

## **Required Documents for Applying for an Alien Resident Certificate (ARC)**

### **Responsible Authority:**

- **National Immigration Agency, Kaohsiung City First Service Center**
  - **Address:** 5F., No. 6, Zhengnan St., Lingya Dist., Kaohsiung City
  - **Phone:** (07) 715-1660

### **Required Documents:**

1. **Original Work Permit Issued by the Workforce Development Agency**
  - Ensure you have obtained a valid work permit from the Workforce Development Agency and submit the original copy.
2. **Passport**
  - Provide a valid passport.
3. **Certificate of Employment from the Hiring Institution**
  - If you are applying for the first time or renewing your ARC, you must submit a certificate of employment issued by your employer within 1 month before the application date and affixed with the employer's seal.
4. **One 2-inch White Background Photo**
  - Submit a recent unmounted passport-size ID photograph taken within the past 2 years with a white background.
5. **Proof of Address**
  - If your current address differs from the one on your ARC, you must provide valid proof of address.
6. **ARC Renewal/Application Fee**
  - The fee for ARC renewal is **NT\$1,000**.
  - The fee for an initial ARC application is **NT\$3,200**.

### **Important Notes:**

- All documents must be submitted in their original form. The National Immigration Agency will verify them and return the originals.
- Please make copies of your documents for submission, as the agency will retain the copies.

For further inquiries, please contact the **National Immigration Agency, Kaohsiung City First Service Center** directly.

## 辦理外籍居留證(ARC)必備文件

### 承辦單位：

- 高雄市内政部移民署第一服務站
  - 地址：高雄市苓雅區政南街 6 號 5 樓
  - 電話：(07)7151660

### 所需資料：

1. **勞動力發展署核發的工作許可證正本**：確保您有經過勞動力發展署核發的工作許可證，且需提交正本。
2. **護照**：需要提供您的有效護照。
3. **聘用單位的服務證明**：若為初次申請或換發居留證，需提交聘用單位開立的服務證明書，並且證明書必須是 **1 個月內開立**，並加蓋雇主章戳。
4. **2 吋白底照片 1 張**：提供一張近期 2 年內的 2 吋白底護照型照片。
5. **地址證明**：若您目前的住址不同於居留證上的住址，需提供有效的地址證明。
6. **換發居留證的費用**：
  - 換發居留證的費用為 **1000 元整**。
  - 初次申請居留證的費用為 **3200 元**。

### 注意事項：

- 所有資料需提供正本，移民署會檢驗後歸還正本。請自行影印文件影本供移民署留存。

若有更多疑問，請逕洽高雄市内政部移民署第一服務站。