



# You can Apply Aliens Citizen Digital Certificate Online

## Guidance Notes

- 1 To apply Aliens Citizen Digital Certificate, the applicants who are at or above the age of 18 shall bring his/her own ARC card in person to any Immigration Service Station for application process.
- 2 After applying at Immigration Service Station, within 15 days, the applicant shall use the ARC Number and User Account on Aliens Citizen Digital Certificate application form to login this website (<http://moica.nat.gov.tw>)  
Once the applicant fill in the ARC Number and User Account on the application form, please make online payment via credit card (including IC card fee NTD250 and postage fee NTD25, total NTD.275). If the applicant failed to complete the payment in time, system will automatically delete the application information. Users need to be in person to any Immigration Service Station and re-apply.
- 3 Aliens Citizen Digital Certificate is valid for 5 year, please keep it secure. If any lost, damaged, or annulled, or auto-revoked by system, the users need to apply again as the first time.
- 4 Aliens Citizen Digital Certificate is printed with the applicant's name and valid time, as a personal customization card, once the application payment is done, it can't be cancelled or refunded. If shipping Taiwan domestically, it will take up to 10 working days. Outside of Taiwan island, it will take up 12-13 working days (domestic mail).
- 5 Once the payment is done, the card-printing process is triggered, so the applicant can't change any mailing information provided in the application system.
- 6 If the applicant's ARC number has been changed, Certificate Authority of MOI will spontaneously annul the original Aliens Citizen Digital Certificate. Users can re-apply after 3 days in person to any Immigration Service Station.
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- 8 By default, the user's email address is pre-set, and set the certificate publication to YES. If user wants to change the certificate publication status, please go to MOICA website (<http://moica.nat.gov.tw>) to update with the valid Aliens Citizen Digital Certificate IC card.





# 外來人口自然人憑證 申辦需知

## 申辦須知

- 1 欲申辦外來人口自然人憑證者，需年滿18歲（含）以上，持有內政部移民署核發之晶片IC居留證者，本人攜帶居留證正本，親自到移民署任一服務站辦理。
- 2 於移民署服務站臨櫃申請完成後，請於申請日當天起15日內，登入內政部憑證管理中心網站點選（<http://moica.nat.gov.tw/>）  
【外來人口專區／外來人口自然人憑證個人化網頁專區／外來人口申請自然人憑證查詢】，依申請單所載居留證號碼及申請單上的用戶代碼登入後，以信用卡線上完成付款（新台幣275元，含IC卡工本費250元+郵寄費用25元），申請人如未於前開期限內完成繳費，系統將自動刪除申請單資料與申請紀錄。刪除後如仍有使用外來人口自然人憑證之需求，需至移民署任一服務站重新辦理。
- 3 外來人口自然人憑證有效期限為五年，敬請妥善保管。  
如有遺失、損毀或主動廢止等情事致需重新申辦，仍比照初辦流程。
- 4 外來人口自然人憑證已印製申請人姓名及憑證有效期限，屬於個人專屬卡片，故繳費製卡完成後即無法退費，如於台灣本島內寄送，約10個工作天寄達；離島地區限以國內郵遞方式寄送，約12-13個工作天寄達。
- 5 內政部憑證管理中心將於收到費用後進入製卡流程，故繳費製卡後，申請人在系統上填寫之郵寄資料即無法更改。
- 6 憑證有效期限內發生居留證號碼異動者，內政部憑證管理中心將逕行廢止其外來人口自然人憑證，如尚需外來人口自然人憑證，請於資料異動後3個工作日之後，比照初辦憑證IC卡流程，親至移民署任一服務站重新辦理。
- 7 憑證有效期限內取得中華民國國籍且在台灣設有戶籍者，如仍有憑證使用需求，應於資料異動後3個工作日之後，重新申請本國人自然人憑證，（本人攜帶身分證正本及IC卡工本費250元）親自至鄰近之戶政事務所辦理自然人憑證。
- 8 內政部憑證管理中心預設憑證為公佈狀態，並將E-mail寫入憑證。用戶如欲變更公佈狀態，可持有效之外來人口自然人憑證，登入內政部憑證管理中心網站進行異動，【外來人口專區/憑證作業/線上更改憑證公佈作業】。