration of Household Registration

高級戶政人員專業英文詞彙表

1	歸化(國籍)	Naturalization
2	準歸化中華民國國籍證明	Certificate of ROC Naturalization Candidacy
3	外國人(無我國國籍)	Foreign National
4	無國籍人士	Stateless Person
5	移民署	National Immigration Agency
6	服務站	Service Center
7	我國駐外館處	ROC embassy or mission abroad
8	原住民	Indigenous Peoples
9	傳統姓名(原住民)	Traditional Name
10	恢復傳統姓名	Resumption of His Traditional Name (Revert to Traditional Name)
11	銓敘機關	Civil Service Authorities
12	住所	Domicile
13	任公職	Hold Government Office
14	不動產/動產	Real Property/Personal Property
15	居留簽證(外交部發)	Resident Visa

16	居留證(臺灣地區)	Resident Certificate
17	定居證(臺灣地區)	Permanent Resident Certificate
18	外僑居留證	Alien Resident Certificate
19	外僑永久居留證	Alien Permanent Resident Certificate
20	華僑登記證	Overseas Compatriot Registry Certificate
21	華僑身分證明書	Overseas Compatriot Identity Certificate
22	僑務委員會	Overseas Community Affairs Council
23	國籍許可證明書	Nationality Permit Certificate
24	歸化國籍許可證明書	Permit Certificate of Naturalization
25	喪失國籍許可證明書	Permit Certificate of Nationality Loss
26	回復國籍許可證明書	Permit Certificate of Nationality Restoration
27	國籍證明書(中華民國)	(ROC) Nationality Certificate
28	依親	Dependents
29	結婚證明書	Marriage Certificate
30	離婚證明書	Divorce Certificate

高級戶政人員專業英文詞彙表

31	英文戶籍謄本	Household Registration English Transcript
32	除戶戶籍謄本	Household Registration Cancellation Transcript
33	除戶	Deregistered Household / Cancelled Household
34	養父母	Adoptive Father/Mother
35	直系血親	Lineal Relatives by Blood
36	旁系血親	Collateral Relatives by Blood
37	姻親	Relatives by Marriage
38	直系尊親屬	Lineal Ascendants
39	直系卑親屬	Lineal Descendants
40	(三)等親	Relative within (third) Degree of Relationship
41	戶政資訊系統	Household Registration Information System
42	記事欄	Notes Column
43	譯音	Transliteration
44	戶號	Household ID Number
45	證明文件	Supporting Documents / Certificate

