

Services provided by the Kaohsiung Drug Abuser Treatment Center, Agency of Corrections, Ministry of Justice

Services	Documents Required	Sections in Charge	Remarks
1. Application for certificate of incarceration	1. ID card and stamp 2. Fill in application form	Processed by general affairs section/roster management unit	
2. Collect inmate's personal belongings	1. ID card and stamp 2. Fill in collection Form	Processed by general affairs section/roster management unit	An inmate must prepare a written report and get approval
3. Certification for inmate's personal stamp	1. ID card and stamp 2. Fill in application form	Processed by general affairs section/custodian unit	Please pick up a new letter of proxy from your local household registration office
4. Bereavement leave application for an inmate	1. One original death certificate. 2. One Household registration transcript showing registration revocation of the deceased. 3. Applicant's ID and stamp. 4. Fill in the letter of guarantee.	Processed by general affairs section/roster management unit	
5. Carer's leave application for an inmate	1. Notice of critical conditions of a family member. 2. Certificate of diagnosis. 3. Applicant's ID and stamp. 4. Fill in the letter of guarantee.	Processed by general affairs section/roster management unit	
6. Application for medical treatment on bail	1. Certificate of diagnosis and household certificate. 2. Fill in the application form and letter of guarantee.	Processed by sanitation and health section	
7. Information, advice, and guidance		Duty staff at the entrance or receptionists at the visiting area	