



Guidance for Foreigners
Welcome to HsinChu City station

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HsinChu City Station of Motor Vehicles

Address:No.10,Za Yo Rd.,HsinChu City , Taiwan R.O.C

Service line: (03) 5327101

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外國駕照換本國駕照
Replacing R.O.C. Drivers' Licenses with International or Foreign Drivers' Licenses

請至駕照異動窗口
Please check with License Changes Counter

Required documents (應備證件):

項次	英 文	中 文
1	Valid Foreign or international drivers' license (Based on the reciprocity treaty between ROC to each country)	外國駕照或國際駕照(有效期間內且與我國有承認平等互惠國家)。
2	Valid passport	護照正本(有效期間內)。
3	Valid ID or staying permit	身分證或居留證。
4	One 1-inch photo	相片一吋一張。
5	Application form for drivers' license with a completed physical examination report	駕照登記書一張(體檢檢查合格)。
6	A copy of Chinese translation of foreign drivers' license	外國駕照中文譯文。

Fee Charge (規費) : NT\$ 200

Notes (注意事項):

項次	英 文	中 文
1	Please pay off all the traffic violation fines first.	請先結清違規案件。
2	A complete physical examination has to be operated in governmental hospitals, local health center or certified private hospitals or clinics. (Physical examination report is valid for one year only.)	體格體測檢查需經公立醫院、衛生所或指定之私立醫院附設之代辦所或法人團體附設之體格體能代辦所辦理(體格檢查合格，有效期間一年)。

換領國際駕照

Replacing International Drivers' Licenses with ROC Drivers' Licenses

請至駕照異動窗口

Please check with License Changes Counter

Required documents (應備證件):

項次	英 文	中 文
1	Valid drivers' license (Holders of professional drivers' license need a completed physical examination before expiration date)	駕駛執照(有效期間內且未逾期審驗)。
2	ID or staying permit	國民身分證或居留證。
3	Passport or any documents that provide the same English name as in the passport	護照正本或影本或提供與護照相同之英文姓名。
4	Two 2-inch photos	相片二吋二張。

Fee charge(規費) : NT\$ 250

Notes (注意事項):

項次	英 文	中 文
1	Please pay off all the traffic violation fines first.	請先結清違規案件。

報考駕照

Drivers' License Test

請至駕照報名窗口

Please check with Driver's License Test Registration Counter

筆試

Written Test

筆試室請至對面二樓

Please go to 2nd floor of the opposite the building for Written Test Room.

Required documents (應備證件):

項次	英 文	中 文
1	Valid ID, military ID, drivers' license, oversea Chinese staying permit or passport with approved document of temporary housing address or certificate of entry and departure.	身分證、軍人身分證、駕照(需在有效期限內)、僑民居留證或外國護照及明確記載居住處所之證明文件,如出入境證、流動戶口申報單等。
2	One latest 1-inch front image, no hat photo (same as the one attached on the application form)	本人最近正面脫帽半身一吋光面紙照片一張(須與登記書上照片相同)
3	Fill out the motorcycle drivers' license registration form attached a photo and a completed physical examination report.	「機器腳踏車駕駛執照登記書」一份(貼照片,並需經體格檢查合格)。

Fee Charge (規費): NT\$ 250

Notes (注意事項):

項次	英 文	中 文
1	A complete physical examination has to be operated in governmental hospitals, local health center or certified private hospitals or clinics. (Physical examination report is valid for one year only.)	體格檢查應由公立醫院、衛生機關或公路監理機關指定之醫院、團體為之。
2	Applicants must be over 18 years old	報考機車駕照需年滿 18 歲。
3	Applicants who fail on the written or road test have to wait more than seven days to take the test again.	筆路試不及格再行報考者,屆滿七天在行報考。
4	Please pay off all the traffic violation fines first.	請先結清違規案件。

車輛行車執照換發
Change of Driving Permit

請抽取號碼單
由電腦燈號及語音叫號至異動窗口辦理
(Please take a number and wait for your number is paged.)

Required documents (應備證件) :

項次	英 文	中 文
1	Original copy of driving permit	原行車執照
2	Valid compulsory automobile liability insurance certificate	有效期限內之強制保險證。

Fee Charge (規費) :

項次	英 文	中 文
1	Automobile driving permit fee: NT\$ 200	汽車換照：行照費 200 元。
2	Motorcycle driving permit fee: Exhaust Volume: Less than 50 cc: NT\$750 / 2 years (which includes NT\$150 for driving permit fee and NT\$600 for fuel tax)	機車換照：50cc 以下二年 750 元(包 括行照費 150 元及燃料費 600 元)。
3	Motorcycle driving permit fee: Exhaust Volume: 51 to 125 cc: NT\$1050 / 2 years (which includes NT\$150 for driving permit fee and NT\$900 for fuel tax)	機車換照：51cc-125cc 二年 1050 元 (包括行照費 150 元及燃料費 900 元)。
4	Motorcycle driving permit fee: Exhaust Volume: 126 to 250 cc: NT\$1350 / 2 years (which includes NT\$150 for driving permit fee and NT\$1200 for fuel tax)	機車換照：126cc-250cc 二年 1350 元(包括行照費 150 元及燃料費 1200 元)。

Notes (注意事項):

項次	英 文	中 文
1	Traffic violation fines and driving permit tax should be paid off first. (Please bring in the receipts within one month.)	如有違章、欠稅費請先結清（繳稅費後一個月內請攜帶當期收據）。
2	Driving permit should be reissued for the reason of lost or damage.	舊行照如有遺失、損毀、字跡模糊不清或自行重寫塗改者均應改辦理補照手續。
3	Please provide with certified documents in order to update the registered address.	如登記地址有變更、請檢附證明文件，以配合資料更正。
4	Automobile driving permit should be changed every three years, and every two years for motorcycle. The vehicle owner will be fined from NT\$ 900 to NT\$ 1800 for driving with an expired driving permit, and the driving permit will also be suspended by law unit it is renewed.	汽車行車執照每三年換發一次；機車行照執照每二年換發一次。行車執照有效期屆滿，不依規定換領而行駛者，處汽車所有人或領用人新台幣九百元以上一千八百元以下罰鍰，其牌照應扣繳並責令換領。

車輛過戶

Ownership Transfer of Motor Vehicles

請抽取號碼單

由電腦燈號及語音叫號至異動窗口辦理

(Please take a number and wait for your number is paged.)

Required document (應備證件):

項次	英 文	中 文
1	Original copy of ID cards or photocopies of business registration certificate of both original and new owners	買賣雙方之:(個人)身分證正本, (機關、學校、團體)正式證明文件(公司行號)登記證之影本。
2	Driving permit	行車執照。
3	Valid compulsory liability insurance certificate of the new owner	新車主之有效強制保險證。
4	Name chops (seals) of both original and new owners	買賣雙方車主之印章。
5	Original license plate application form	原領牌照登記書。

Fee Charge (規費):

項次	英 文	中 文
1	Automobile: NT\$200 Motorcycle: NT\$ 150	汽車行照費 200 元, 機車 150 元。

Notes (注意事項):

項次	英 文	中 文
1	Singing Office has ownership transfer service only for the regular small car for private use.	本站辦理汽車過戶只限一般自用小型車。
2	Traffic violation fines and driving permit tax should be paid off first. (Please bring in the receipts within one month.)	如有違章、欠稅(含當期、季)費請先結清,凡於繳納上述稅費後一個月內申辦者,請攜帶當期收據。
3	For large buses or trucks with function of carrying passengers or cargos for private or business use, please apply for permission in advance.	大自客、貨車及營業車請先申請核准。

4	New owner has to prepare ownership certificate of the motor vehicle which are auctioned by court.	經法院拍賣，裁定車輛，須繳驗拍定人或所有權人證明外，並檢附有關證明文件。
5	For ownership transfer due to the death of original vehicle owner, please attach ID card of the heir to the property, related documents of property and certificate of inheritance tax (no need for motorcycles).	車主死亡車輛經繼承辦理過戶，應繳驗繼承人身分證正本，並檢附遺產繼承相關之文件，遺產稅證明(遺產稅證明機車免)。
6	Car under chattel mortgage or before discard or revocation, the ownership can't be transferred.	車輛經設定動產擔保，或經有關政府機車禁止異動未塗銷完成前，不得辦理過戶。
7	Used car over 10 years should have the temporary inspection first within one month of the ownership transfer day.	十年以上車輛辦理過戶時，須先臨檢合格（過戶日期前一個月內有經定、臨檢合格者免）始能辦理。
8	For the individual occupation limitation for application for vans driving permit for private use, please consult the "Table for Individual Occupation Limitation for Application for Vans Driving Permit for Private Use".	以個人名義購自用小貨車之職業限制請參閱「個人申領自用小貨車牌照職業一覽表」，且以一輛為限。
9	All the remolded installation on training or remolded cars should be taken off first before inspection, registration and ownership transfer.	特製車、教練車買主不再使用該車改裝、加裝之設備者，應先拆除該設備經檢驗合格，再同時辦理變更登記及過戶手續。

車輛報廢

Discarded or Revocation of Motor Vehicles

請抽取號碼單

由電腦燈號及語音叫號至異動窗口辦理

(Please take a number and wait for your number is paged.)

Required document (應備證件):

項次	英 文	中 文
1	Driving permit (Please reissue if it was lost.)	行車執照。(遺失者應同時辦理補照手續)。
2	Two vehicle number plates (one for motorcycle)	號牌兩面(機車:號牌乙面)。
3	For those who can not present item 1 &2, please bring in vehicle owner's ID card or photocopy of business registration certificate.	車主身分證正本或營利事業登記證影本(如號牌與行照齊全者,免附第3項證件)。
4	Name chop (seal)	印章。

Fee Charge (規費):

項次	英 文	中 文
1	Free	免費。

Notes (注意事項):

項次	英 文	中 文
1	Traffic violation fines and driving permit tax should be paid off.	如有違章、欠稅費請先結清。
2	If one or both of the vehicle number plates are lost, please attach the certificate of the reports to the police for the lost of vehicle number plates.	如號牌遺失一面或兩面,則應檢附警察單位製發之「車牌遺失證明單」。
3	Vehicles which were discarded cannot be reissued.	經申辦報廢車輛,不得再行申請登記檢驗領照使用。

4	For the vehicle without the certificate of reports to the police due to the reason that vehicle number plates were sold with the invalid vehicle, the vehicle owner should file an affidavit and then apply for discard or revocation of that vehicle.	車輛老舊不堪使用，而號牌不慎隨舊車出售，無法取得警方報案證明者，得由車主依規定填寫「具結書」具結後辦理報廢手續。
5	Automobile with broken engine, chassis, electric system or door should be repaired immediately. If it can't be fixed, owner should apply for discard or revocation of the invalid car.	汽車引擎、 <u>底盤</u> 、 <u>電系</u> 、 <u>車門</u> 損壞應即停駛修護，其不堪修護使用時，應申請報廢。

車輛失竊註銷
Cancellation of Stolen Motor Vehicles

請抽取號碼單
由電腦燈號及語音至異動窗口辦理
(Please take a number and wait for your number is paged.)

Required documents (應備證件):

項次	英 文	中 文
1	Individuals: Original copy of ID card Government or business agents, school or social groups: Photocopy of official business registration certificate	車主身分證明:(個人):身分證正本,(機關、學校、團體):正式證明文件,公司行號:登記證之影本。
2	Certificate of reports to the police for cancellation of stolen vehicles	警察單位製發之「車輛協尋證明單」。
3	The original license plate registration form	原新領牌照登記書車主聯。
4	Driving permit (Please reissue if it was lost.)	行車執照(遺失者應同時辦理補照手續)。
5	Name chop (name seal)	印章。

Fee Charge (規費):

項次	英 文	中 文
1	Free	免費

Notes (注意事項):

項次	英 文	中 文
1	Traffic violation fines and driving permit tax should be paid off first. (Please bring in the receipts within one month.)	如有違規、欠稅費請先結清。(繳稅費後一個月內請攜帶當期收據)。
2	For car under chattel mortgage, its driving permit should be cancelled first.	有設定動產擔保者,應先塗銷完成。
3	License plate tax and fuel tax should be paid off until the stolen day.	車輛失竊其牌照稅、燃料費徵收至失竊日止。

新車領牌、繳註銷重領牌照
(New License Plate and Reissue of License Plate for the Reason of Cancellation)

繳註銷重領者，驗車合格後始可辦理

For the reissue of license plate for the reason of cancellation, the vehicle has to be inspected before the application can be processed.

Required documents (應備證件):

項次	英 文	中 文
1	Valid original copy of ID cards, photocopies of business registration certificate, staying permit or valid drivers' license	身分證正本或營利事業登記證影本或僑民居留證明或有效之駕駛執照正本。
2	Two application forms of new license plate (Please stamp the applicant's name chop.)	新領牌照登記書汽車二張、機車二張 (並蓋妥印章)。
3	Sale tax certificate	貨物稅完稅證。
4	Manufacturer or import certificate	出廠證或進口證明書。
5	Receipt which states engine or car seal number	統一發票 (應註明引擎或車身號碼)。
6	Valid compulsory automobile liability insurance certificate	有效期限內之強制保險證。
7	For reissue of license plate after cancellation, besides items 1, 2 and 6, please also attach original license plate registration form, cancellation certificate and suspended license plate form. (for motorcycle only)	繳註銷車重領請準備第 1、2、6 項外，並請附原新領牌照登記書及繳註銷書、吊銷牌照執行單。(限機車)

Fee Charge (規費):

項次	英 文	中 文
1	Automobile: Inspection fee: NT\$ 450 License plate fee: NT\$ 800	檢驗費新台幣 450 元 汽車：牌照費新台幣 800 元
2	Motorcycle: Inspection fee: NT\$ 200 License plate fee: NT\$ 450	檢驗費新台幣 200 元 機車：牌照費新台幣 450 元

Notes (注意事項):

項次	英 文	中 文
1	Pay off the license plate fee and fuel tax fee while applying for the new license plate. (No license plate fee for motorcycle under 150cc.)	申請牌照同時繳納牌照稅、燃料費 (150cc 以下機車免徵牌照稅)。
2	Please attach the ownership transferring certificate. (Photocopies of IDs or business registration certificates of both transferee and transferor. Stamp both name chops and also attach a NT\$ 12 tax stamp.)	如有讓渡情形請附讓渡證明 (雙方身分證正本或營利事業登記證影本, 蓋妥雙方印章, 並貼足 12 元印花)。
3	Applicants under 18 years old, please attach the consent form of legal guardian.	車主年齡未滿 18 歲者, 請附法定代理人同意書。