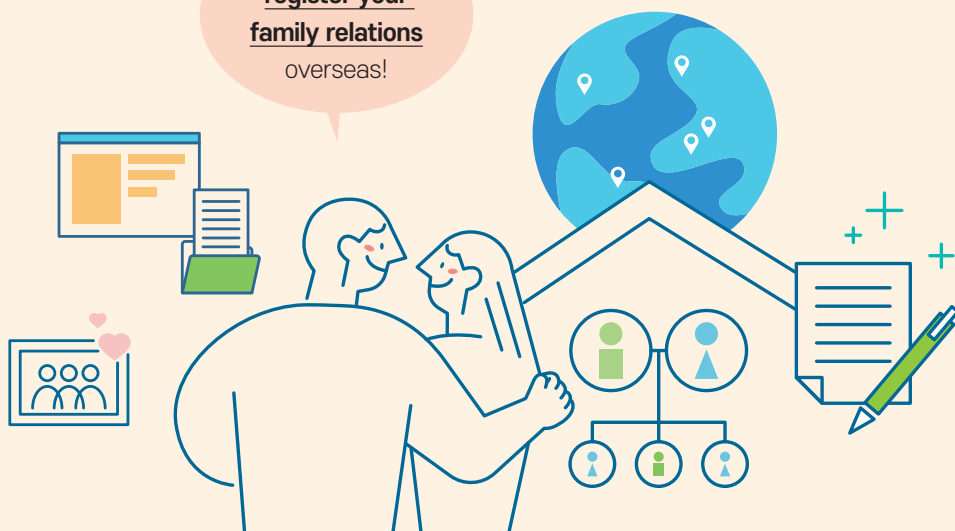


# Family Relations Registration Guide for Overseas Koreans

Here is how to  
register your  
family relations  
overseas!



National Court Administration

# Foreword

The Family Relation Register is the sole official record certifying the identity and personal status of each citizen of the Republic of Korea. It serves as the foundation for various public and private rights and obligations, including nationality, inheritance, passports, visas, military service, elections, and taxation. To ensure the accuracy and timeliness of this essential record, citizens are required to report major life events, such as birth, marriage, adoption, divorce, and death, to the registration office. Submitting these reports not only protects individuals and families from potential disadvantages in legal or administrative processes but also sustains the vital connection that links them to the broader national community of the Republic of Korea.

For the approximately 2.5 million overseas Koreans, maintaining this connection is especially important, though practical opportunities to fulfill reporting obligations abroad may be limited. In recognition of these challenges, the Family Register Office for Overseas Koreans, under the National Court Administration of the Supreme Court of Korea, has published this booklet to serve as a clear and comprehensive guide to reporting major life events abroad, from birth to death. Each section includes sample forms, important notes, and lists of required supporting documents, reflecting the collective expertise of leading professionals in the field. The booklet has been carefully organized for efficiency, featuring concise explanations and an intuitive layout that allows readers to grasp the necessary information at a glance. We hope this booklet will help overseas Koreans save time and effort, gain timely access to essential administrative services, and remain closely connected to their homeland.

November 2025

Family Register Office for Overseas Koreans,  
National Court Administration

## 1 Birth Registration

A. Child Born Within Marriage	5
1) Korean Father and Korean Mother	5
2) Korean Father and Foreign Mother	9
3) Foreign Father and Korean Mother	15
B. Child Born Outside of Marriage	21
1) Korean Father and Korean Mother (Filed by the Father)	21
2) Korean Father and Korean Mother (Filed by the Mother)	25
3) Foreign Father and Korean Mother (Filed by the Father)	29
4) Foreign Father and Korean Mother (Filed by the Mother)	33

## 2 Marriage Registration

A. Registration of Marriage Established under Korean Law	37
B. Registration of Marriage by Certificate Issued under Foreign Law	43

## 3 Divorce Registration

A. Registration of Divorce by Court Decision under Korean Law	49
B. Registration of Divorce by Certificate Issued under Foreign Law	53
C. Registration of Divorce by Court Decision under Foreign Law	57

## 4 Death Registration

A. Death of a Korean National Abroad	61
B. Death of a Foreign National Family Member Abroad	65

## 5 Registration of Acknowledgment of Paternity

A. Voluntary Acknowledgment of Paternity under Korean Law	69
B. Acknowledgment of Paternity by Certificate Issued under Foreign Law	75

## 1 Birth Registration

Child Born Within Marriage

# Korean Father and Korean Mother



## Example of a Completed Form

Birth Registration Form (2025/02/01)								
① Person Born	Name	Korean	(Surname) 김 / (FirstName) 서윤	Family Origin (Chinese Characters)	金海	Sex	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> Born within marriage <input type="checkbox"/> Born outside of marriage
		Chinese Characters	(Surname) 金 / (FirstName) 庶尹					
	Date and Time of Birth	2025/01/15 19:30 (following the 24-hour time format)						
	Place of Birth	<input type="checkbox"/> Home <input checked="" type="checkbox"/> Hospital <input type="checkbox"/> Other 미국 캘리포니아주 로스앤젤레스시 월서대로 5678						
	Place of Registration Determined by the Parents	서울특별시 서초구 법원로 1004						
	Address	미국 캘리포니아주 로스앤젤레스시 월서대로 1234		Relationship with Head of Household	김철수의 자			
If the child holds dual nationality, state the fact of dual nationality and the foreign nationality acquired. United States								
② Parents	Father	Name	김철수 (金哲洙)	Family Origin (Chinese Characters)	金海	Resident Registration No.	930616-1234567	
		Mother	Name	박영희 (朴英熙)	Family Origin (Chinese Characters)	密陽	Resident Registration No.	950202-2345678
	Father's Place of Registration		서울특별시 서초구 법원로 1004					
	Mother's Place of Registration		경상북도 안동시 법원로 56					
At the time of registering the marriage, did you submit an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
③ In case of reregistering the birth following the closure of a family relation register due to a court judgment confirming the nonexistence of a parent-child relationship, etc.								
Particulars Recorded in the Closed Register		Name			Resident Registration No.	-		
		Place of Registration						
④ Other Matters								
⑤ Reported by	Name	김철수 (Signature or Seal)			Resident Registration No.	930616-1234567		
	Qualification	<input checked="" type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Coresiding Relative <input type="checkbox"/> Other (Qualification: )						
	Address	미국 캘리포니아주 로스앤젤레스시 월서대로 1234						
	Contact No.	00-000-0000		Email	familysingo@gmail.com			
⑥ Submitted by (Representative)		Name			Resident Registration No.	-		

## How to Complete the Form

①	Name	<ul style="list-style-type: none"> <li>- In principle, the child's surname and family origin should follow the father's. However, if the parents submitted an agreement at the time of marriage registration to use the mother's surname and family origin for the child, the child's surname and family origin should follow the mother's.</li> <li>- The first name (excluding the surname) must not exceed five characters.</li> <li>- The Chinese characters used for the name must be approved characters for names as specified by Supreme Court regulations. It is also permissible to register the first name using only Korean (Hangeul) (e.g., 김서윤), or to use a combination of Korean and Chinese characters for the first name (e.g., 金庶윤, 金서尹).</li> </ul>
	Biological Child	Check "Born within marriage."
	Date and Time of Birth	Record the date and time of birth in local time following the 24-hour time format. (e.g., 10:00 p.m. → 22:00)
	Place of Birth	Record the place of birth and address in Korean according to the pronunciation. For the place of birth, it is sufficient to include the name of the smallest administrative unit (-dong, -ri, or road name) or, in the case of a road address, to record up to the road name.
	Place of Registration	Record the child's place of registration following Korea's road name address system, but do not include the detailed address. If a road name address is not available, record the lot number address, but do not include the building name and number.
	Dual Nationality	If the child holds dual nationality, specify the foreign nationality acquired and attach supporting documentation.
②	<ul style="list-style-type: none"> <li>- If there is no resident registration number, record the date of birth.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> <li>- If no agreement was submitted at the time of marriage registration, check "No."</li> </ul>	
	③	
④	<ul style="list-style-type: none"> <li>- Complete only in cases where the birth is reregistered following closure of the family relation register due to a court judgment confirming nonexistence of a parent-child relationship or denial of paternity, etc.</li> </ul>	
	④	
⑥	<ul style="list-style-type: none"> <li>- If a secondary reporting party files the birth registration, please provide the objective reason the primary parties (parents) were unable to do so (e.g., death, missing).</li> </ul>	
	⑥	
<ul style="list-style-type: none"> <li>- Complete this section only if the form was submitted by a representative on behalf of the reporting party.</li> </ul>		



## Attachments

- Parents' basic and marriage certificates (may be omitted if the information can be verified electronically by the Family Register Office)
- Certificate of birth or other documentation verifying the birth
- Copies of the parents' valid identification
- If one or both parents have lost their South Korean nationality (e.g., by voluntarily acquiring a foreign nationality) but have not reported it, provide a copy of documents that verify the date of nationality loss (e.g., foreign citizenship certificate, naturalization approval certificate).
- If the child holds dual nationality, provide documents clarifying the acquired nationality.
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of the identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ☒ Did you complete the form in Korean?
- ☒ Are translations attached to any documents in a foreign language?
- ☒ Is the child's name recorded according to the instructions on how to complete the form?
- ☒ Did you accurately indicate whether the child was born within marriage?
- ☒ Did you accurately specify the time of birth following the local time in the 24-hour time format?
- ☒ Did you accurately specify the child's place of registration?
- ☒ If the child holds dual nationality, did you specify the foreign nationality acquired by the child?
- ☒ Did you indicate whether an agreement was submitted specifying that the children will follow the mother's surname and family origin when registering the marriage?

## 1 Birth Registration

### Child Born Within Marriage

## Korean Father and Foreign Mother



## Example of a Completed Form

Birth Registration Form (2025/02/01)								
① Person Born	Name	Korean	(Surname) 김 / (FirstName) 민준	Family Origin (Chinese Characters)	金海	Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
		Chinese Characters	(Surname) 金 / (FirstName) 閔駿				<input type="checkbox"/> Born within marriage <input checked="" type="checkbox"/> Born outside of marriage	
	Date and Time of Birth	2025/01/15 09:28 (following the 24-hour time format)						
	Place of Birth	<input type="checkbox"/> Home <input checked="" type="checkbox"/> Hospital <input type="checkbox"/> Other 캐나다 퀘벡주 몬트리올 생카트린가 123						
	Place of Registration Determined by the Parents	서울특별시 서초구 법원로 1004						
	Address	캐나다 온타리오주 토론토 메이플스트리트 123				Relationship with Head of Household	김철수의 자	
If the child holds dual nationality, state the fact of dual nationality and the foreign nationality acquired: 캐나다								
② Parents	Father	Name	김철수 (金哲洙)	Family Origin (Chinese Characters)	金海	Resident Registration No.	930616-1234567	
		Mother	Name	존슨에밀리	Family Origin (Chinese Characters)		Resident Registration No.	1995. 2. 2.
	Father's Place of Registration		서울특별시 서초구 법원로 1004					
	Mother's Place of Registration		캐나다					
At the time of registering the marriage, did you submit an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
③ In case of reregistering the birth following the closure of a family relation register due to a court judgment confirming the nonexistence of a parent-child relationship, etc.								
Particulars Recorded in the Closed Register	Name		Resident Registration No.		-			
	Place of Registration							
④ Other Matters								
⑤ Reported by	Name	김철수 (Signature or Seal)			Resident Registration No.	930616-1234567		
	Qualification	<input checked="" type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Coresiding Relative <input type="checkbox"/> Other (Qualification: )						
	Address	캐나다 온타리오주 토론토 메이플스트리트 123						
	Contact No.	00-000-0000		Email	familyingo@gmail.com			
⑥ Submitted by (Representative)	Name		Resident Registration No.		-			

## How to Complete the Form

①	Name	<ul style="list-style-type: none"> <li>- In principle, the child's surname and family origin should follow the father's. However, if the parents submitted an agreement at the time of marriage registration to use the mother's surname and family origin for the child, the child's surname and family origin should follow the mother's.</li> <li>- The first name (excluding the surname) must not exceed five characters. However, an exception applies for children born within a marriage between a Korean father and a foreign mother if the birth is registered using the name recorded in the civil registry of the mother's country.</li> <li>- If the child's name is already recorded in the civil registry of the mother's country, the child may be registered using that name (even if it exceeds five characters) or a new Korean-style name (which cannot exceed five characters). Registration with a new foreign-style name, however, is not permitted.</li> <li>- The Chinese characters used for the name must be approved characters for names as specified by Supreme Court regulations. It is also permissible to register the first name using only Korean (Hangeul) (e.g., 김민준), or to use a combination of Korean and Chinese characters for the first name (e.g., 金閔駿, 金민駿).</li> </ul>
	Biological Child	Check "Born within marriage."
	Date and Time of Birth	Record the date and time of birth in local time following the 24-hour time format. (e.g., 10:00 p.m. → 22:00)
	Place of Birth	Record the place of birth and address in Korean according to the pronunciation. For the place of birth, it is sufficient to include the name of the smallest administrative unit (-dong, -ri, or road name) or, in the case of a road address, to record up to the road name.
	Place of Registration	Record the child's place of registration following Korea's road name address system, but do not include the detailed address. If a road name address is not available, record the lot number address, but do not include the building name and number.
	Dual Nationality	If the child holds dual nationality, specify the foreign nationality acquired and attach supporting documentation.

②	<ul style="list-style-type: none"> <li>- If there is no resident registration number, record the date of birth.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> <li>- The name of the foreign parent should be recorded in the family relation register according to the pronunciation in the relevant foreign language as written in Korean by the reporting party. In this case, Chinese characters cannot be recorded.</li> <li>- For the foreign parent, specify their nationality in the "Place of Registration" field.</li> <li>- If no agreement was submitted at the time of marriage registration, check "No."</li> </ul>
③	<ul style="list-style-type: none"> <li>- Complete only in cases where the birth is reregistered following closure of the family relation register due to a court judgment confirming nonexistence of a parent-child relationship or denial of paternity, etc.</li> </ul>
④	<ul style="list-style-type: none"> <li>- If a secondary reporting party files the birth registration, please provide the objective reason the primary parties (parents) were unable to do so (e.g., death, missing).</li> </ul>
⑥	<ul style="list-style-type: none"> <li>- Complete this section only if the form was submitted by a representative on behalf of the reporting party.</li> </ul>



## Attachments

- The father's basic and marriage certificates (may be omitted if the information can be verified electronically by the Family Register Office)
- Certificate of birth or other documentation verifying the birth
- Copies of the parents' valid identification
- If one or both parents have lost their South Korean nationality (e.g., by voluntarily acquiring a foreign nationality) but have not reported it, provide a copy of documents that verify the date of nationality loss (e.g., foreign citizenship certificate, naturalization approval certificate).
- If the child holds dual nationality, provide documents clarifying the acquired nationality.
- If the child was born within 300 days of the date of marriage, provide documents verifying the foreign mother's marital history [a document confirming whether she had a previous marriage and if she had a previous marriage, a document verifying the end date of the previous marriage (e.g., by death or divorce)].
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of the identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ✓ Did you complete the form in Korean?
- ✓ Are translations attached for any documents in a foreign language?
- ✓ Is the child's name recorded according to the instructions on how to complete the form?
- ✓ Did you accurately indicate whether the child was born within marriage?
- ✓ Did you accurately specify the time of birth following the local time in the 24-hour time format?
- ✓ Did you accurately specify the child's place of registration?
- ✓ If the child holds dual nationality, did you specify the foreign nationality acquired by the child?
- ✓ Did you indicate whether an agreement was submitted specifying that the children will follow the mother's surname and family origin at the time of registering the marriage?
- ✓ If the child was born within 300 days of the date of marriage, did you attach documents verifying the foreign mother's marital history?

## 1 Birth Registration

Child Born Within Marriage

# Foreign Father and Korean Mother



## Example of a Completed Form

Birth Registration Form (2025/02/01)								
① Person Born	Name	Korean	(Surname)박 / (First Name)민준	Family Origin (Chinese Characters)	密陽	Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input checked="" type="checkbox"/> Born within marriage <input type="checkbox"/> Born outside of marriage
		Chinese Characters	(Surname)朴 / (First Name)閔駿					
	Date and Time of Birth	2025/01/15 22:15 (following the 24-hour time format)						
	Place of Birth	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Hospital <input type="checkbox"/> Other 영국 런던 사우스뱅크 요크로드 123						
	Place of Registration Determined by the Parents	경상북도 안동시 법원로 56						
② Parents	Father	Name	리브리암	Family Origin (Chinese Characters)		Resident Registration No.	1993. 6. 16.	
		Mother	박영희 (朴英熙)	Family Origin (Chinese Characters)	密陽	Resident Registration No.	950202-2345678	
	Father's Place of Registration		영국					
	Mother's Place of Registration		경상북도 안동시 법원로 56					
	At the time of registering the marriage, did you submit an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
③ In case of reregistering the birth following the closure of a family relation register due to a court judgment confirming the nonexistence of a parent-child relationship, etc.								
Particulars Recorded in the Closed Register	Name		Resident Registration No.	-				
	Place of Registration							
④ Other Matters		Foreign Name "리브레이비드민준"						
⑤ Reported by	Name	박영희 (Signature or Seal)			Resident Registration No.	950202-2345678		
	Qualification	<input checked="" type="checkbox"/> Father <input checked="" type="checkbox"/> Mother <input type="checkbox"/> Coresiding Relative <input type="checkbox"/> Other (Qualification: )						
	Address	영국 런던 메릴레본 베이커가 567						
⑥ Submitted by (Representative)	Contact No.	00-000-0000		Email	famylsingo@gmail.com			
	Name		Resident Registration No.	-				

## How to Complete the Form

①	Name	<ul style="list-style-type: none"> <li>The child's surname and family origin may follow either the foreign father's surname or the Korean mother's surname and family origin. However, if the parents submitted an agreement at the time of marriage registration to use the mother's surname and family origin for the child, the child's surname and family origin should follow the mother's.</li> <li>The first name (excluding the surname) must not exceed five characters. However, an exception applies for children born within a marriage between a foreign father and a Korean mother if the birth is registered using the name recorded in the civil registry of the father's country.</li> <li>If the child's name is already recorded in the civil registry of the father's country, the child may be registered using that name (even if it exceeds five characters) or a new Korean-style name (which cannot exceed five characters). Registration with a new foreign-style name, however, is not permitted.</li> <li>The Chinese characters used for the name must be approved characters for names as specified by Supreme Court regulations. It is also permissible to register the first name using only Korean (Hangeul) (e.g., 차민준), or to use a combination of Korean and Chinese characters for the first name (e.g., 朴閔준, 朴閔駿).</li> </ul>
	Biological Child	Check "Born within marriage."
	Date and Time of Birth	Record the date and time of birth in local time following the 24-hour time format. (e.g., 10:00 p.m. → 22:00)
	Place of Birth	Record the place of birth and address in Korean according to the pronunciation. For the place of birth, it is sufficient to include the name of the smallest administrative unit (-dong, -ri, or road name) or, in the case of a road address, to record up to the road name.
	Place of Registration	Record the child's place of registration following the road name address system of Korea, but do not include the detailed address. If a road name address is not available, record the lot number address, but do not include the building name and number.
Dual Nationality		If the child holds dual nationality, specify the foreign nationality acquired and attach supporting documentation.
	②	<ul style="list-style-type: none"> <li>If there is no resident registration number, record the date of birth.</li> <li>One's place of registration can be verified via the family relations certificate. The name of the foreign parent should be recorded in the family relation register according to the pronunciation in the relevant foreign language as written in Korean by the reporting party. In this case, Chinese characters cannot be recorded.</li> <li>For the foreign parent, specify their nationality in the "Place of Registration" field.</li> <li>If no agreement was submitted at the time of marriage registration, check "No."</li> </ul>

③	- Complete only in cases where the birth is reregistered following closure of the family relation register due to a court judgment confirming nonexistence of a parent-child relationship or denial of paternity, etc.
④	- If the child born within a marriage between a foreign father and a Korean mother is recorded in the civil registry of the foreign father's country with a foreign-style name following the father's surname, and the child's birth is registered in Korea under a different surname or first name, the original name as recorded abroad must be written in Korean. - If a secondary reporting party files the birth registration, please provide the objective reason the primary parties (parents) were unable to do so (e.g., death, missing).
⑥	- Complete this section only if the form was submitted by a representative on behalf of the reporting party.



## Attachments

- The father's basic and marriage certificates (may be omitted if the information can be verified electronically by the Family Register Office)
- Certificate of birth or other documentation verifying the birth
- Copies of the parents' valid identification
- If one or both parents have lost their South Korean nationality (e.g., by voluntarily acquiring a foreign nationality) but have not reported it, provide a copy of documents that verify the date of nationality loss (e.g., foreign citizenship certificate, naturalization approval certificate).
- If the child holds dual nationality, provide documents clarifying the acquired nationality.
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of the identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ✓ Did you complete the form in Korean?
- ✓ Are translations attached for any documents in a foreign language?
- ✓ Is the child's name recorded according to the instructions on how to complete the form?
- ✓ Did you accurately indicate whether the child was born within marriage?
- ✓ Did you accurately specify the time of birth following the local time in the 24-hour time format?
- ✓ Did you accurately specify the child's place of registration?
- ✓ If the child holds dual nationality, did you specify the foreign nationality acquired by the child?
- ✓ Did you indicate whether an agreement was submitted specifying that the children will follow the mother's surname and family origin at the time of registering the marriage?
- ✓ If the child born within a marriage between a foreign father and a Korean mother is recorded in the foreign father's civil registry with a foreign-style name following the father's surname, and the birth is registered in Korea under a different surname or first name, did you record the original name as recorded abroad in Korean in the "Other Matters" field?

## 1 Birth Registration

Child Born Outside of Marriage

**Korean Father and  
Korean Mother**  
(Filed by the Father)



## Example of a Completed Form

Birth Registration Form (2025/02/01)									
① Person Born	Name	Korean	(Surname)김 / (FirstName)서운	Family Origin (Chinese Characters)	金海	Sex	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> Born within marriage <input checked="" type="checkbox"/> Born outside of marriage	
		Chinese Characters	(Surname)金 / (FirstName)庶尹						
	Date and Time of Birth	2025/01/15 19:30 (following the 24-hour time format)							
	Place of Birth	<input type="checkbox"/> Home <input checked="" type="checkbox"/> Hospital <input type="checkbox"/> Other 미국 캘리포니아주 로스앤젤레스시 월서대로 5678							
	Place of Registration Determined by the Parents	서울특별시 서초구 법원로 1004							
	Address	미국 캘리포니아주 로스앤젤레스시 월서대로 1234				Relationship with Head of Household	김철수의 자		
If the child holds dual nationality, state the fact of dual nationality and the foreign nationality acquired: 미국									
② Parents	Father	Name	김철수 (金哲洙)	Family Origin (Chinese Characters)	金海	Resident Registration No.	930616-1234567		
	Mother	Name	박영희 (朴英熙)	Family Origin (Chinese Characters)	密陽	Resident Registration No.	950202-2345678		
	Father's Place of Registration		서울특별시 서초구 법원로 1004						
	Mother's Place of Registration		경상북도 안동시 법원로 56						
At the time of registering the marriage, did you submit an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input type="checkbox"/>									
③ In case of reregistering the birth following the closure of a family relation register due to a court judgment confirming the nonexistence of a parent-child relationship, etc.									
Particulars Recorded in the Closed Register	Name				Resident Registration No.	-			
	Place of Registration								
④ Other Matters									
⑤ Reported by	Name	김철수 (Signature or Seal)				Resident Registration No.	930616-1234567		
	Qualification	<input checked="" type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Coresiding Relative <input type="checkbox"/> Other (Qualification: )							
	Address	미국 캘리포니아주 로스앤젤레스시 월서대로 1234							
	Contact No.	00-000-0000		Email	familyingo@gmail.com				
⑥ Submitted by (Representative)		Name				Resident Registration No.	-		

## How to Complete the Form

①	Name	<ul style="list-style-type: none"> <li>Since the birth registration by the father has the effect of acknowledgment of paternity (affiliation), the child's surname and family origin generally follow the father's surname and family origin, in principle.</li> <li>The first name (excluding the surname) must not exceed five characters.</li> <li>The Chinese characters used for the name must be approved characters for names as specified by Supreme Court regulations. It is also permissible to register the first name using only Korean (Hangeul) (e.g., 김서운), or to use a combination of Korean and Chinese characters for the first name (e.g., 金庶尹).</li> </ul>
	Biological Child	Check "Born outside of marriage."
	Date and Time of Birth	Record the date and time of birth in local time following the 24-hour time format. (e.g., 10:00 p.m. → 22:00)
	Place of Birth	Record the place of birth and address in Korean according to the pronunciation. For the place of birth, it is sufficient to include the name of the smallest administrative unit (-dong, -ri, or road name) or, in the case of a road address, to record up to the road name.
	Place of Registration	Record the child's place of registration following the road name address system of Korea, but do not include the detailed address. If a road name address is not available, record the lot number address, but do not include the building name and number.
	Dual Nationality	If the child holds dual nationality, specify the foreign nationality acquired and attach supporting documentation.
②	<ul style="list-style-type: none"> <li>If there is no resident registration number, record the date of birth.</li> <li>One's place of registration can be verified via the family relations certificate.</li> </ul>	
③	<ul style="list-style-type: none"> <li>Complete only in cases where the birth is reregistered following closure of the family relation register due to a court judgment confirming nonexistence of a parent-child relationship or denial of paternity, etc.</li> </ul>	
④	<ul style="list-style-type: none"> <li>If a secondary reporting party files the birth registration, please provide the objective reason the primary parties (parents) were unable to do so (e.g., death, missing).</li> <li>Indicate whether an acknowledgment of paternity was made before the child's birth and specify the office where it was reported.</li> </ul>	
⑥	<ul style="list-style-type: none"> <li>Complete this section only if the form was submitted by a representative on behalf of the reporting party.</li> </ul>	



## Attachments

- Mother's basic certificate and marriage certificate (may be omitted if the information can be verified electronically by the Family Register Office)
- Certificate of birth or other documentation verifying the birth
- Copies of the parents' valid identification
- If one or both parents have lost their South Korean nationality (e.g., by voluntarily acquiring a foreign nationality) but have not reported it, provide a copy of documents that verify the date of nationality loss (e.g., foreign citizenship certificate, naturalization approval certificate).
- If the child holds dual nationality, provide documents clarifying the acquired nationality.
- Valid form of the identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide the reporting party's identification (a notarized certificate of his signature or a certificate of his seal must be submitted if the reporting party signed the form without the presentation of proof of his identification) and the submitter's identification.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ☒ Did you complete the form in Korean?
- ☒ Are translations attached for any documents in a foreign language?
- ☒ Is the person filing the registration form the father of the child?
- ☒ Is the child's name recorded according to the instructions on how to complete the form?
- ☒ Did you accurately indicate that the child was born outside of marriage?
- ☒ Did you accurately specify the time of birth following the local time in the 24-hour time format?
- ☒ Did you accurately specify the child's place of registration?
- ☒ If the child holds dual nationality, did you specify the foreign nationality acquired by the child?
- ☒ If the reporting party, i.e., the father, did not appear in person, did you present the reporting party's identification document? (If the identification document could not be presented, did you attach a notarized certificate of his signature or a certificate of his seal?)

## 1 Birth Registration

### Child Born Outside of Marriage

## Korean Father and Korean Mother (Filed by the Mother)



## How to Complete the Form

	Name	<ul style="list-style-type: none"> <li>- As a general rule, the child's surname and family origin should follow the mother's. However, if the father is Korean and his surname and family origin are known, the child may follow the father's surname and family origin.</li> <li>- The first name (excluding the surname) must not exceed five characters.</li> <li>- The Chinese characters used for the name must be approved characters for names as specified by Supreme Court regulations. It is also permissible to register the first name using only Korean (Hangeul) (e.g., 김서운), or to use a combination of Korean and Chinese characters for the first name (e.g., 金庶운, 金서尹).</li> </ul>
	Biological Child	Check "Born outside of marriage."
①	Date and Time of Birth	Record the date and time of birth in local time following the 24-hour time format. (e.g., 10:00 p.m. → 22:00)
	Place of Birth	Record the place of birth and address in Korean according to the pronunciation. For the place of birth, it is sufficient to include the name of the smallest administrative unit (-dong, -ri, or road name) or, in the case of a road address, to record up to the road name.
	Place of Registration	Record the child's place of registration following the road name address system of Korea, but do not include the detailed address. If a road name address is not available, record the lot number address, but do not include the building name and number.
	Dual Nationality	If the child holds dual nationality, specify the foreign nationality acquired and attach supporting documentation.
②		<ul style="list-style-type: none"> <li>- Before the acknowledgment of paternity, the father's name cannot be recorded in the family relation register. Therefore, the father's field should be left blank unless an acknowledgment of paternity has been made.</li> <li>- If there is no resident registration number, record the date of birth.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> </ul>
③		- Complete only in cases where the birth is reregistered following closure of the family relation register due to a court judgment confirming nonexistence of a parent-child relationship or denial of paternity, etc.
④		<ul style="list-style-type: none"> <li>- If a secondary reporting party files the birth registration, please provide the objective reason the primary parties (parents) were unable to do so (e.g., death, missing).</li> <li>- Indicate whether an acknowledgment of paternity was made before the child's birth and specify the office where it was reported.</li> </ul>
⑥		- Complete this section only if the form was submitted by a representative on behalf of the reporting party.

## Example of a Completed Form

Birth Registration Form (2025/02/01)									
① Person Born	Name	Korean	(Surname) 김 / (First Name) 서운	Family Origin (Chinese Characters)	金海	Sex	<input checked="" type="checkbox"/> Male	<input type="checkbox"/> Born within marriage	
		Chinese Characters	(Surname) 金 / (First Name) 庶尹				<input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> Born outside of marriage	
	Date and Time of Birth	2025/01/15 07:30 (following the 24-hour time format)							
	Place of Birth	<input type="checkbox"/> Home <input checked="" type="checkbox"/> Hospital <input type="checkbox"/> Other 브라질 상파울루 알베르투 아인슈타인대로 567							
	Place of Registration Determined by the Parents	경상북도 안동시 법원로 56							
② Parents	Address	브라질 리우데자네이루 코파카바나 아틀란티카대로 12						Relationship with Head of Household	박영희의 자
		If the child holds dual nationality, state the fact of dual nationality and the foreign nationality acquired: 브라질							
	Father	Name		Family Origin (Chinese Characters)		Resident Registration No.			
	Mother	Name	박영희 (朴英熙)	Family Origin (Chinese Characters)	密陽	Resident Registration No.	950202-2345678		
	Father's Place of Registration								
	Mother's Place of Registration		경상북도 안동시 법원로 56						
At the time of registering the marriage, did you submit an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input type="checkbox"/>									
③ In case of reregistering the birth following the closure of a family relation register due to a court judgment confirming the nonexistence of a parent-child relationship, etc.									
Particulars Recorded in the Closed Register	Name				Resident Registration No.		-		
	Place of Registration								
④ Other Matters									
⑤ Reported by	Name	박영희 (Signature or Seal)				Resident Registration No.	950202-2345678		
	Qualification	<input checked="" type="checkbox"/> Father <input checked="" type="checkbox"/> Mother <input type="checkbox"/> Coresiding Relative <input type="checkbox"/> Other (Qualification: )							
	Address	브라질 리우데자네이루 코파카바나 아틀란티카대로 12							
	Contact No.	00-000-0000		Email	familysing@gmail.com				
⑥ Submitted by (Representative)		Name			Resident Registration No.	-			



## Attachments

- Mother's basic certificate and marriage certificate (may be omitted if the information can be verified electronically by the Family Register Office)
- Certificate of birth or other documentation verifying the birth
- A copy of the mother's valid identification document
- If the mother has lost her South Korean nationality (e.g., by voluntarily acquiring a foreign nationality) but has not reported it, provide a copy of documents that verify the date of nationality loss (e.g., foreign citizenship certificate, naturalization approval certificate).
- If the child holds dual nationality, provide documents clarifying the acquired nationality.
- Valid form of the identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ☒ Did you complete the form in Korean?
- ☒ Are translations attached for any documents in a foreign language?
- ☒ Is the person filing the registration form the mother of the child?
- ☒ Is the child's name recorded according to the instructions on how to complete the form?
- ☒ Did you accurately indicate that the child was born outside of marriage?
- ☒ Did you accurately specify the time of birth following the local time in the 24-hour time format?
- ☒ Did you accurately specify the child's place of registration?
- ☒ If the child holds dual nationality, did you specify the foreign nationality acquired by the child?
- ☒ If the registration form is filed by the mother, was it confirmed that the name of the father cannot be recorded in the family relation register?

## 1 Birth Registration

### Child Born Outside of Marriage

## Foreign Father and Korean Mother (Filed by the Father)



## Example of a Completed Form

Birth Registration Form (2025/02/01)									
① Person Born	Name	Korean	(Surname)스미스 / (FirstName)데이비드		Family Origin (Chinese Characters)	Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Born within marriage <input checked="" type="checkbox"/> Born outside of marriage	
		Chinese Characters							
	Date and Time of Birth	2025/01/15 22:15 (following the 24-hour time format)							
	Place of Birth	<input type="checkbox"/> Home <input checked="" type="checkbox"/> Hospital <input type="checkbox"/> Other 미국 캘리포니아주 로스앤젤레스시 월셔대로 5678							
	Place of Registration Determined by the Parents	경상북도 안동시 법원로 56							
	Address	미국 캘리포니아주 로스앤젤레스시 월셔대로 1234		Relationship with Head of Household	박영희의 자				
If the child holds dual nationality, state the fact of dual nationality and the foreign nationality acquired:									미국
② Parents	Father	Name	스미스리암		Family Origin (Chinese Characters)	Resident Registration No.		1993. 6. 16.	
	Mother	Name	박영희 (朴英熙)		Family Origin (Chinese Characters)	密陽		Resident Registration No.	950202-2345678
	Father's Place of Registration		미국						
	Mother's Place of Registration		경상북도 안동시 법원로 56						
At the time of registering the marriage, did you submit an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input type="checkbox"/>									
③ In case of reregistering the birth following the closure of a family relation register due to a court judgment confirming the nonexistence of a parent-child relationship, etc.									
Particulars Recorded in the Closed Register		Name			Resident Registration No.	-			
		Place of Registration							
④ Other Matters									
⑤ Reported by	Name	스미스리암 (Signature or Seal)				Resident Registration No.	1993. 6. 16.		
	Qualification	<input checked="" type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Coresiding Relative <input type="checkbox"/> Other (Qualification: )							
	Address	미국 캘리포니아주 로스앤젤레스시 월셔대로 1234							
	Contact No.	00-000-0000		Email	familylingo@gmail.com				
⑥ Submitted by (Representative)		Name			Resident Registration No.	-			

## How to Complete the Form

①	Name	- Since the birth registration by the father has the effect of acknowledgment of paternity (affiliation), the child's surname and family origin generally follow the father's surname and family origin, in principle. - The first name (excluding the surname) must not exceed five characters.
	Biological Child	Check "Born outside of marriage."
	Date and Time of Birth	Record the date and time of birth in local time following the 24-hour time format. (e.g., 10:00 p.m. → 22:00)
	Place of Birth	Record the place of birth and address in Korean according to the pronunciation. For the place of birth, it is sufficient to include the name of the smallest administrative unit (-dong, -ri, or road name) or, in the case of a road address, to record up to the road name.
	Place of Registration	Record the child's place of registration following the road name address system of Korea, but do not include the detailed address. If a road name address is not available, record the lot number address, but do not include the building name and number.
	Dual Nationality	If the child holds dual nationality, specify the foreign nationality acquired and attach supporting documentation.
②	- If there is no resident registration number, record the date of birth. - One's place of registration can be verified via the family relations certificate. - The name of the foreign parent should be recorded in the family relation register according to the pronunciation in the relevant foreign language as written in Korean by the reporting party. In this case, Chinese characters cannot be recorded. - For the foreign parent, specify their nationality in the "Place of Registration" field.	
	③ - Complete only in cases where the birth is reregistered following closure of the family relation register due to a court judgment confirming nonexistence of a parent-child relationship or denial of paternity, etc.	
④	- If a secondary reporting party files the birth registration, please provide the objective reason the primary parties (parents) were unable to do so (e.g., death, missing). - Indicate whether an acknowledgment of paternity was made before the child's birth and specify the office where it was reported.	
	⑥ - Complete this section only if the form was submitted by a representative on behalf of the reporting party.	



## Attachments

- The mother's basic certificate and marriage certificate (may be omitted if the information can be verified electronically by the Family Register Office)
- Certificate of birth or other documentation verifying the birth
- Copies of the parents' valid identification
- If the mother has lost her South Korean nationality (e.g., by voluntarily acquiring a foreign nationality) but has not reported it, provide a copy of documents that verify the date of nationality loss (e.g., foreign citizenship certificate, naturalization approval certificate).
- If the child holds dual nationality, provide documents clarifying the acquired nationality.
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide the reporting party's identification (a notarized certificate of his signature or a certificate of his seal must be submitted if the reporting party signed the form without the presentation of proof of his identification) and the submitter's identification.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ☒ Did you complete the form in Korean?
- ☒ Are translations attached for any documents in a foreign language?
- ☒ Is the person filing the registration form the father of the child?
- ☒ Is the child's name recorded according to the instructions on how to complete the form?
- ☒ Did you accurately indicate that the child was born outside of marriage?
- ☒ Did you accurately specify the time of birth following the local time in the 24-hour time format?
- ☒ Did you accurately specify the child's place of registration?
- ☒ If the child holds dual nationality, did you specify the foreign nationality acquired by the child?
- ☒ If the reporting party, i.e., the father, did not appear in person, did you present the reporting party's identification document? (If the identification document could not be presented, did you attach a notarized certificate of his signature or a certificate of his seal?)

## 1 Birth Registration

### Child Born Outside of Marriage

## Foreign Father and Korean Mother (Filed by the Mother)



## Example of a Completed Form

Birth Registration Form (2025/02/01)										
① Person Born	Name	Korean	(Surname)박 / (First Name)민준		Family Origin (Chinese Characters)	密陽	Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Born within marriage <input checked="" type="checkbox"/> Born outside of marriage	
		Chinese Characters	(Surname)朴 / (First Name)閔駿							
	Date and Time of Birth	2025/1/15 22:15 (following the 24-hour time format)								
	Place of Birth	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Hospital <input type="checkbox"/> Other 미국 캘리포니아주 로스앤젤레스시 월셔대로 5678								
	Place of Registration Determined by the Parents	경상북도 안동시 법원로 56								
② Parents	Father	Name	박영희		Family Origin (Chinese Characters)	密陽	Resident Registration No.	950202-2345678		
		Mother	Name	박영희 (朴英熙)						Family Origin (Chinese Characters)
	Father's Place of Registration									
	Mother's Place of Registration		경상북도 안동시 법원로 56							
	If the child holds dual nationality, state the fact of dual nationality and the foreign nationality acquired: 미국									
At the time of registering the marriage, did you submit an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input type="checkbox"/>										
③ In case of reregistering the birth following the closure of a family relation register due to a court judgment confirming the nonexistence of a parent-child relationship, etc.										
Particulars Recorded in the Closed Register	Name			Resident Registration No.	-					
	Place of Registration									
④ Other Matters										
⑤ Reported by	Name	박영희 (Signature or Seal)			Resident Registration No.	950202-2345678				
	Qualification	<input checked="" type="checkbox"/> Father <input checked="" type="checkbox"/> Mother <input type="checkbox"/> Coresiding Relative <input type="checkbox"/> Other (Qualification: )								
	Address	미국 캘리포니아주 로스앤젤레스시 월셔대로 1234								
	Contact No.	00-000-0000		Email	familylingo@gmail.com					
⑥ Submitted by (Representative)	Name			Resident Registration No.	-					

## How to Complete the Form

①	Name	<ul style="list-style-type: none"> <li>- The child's surname and family origin should follow the mother's. The father's surname cannot be used without his acknowledgment of paternity.</li> <li>- The first name (excluding the surname) must not exceed five characters.</li> <li>- The Chinese characters used for the name must be approved characters for names as specified by Supreme Court regulations. It is also permissible to register the first name using only Korean (Hangeul) (e.g., 박민준), or to use a combination of Korean and Chinese characters for the first name (e.g., 朴閔駿, 朴민駿).</li> </ul>
	Biological Child	Check "Born outside of marriage."
	Date and Time of Birth	Record the date and time of birth in local time following the 24-hour time format. (e.g., 10:00 p.m. → 22:00)
	Place of Birth	Record the place of birth and address in Korean according to the pronunciation. For the place of birth, it is sufficient to include the name of the smallest administrative unit (-dong, -ri, or road name) or, in the case of a road address, to record up to the road name.
	Place of Registration	Record the child's place of registration following the road name address system of Korea, but do not include the detailed address. If a road name address is not available, record the lot number address, but do not include the building name and number.
	Dual Nationality	If the child holds dual nationality, specify the foreign nationality acquired and attach supporting documentation.
②	<ul style="list-style-type: none"> <li>- Before the acknowledgment of paternity, the father's name cannot be recorded in the family relation register. Therefore, the father's field should be left blank unless an acknowledgment of paternity has been made.</li> <li>- If there is no resident registration number, record the date of birth.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> </ul>	
	③	
	<ul style="list-style-type: none"> <li>- Complete only in cases where the birth is reregistered following closure of the family relation register due to a court judgment confirming nonexistence of a parent-child relationship or denial of paternity, etc.</li> </ul>	
④	<ul style="list-style-type: none"> <li>- If a secondary reporting party files the birth registration, please provide the objective reason the primary parties (parents) were unable to do so (e.g., death, missing).</li> <li>- Indicate whether an acknowledgment of paternity was made before the child's birth and specify the office where it was reported.</li> </ul>	
	⑥	
⑥	<ul style="list-style-type: none"> <li>- Complete this section only if the form was submitted by a representative on behalf of the reporting party.</li> </ul>	



## Attachments

- Mother's basic certificate and marriage certificate (may be omitted if the information can be verified electronically by the Family Register Office)
- Certificate of birth or other documentation verifying the birth
- A copy of the mother's valid identification document
- If the mother has lost her South Korean nationality (e.g., by voluntarily acquiring a foreign nationality) but has not reported it, provide a copy of documents that verify the date of nationality loss (e.g., foreign citizenship certificate, naturalization approval certificate).
- If the child holds dual nationality, provide documents clarifying the acquired nationality.
- A copy of identification of the mother who is present to file the registration form
- If the registration form is submitted on behalf of an absent reporting party, provide copies of identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.

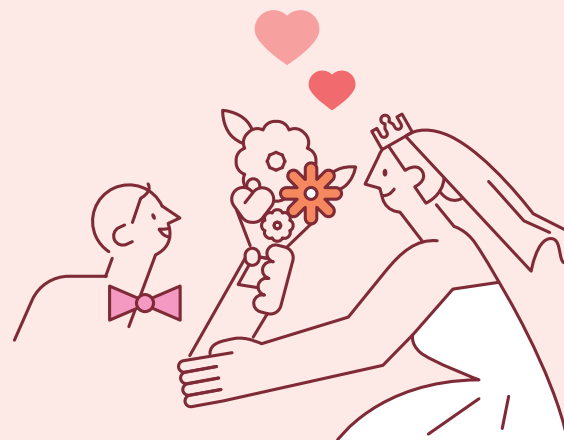


## Checklist

- ☒ Did you complete the form in Korean?
- ☒ Are translations attached for any documents in a foreign language?
- ☒ Is the person filing the registration form the mother of the child?
- ☒ Is the child's name recorded according to the instructions on how to complete the form?
- ☒ Did you accurately indicate that the child was born outside of marriage?
- ☒ Did you accurately specify the time of birth following the local time in the 24-hour time format?
- ☒ Did you accurately specify the child's place of registration?
- ☒ If the child holds dual nationality, did you specify the foreign nationality acquired by the child?
- ☒ If the registration form is filed by the mother, was it confirmed that the name of the father cannot be recorded in the family relation register?

## 2 Marriage Registration

# Registration of Marriage Established under Korean Law



## Example of a Completed Form

Marriage Registration Form (2025/02/01)									
Classification			Husband				Wife		
① Parties to the Marriage (Reporting Parties)	Name	Korean	(Surname) 김 / (First Name) 철수		Seal or Signature	(Surname) 박 / (First Name) 영희		Seal or Signature	
		Chinese Characters	(Surname) 金 / (First Name) 哲洙			(Surname) 朴 / (First Name) 英熙			
	Family Origin (Chinese Characters)		金海	Contact No.	00-000-0000	Family Origin (Chinese Characters)	密陽	Contact No.	00-000-0000
	Date of Birth		1993. 6. 16.		1995. 2. 2.				
	Resident Registration No.		930616-1234567		950202-2345678				
	Place of Registration		서울특별시 서초구 법원로 1004		경상북도 안동시 법원로 56				
Address		프랑스 파리 리블리 거리 123		프랑스 파리 리블리 거리 123					
② Parents of Both Parties	Father's Name		김사부		박친부				
	Resident Registration No.		500401-1333333		500329-1222222				
	Place of Registration		서울특별시 일이구 삼사로 56		경상북도 안동시 법원로 56				
	Mother's Name		이사모		엄친모				
	Resident Registration No.		510402-2222222		510625-2111111				
Place of Registration		서울특별시 일이구 삼사로 56		경상북도 안동시 법원로 56					
③ Date of Marriage under Foreign Law			(YYYY/MM/DD)						
④ Agreement on Child's Surname and Family Origin			Did you reach an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
⑤ Consanguinity			Are the parties to the marriage blood relatives within the eighth degree? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
⑥ Other Matters									
⑦ Witness	Name		강중인		Seal or Signature	Resident Registration No.		1993. 4. 15.	
	Address		프랑스 파리 샹젤리제 거리 25번지						
	Name		백중인		Seal or Signature	Resident Registration No.		950306-2345678	
	Address		부산광역시 해운대구 사오육대로 4567						
⑧ Consenting Party	Husband	Father	Name	Seal or Signature		Guardian	Name	Seal or Signature	
		Mother	Name	Seal or Signature			Resident Registration No.	-	
	Wife	Father	Name	Seal or Signature		Name	Seal or Signature		
		Mother	Name	Seal or Signature		Resident Registration No.	-		
⑨ Presence of Reporting Parties			<input checked="" type="checkbox"/> Husband <input checked="" type="checkbox"/> Wife						
⑩ Submitted by			Name		Resident Registration No.		-		

## How to Complete the Form

①	<ul style="list-style-type: none"> <li>The signatures or seals of both parties to the marriage must be affixed to the form.</li> <li>One's place of registration can be verified via the family relations certificate.</li> <li>The names of foreign countries and places must be written in Korean according to the pronunciation, in principle following the transliteration rules announced by the Ministry of Culture, Sports and Tourism.</li> </ul>
②	<ul style="list-style-type: none"> <li>Enter the parents' information.</li> <li>If the resident registration number is unavailable, provide the date of birth instead.</li> </ul>
③	<ul style="list-style-type: none"> <li>Complete this section only when submitting a copy of the marriage certificate issued under foreign law.</li> </ul>
④	<ul style="list-style-type: none"> <li>This section must be completed. In case of checking "Yes," attach the agreement.</li> </ul>
⑤	<ul style="list-style-type: none"> <li>You must confirm that this is not a consanguineous marriage specified in Article 809 (1) of the Civil Act.</li> </ul>
⑥	<ul style="list-style-type: none"> <li>If the marriage results in a child acquiring status as a child born within marriage, record the child's name and place of registration.</li> </ul>
⑦	<ul style="list-style-type: none"> <li>Two adult witnesses are required. Include their resident registration numbers (or birth dates), addresses, and signatures or seals.</li> </ul>
⑧	<ul style="list-style-type: none"> <li>For minors or adult wards getting married, specify the details of consent.</li> </ul>

## Attachments

- Basic certificates, marriage certificates, and family relations certificates for both parties (may be omitted if the information can be verified electronically by the Family Register Office)
- Copies of valid identification for both parties
- Agreement to follow the mother's surname and family origin for the child if such agreement has been made
- Copies of identification for the parties to the marriage present at the time of marriage registration
- If the registration form is submitted on behalf of an absent reporting parties, provide the reporting parties' identification (notarized certificates of their signatures or certificates of their seals must be submitted if the reporting parties signed the form without the presentation of proof of their identification) and the submitter's identification.
- If any of the above attachments are in a foreign language, provide a Korean translation.

### Checklist

- ☒ Did both parties sign the form or affix their seal?
- ☒ Did you complete the form in Korean?
- ☒ Are translations attached for any documents in a foreign language?
- ☒ Are the witnesses adults?
- ☒ Did you attach the agreement to follow the mother's surname and family origin for the child if such agreement had been made?
- ☒ If one or both parties are absent in case of drawing up an agreement to follow the mother's surname and family origin for the child, did you attach a notarized signature or seal certificate of the absentee?
- ☒ If any of the parties to the marriage is absent, did you submit copies of their identification? (If not, did you attach a notarized signature or seal certificate?)

## Sample Agreement

### Agreement

Father's Name 김철수

Place of Registration 서울특별시 서초구 법원로 1004

Address 프랑스 파리 리블리 거리 123

Mother's Name 박영희

Place of Registration 경상북도 안동시 법원로 56

Address 프랑스 파리 리블리 거리 123

We hereby agree that all children born to the above parents shall follow the mother's surname and family origin.

2025. 2. 1.

Father 김철수 (Signature or Seal)

Mother 박영희 (Signature or Seal)

Attachments: 1. Copy of the submitter's identification (e.g., resident registration card, driver's license, passport)

2. Notarized signature or seal certificate of one or both parents (parties to the marriage)

#### ◇ Important Notice ◇

1. If one or both parents (parties to the marriage) are absent, a seal certificate or notarized certificate of signature of the absent parent(s) must be attached.
2. Falsifying the agreement by using the other party's signature or seal without authorization, etc. is punishable by imprisonment of up to five (5) years or a fine of up to KRW 10 million under Articles 231 through 237-2 of the Criminal Act.

## 2 Marriage Registration

# Registration of Marriage by Certificate Issued under Foreign Law



## Example of a Completed Form

Marriage Registration Form (2025/02/01)									
Classification			Husband				Wife		
① Parties to the Marriage (Reporting Parties)	Name	Korean	(Surname) 김 / (First Name) 철수		Seal or Signature	(Surname) 로랑 / (First Name) 소피		Seal or Signature	
		Chinese Characters	(Surname) 金 / (First Name) 哲洙			(Surname) 罗 / (First Name) 索菲			
	Family Origin (Chinese Characters)		金海	Contact No.	00-000-0000	Family Origin (Chinese Characters)		Contact No.	00-000-0000
	Date of Birth		1993/6/16			1995/2/2			
	Resident Registration No.		930616-1234567						
	Place of Registration		서울특별시 서초구 법원로 1004			프랑스			
Address		프랑스 파리 리블리 거리 123			프랑스 파리 리블리 거리 123				
② Parents of Both Parties	Father's Name		김사부			로랑파더			
	Resident Registration No.		500401-1333333			1950. 3. 29.			
	Place of Registration		서울특별시 일이구 삼사로 56			프랑스			
	Mother's Name		이사모			베르나르마더			
	Resident Registration No.		510402-2222222			1951/6/25			
Place of Registration		서울특별시 일이구 삼사로 56			프랑스				
③ Date of Marriage under Foreign Law					2025/1/15				
④ Agreement on Child's Surname and Family Origin					Did you reach an agreement to have the child's surname and family origin follow the mother's? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
⑤ Consanguinity					Are the parties to the marriage blood relatives within the eighth degree? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
⑥ Other Matters									
⑦ Witness	Name		Seal or Signature		Resident Registration No.				
	Address								
	Name		Seal or Signature		Resident Registration No.				
	Address								
⑧ Consenting Party	Husband	Father	Name	Seal or Signature		Guardian	Name	Seal or Signature	
		Mother	Name	Seal or Signature			Resident Registration No.	-	
	Wife	Father	Name	Seal or Signature			Name	Seal or Signature	
		Mother	Name	Seal or Signature			Resident Registration No.	-	
⑨ Presence of Reporting Parties <input checked="" type="checkbox"/> Husband <input checked="" type="checkbox"/> Wife									
⑩ Submitted by		Name		Resident Registration No.		-			

## How to Complete the Form

①	<ul style="list-style-type: none"> <li>- One of the parties to the marriage may sign the form or affix their seal for submission.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> <li>- The foreign spouse's full name should be written according to the full name shown on the marriage certificate and passport (or other identification) according to the Korean convention of writing the surname first, followed by the first name.</li> <li>- In the family relation register, the name of the foreign spouse should be recorded in Korean according to the pronunciation of the relevant foreign country, as written by the reporting party in the registration form. In this case, Chinese characters cannot be recorded.</li> <li>- The names of foreign countries and places must be written in Korean according to the pronunciation, in principle following the transliteration rules announced by the Ministry of Culture, Sports and Tourism.</li> <li>- For the foreign spouse, specify their nationality in the "Place of Registration" field.</li> </ul>
②	<ul style="list-style-type: none"> <li>- Enter the parents' information.</li> <li>- If the resident registration number is unavailable, provide the date of birth instead.</li> </ul>
③	<ul style="list-style-type: none"> <li>- Accurately record the marriage date as stated in the foreign marriage certificate.</li> </ul>
④	<ul style="list-style-type: none"> <li>- This section must be completed. In case of checking "Yes," attach the agreement.</li> </ul>
⑤	<ul style="list-style-type: none"> <li>- You must confirm that this is not a consanguineous marriage specified in Article 809 (1) of the Civil Act.</li> </ul>
⑥	<ul style="list-style-type: none"> <li>- If the marriage results in a child acquiring status as a child born within marriage, record the child's name and place of registration.</li> </ul>
⑦	<ul style="list-style-type: none"> <li>- Do not fill in the "Witnesses" field.</li> </ul>

## Attachments

- Basic certificates, marriage certificates, and family relations certificates for the Korean spouse (may be omitted if the information can be verified electronically by the Family Register Office)
- Copies of valid identification for both parties
- If the Korean spouse has lost their South Korean nationality (e.g., by voluntarily acquiring a foreign nationality) but has not reported it, provide a copy of documents that verify the date of nationality loss (e.g., foreign citizenship certificate, naturalization approval certificate).
- Copy of the marriage certificate
- Agreement to follow the mother's surname and family origin for the child if such agreement has been made
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.

### Checklist

- ✓ Did you complete the form in Korean?
- ✓ Are translations attached for any documents in a foreign language?
- ✓ Did you record the foreign spouse's full name in Korean as it appears on the passport or other identification according to the Korean convention of writing the surname first, followed by the first name?
- ✓ Did you accurately record the date on which the marriage was established under the law of the country in question?
- ✓ Did you attach a copy of the marriage certificate?
- ✓ Did you attach the agreement to follow the mother's surname and family origin for the child if such agreement has been made?
- ✓ If one or both parties are absent in case of drawing up an agreement to follow the mother's surname and family origin for the child, did you attach a notarized signature or seal certificate of the absentee?

## Sample Agreement

### Agreement

Father's Name 김철수

Place of Registration 서울특별시 서초구 법원로 1004

Address 프랑스 파리 리블리 거리 123

Mother's Name 로랑소피

Place of Registration 프랑스

Address 프랑스 파리 리블리 거리 123

We hereby agree that all children born to the above parents shall follow the mother's surname and family origin.

2025. 2. 1.

Father 김철수 (Signature or Seal)

Mother 로랑소피 (Signature or Seal)

Attachments: 1. Copy of the submitter's identification (e.g., resident registration card, driver's license, passport)

2. Copy of notarized signature or seal certificate of one or both parties to the marriage who is not present at the time of registration

◇ ATTENTION ◇

1. If one or both parents (parties to the marriage) are absent, a seal certificate or notarized certificate of signature of the absent parent(s) must be attached.
2. Falsifying the agreement by using the other party's signature or seal without authorization, etc. is punishable by imprisonment of up to five (5) years or a fine of up to KRW 10 million under Articles 231 through 237-2 of the Criminal Act.

### 3 Divorce Registration

## Registration of Divorce by Court Decision under Korean Law



## Example of a Completed Form

Divorce (Parental Authority Designation) Registration Form (2025/02/01)										
Classification		Husband				Wife				
① Divorcing Parties (Reporting Parties)	Name	Korean	(Surname) 김 / (First Name) 철수		(Signature or Seal)	(Surname) 박 / (First Name) 영희	(Signature or Seal)			
		Chinese Characters	(Surname) 金 / (First Name) 哲洙			(Surname) 朴 / (First Name) 英熙				
	Family Origin (Chinese Characters)	金海	Contact No.	00-000-0000	Family Origin (Chinese Characters)	密陽	Contact No.	00-000-0000		
	Resident Registration No.	930616-1234567			950202-2345678					
	Date of Birth	1993/6/16			1995/2/2					
	Place of Registration	서울특별시 서초구 법원로 1004			경상북도 안동시 법원로 56					
Address	프랑스 파리 리블리 거리 123			프랑스 파리 리블리 거리 123						
② Parents (Adoptive Parents)	(Adoptive) Father's Name	김사부			박친부					
	Resident Registration No.	500401-1333333			500329-1222222					
	(Adoptive) Mother's Name	이사모			엄친모					
	Resident Registration No.	510402-2222222			510625-2111111					
③ Other Matters										
④ Date of Court Judgment ( )		YYYY/MM/DD		Name of Court		Court				
For the section below on designation of the person with parental authority, please complete it after the court's confirmation of the intent to register a divorce by agreement if applicable.										
⑤ Designation of Parent with Parental Authority	Name of Minor Child	김 서윤								
	Resident Registration No.	230301-4777777								
	Parent with Parental Authority	① Father ② Mother ③ Father and Mother	Effective Date	2025/02/01	① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD			
		Cause	① Agreement ② Court Judgment		Cause	① Agreement ② Court Judgment				
	Name of Minor Child									
	Resident Registration No.	-			-					
Parent with Parental Authority	① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD	① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD				
	Cause	① Agreement ② Court Judgment		Cause	① Agreement ② Court Judgment					
⑥ Presence of Reporting Party					① Husband      ② Wife					
⑦ Submitted by		Name			Resident Registration No.		-			

## How to Complete the Form

①	<ul style="list-style-type: none"> <li>The signatures or seals of both divorcing parties must be affixed to the form.</li> <li>One's place of registration can be verified via the family relations certificate.</li> <li>The names of the foreign country and geographic locations must be written in Korean according to the local pronunciation, following the Romanization rules announced by the Ministry of Culture, Sports and Tourism.</li> </ul>
②	<ul style="list-style-type: none"> <li>Enter the parents' information.</li> <li>If the resident registration number is unavailable, provide the date of birth instead.</li> </ul>
④	<ul style="list-style-type: none"> <li>Leave blank, as this section applies only to divorce by court judgment.</li> </ul>
⑤	<ul style="list-style-type: none"> <li>This section should be completed in case of designating the parent with parental authority over minor children.</li> <li>If the resident registration number is unavailable, provide the date of birth instead.</li> <li>The effective date of the designation of parental authority is the date the divorce registration is filed with the overseas diplomatic mission.</li> <li>Specify the designated parent with parental authority.</li> <li>Leave this section blank if there are no minor children for whom parental authority has been designated.</li> </ul>
⑦	<ul style="list-style-type: none"> <li>Complete this section only if the form was submitted by a representative on behalf of the reporting party.</li> </ul>



## Attachments

- Marriage certificates and family relations certificates for both divorcing parties (may be omitted if the information can be verified electronically by the Family Register Office)
- Certified copy of the Confirmation of intent to register a divorce by agreement [validity expires three (3) months after issuance or delivery]
- Certified copy of the written agreement on custody and parental authority if there are minor children
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting parties, provide the reporting parties' identification (notarized certificates of their signatures or certificates of their seals must be submitted if the reporting parties signed the form without the presentation of proof of their identification) and the submitter's identification.



## Checklist

- ✓ Did you complete the form in Korean?
- ✓ Did both divorcing parties sign the form or affix their seal?
- ✓ Are you filing the divorce registration within three (3) months from the date the certified copy of the Confirmation of intent to register a divorce by agreement was issued or delivered?
- ✓ In the "Effective Date" field for "Designation of Parent with Parental Authority," did you record the date the divorce registration was filed with the overseas diplomatic mission?
- ✓ If there are minor children, did you attach a certified copy of the agreement on custody and parental authority?

### 3 Divorce Registration

## Registration of Divorce by Certificate Issued under Foreign Law



## Example of a Completed Form

Divorce (Parental Authority Designation) Registration Form (2025/02/01)									
Classification		Husband				Wife			
① Divorcing Parties (Reporting Parties)	Name	Korean	(Surname)야마모토 (First Name)하루		(Signature or Seal)	(Surname)박 (First Name)영희	(Signature or Seal)		
		Chinese Characters				(Surname)朴 (First Name)英熙			
	Family Origin (Chinese Characters)		Contact No.	00-000-0000		Family Origin (Chinese Characters)	密陽	Contact No.	00-000-0000
	Resident Registration No.					950202-2345678			
	Date of Birth	1993/6/16				1995/2/2			
	Place of Registration	일본				경상북도 안동시 법원로 56			
② Parents (Adoptive Parents)	Address	일본 후쿠오카현 후쿠오카시 1-2				일본 후쿠오카현 후쿠오카시 1-2			
	(Adoptive) Father's Name	야마모토파파				박친부			
	Resident Registration No.	1950. 4. 1. 일본				500329-1222222			
	(Adoptive) Mother's Name	야마모토마마				엄친모			
③ Other Matters	일본 후쿠오카현 후쿠오카시장, 2025년 1월 15일 이혼성립								
	④ Date of Court Judgment ( )	YYYY/MM/DD			Name of Court		Court		
For the section below on designation of the person with parental authority, please complete it after the court's confirmation of the intent to register a divorce by agreement if applicable.									
⑤ Designati on of Parent with Parental Authority	Name of Minor Child	야마모토이루							
	Resident Registration No.	2023/8/2							
	Parent with Parental Authority	① Father ② Mother ③ Father and Mother	Effective Date	2025/1/15	① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD		
		④ Agreement ⑤ Court Judgment	Cause		④ Agreement ⑤ Court Judgment	Cause			
	Name of Minor Child								
	Resident Registration No.	-				-			
Parent with Parental Authority	① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD	① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD			
	④ Agreement ⑤ Court Judgment	Cause		④ Agreement ⑤ Court Judgment	Cause				
⑥ Presence of Reporting Party	① Husband ② Wife								
⑦ Submitted by	Name				Resident Registration No.	-			

## How to Complete the Form

①	<ul style="list-style-type: none"> <li>- One of the divorcing parties may sign the form or affix their seal for submission.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> <li>- The foreign spouse's full name should be written according to the full name shown on the family relation register and certified copy of the divorce certificate according to the Korean convention of writing the surname first, followed by the first name.</li> <li>- In the family relation register, the name of the foreign spouse should be recorded in Korean according to the pronunciation of the relevant foreign country, as written by the reporting party in the registration form. In this case, Chinese characters cannot be recorded.</li> <li>- The names of the foreign country and geographic locations must be written in Korean according to the local pronunciation, following the Romanization rules announced by the Ministry of Culture, Sports and Tourism.</li> <li>- For the foreign spouse, specify their nationality in the "Place of Registration" field.</li> </ul>
②	<ul style="list-style-type: none"> <li>- Enter the parents' information.</li> <li>- If the resident registration number is unavailable, provide the date of birth instead.</li> <li>- If the parents of one of the divorcing parties are foreign nationals, write their date of birth and nationality in place of the resident registration number.</li> </ul>
③	<ul style="list-style-type: none"> <li>- Write the name of the issuing authority of the certified copy of the divorce certificate and the date on which the divorce took effect.</li> </ul>
④	<ul style="list-style-type: none"> <li>- Leave blank, as this section applies only to divorce by court judgment.</li> </ul>
⑤	<ul style="list-style-type: none"> <li>- This section should be completed in case of designating the parent with parental authority over minor children.</li> <li>- If the resident registration number is unavailable, provide the date of birth instead.</li> <li>- The effective date of the designation of parental authority is the date the divorce registration is filed with the overseas diplomatic mission.</li> <li>- Be sure to specify the designated parent with parental authority.</li> <li>- Leave this section blank if there are no minor children for whom parental authority has been designated.</li> </ul>
⑦	<ul style="list-style-type: none"> <li>- Complete this section only if the form was submitted by a representative on behalf of the reporting party.</li> </ul>



## Attachments

- Marriage certificate and family relations certificate for the Korean spouse (may be omitted if the information can be verified electronically by the Family Register Office)
- If either party acquired a different nationality after marriage, a copy of the document certifying the nationality acquired and the date (e.g., citizenship certificate)
- Certified copy of the divorce certificate
- If there are minor children, documentation proving the designation of parental authority
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ✓ Did you complete the form in Korean?
- ✓ Are translations attached for any documents in a foreign language?
- ✓ Did you specify the name of the issuing authority of the certificate copy and the date of divorce in "Other Matters"?
- ✓ Did you attach a certified copy of the divorce certificate?
- ✓ If a parent with parental authority has been designated for minor child(ren), did you complete the section on the designation of parental authority?
- ✓ In the "Effective Date" field for "Designation of Parent with Parental Authority," did you record the date on which parental authority was established as indicated on the certified copy?

### 3 Divorce Registration

## Registration of Divorce by Court Decision under Foreign Law



## Example of a Completed Form

Divorce (Parental Authority Designation) Registration Form (2025/02/01)									
Classification		Husband				Wife			
① Divorcing Parties (Reporting Parties)	Name	Korean	(Surname)스미스 / (First Name)리암		(Signature or Seal)	(Surname)박 / (First Name)영희		(Signature or Seal)	
		Chinese Characters				(Surname)朴 / (First Name)英熙			
	Family Origin (Chinese Characters)		Contact No.	00-000-0000	Family Origin (Chinese Characters)	密陽	Contact No.	00-000-0000	
	Resident Registration No.					950202-2345678			
	Date of Birth	1993/6/16				1995/2/2			
	Place of Registration	미국				경상북도 안동시 범원로 56			
② Parents (Adoptive Parents)	Address	미국 캘리포니아주 로스앤젤레스 시 월셔대로 1234				미국 캘리포니아주 로스앤젤레스 시 월셔대로 1234			
	(Adoptive) Father's Name	스미스파터				박친부			
	Resident Registration No.	1950. 4. 1. 미국				500329-1222222			
	(Adoptive) Mother's Name	스미스마더				엄친모			
③ Other Matters	Resident Registration No.	1951. 4. 2. 미국				510625-2111111			
④ Date of Court Judgment ( Court Judgment )		2025/01/15		Name of Court		미국 캘리포니아주 로스앤젤레스 카운티 가정법원			
For the section below on designation of the person with parental authority, please complete it after the court's confirmation of the intent to register a divorce by agreement if applicable.									
⑤ Designation of Parent with Parental Authority	Name of Minor Child		스미스민준						
	Resident Registration No.		2023. 4. 5.						
	Parent with Parental Authority	① Father ② Mother ③ Father and Mother	Effective Date	2025년 1월 15일		① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD	
		Cause	① Agreement ② Court Judgment		③ Father and Mother	Cause	① Agreement ② Court Judgment		
	Name of Minor Child								
	Resident Registration No.		-				-		
Parent with Parental Authority	① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD		① Father ② Mother ③ Father and Mother	Effective Date	YYYY/MM/DD		
	Cause	① Agreement ② Court Judgment		③ Father and Mother	Cause	① Agreement ② Court Judgment			
⑥ Presence of Reporting Party		① Husband <input type="checkbox"/> ② Wife <input checked="" type="checkbox"/>							
⑦ Submitted by		Name		Resident Registration No.		-			

## How to Complete the Form

①	<ul style="list-style-type: none"> <li>- One of the divorcing parties may sign the form or affix their seal for submission.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> <li>- The foreign spouse's full name should be written according to the full name shown on the family relation register and certified copy of the divorce certificate according to the Korean convention of writing the surname first, followed by the first name.</li> <li>- In the family relation register, the name of the foreign spouse should be recorded in Korean according to the pronunciation of the relevant foreign country, as written by the reporting party in the registration form. In this case, Chinese characters cannot be recorded.</li> <li>- The names of the foreign country and geographic locations must be written in Korean according to the local pronunciation, following the Romanization rules announced by the Ministry of Culture, Sports and Tourism.</li> <li>- For the foreign spouse, specify their nationality in the "Place of Registration" field.</li> </ul>
②	<ul style="list-style-type: none"> <li>- Enter the parents' information.</li> <li>- If the resident registration number is unavailable, provide the date of birth instead.</li> <li>- If the parents of one of the divorcing parties are foreign nationals, write their date of birth and nationality in place of the resident registration number.</li> </ul>
④	<ul style="list-style-type: none"> <li>- Accurately state the date of court judgment and the name of the court.</li> <li>- In cases of divorce by mediation, decision in lieu of mediation, settlement, or recommendation for settlement, indicate "Mediation Established," "Finalization of Decision in Lieu of Mediation," "Settlement Established," or "Finalization of the Decision to Recommend Settlement" in the parentheses under "Date of Court Judgment," and record the date of establishment (or confirmation) in the "YYYY/MM/DD (년월일)" field.</li> </ul>
⑤	<ul style="list-style-type: none"> <li>- This section should be completed in case of designating the parent with parental authority over minor children.</li> <li>- If the resident registration number is unavailable, provide the date of birth instead.</li> <li>- The effective date of the designation of parental authority is the date the divorce registration is filed with the overseas diplomatic mission.</li> <li>- Be sure to specify the designated parent with parental authority.</li> <li>- Leave this section blank if there are no minor children for whom parental authority has been designated.</li> </ul>



## Attachments

- Marriage certificate and family relations certificate for the Korean spouse (may be omitted if the information can be verified electronically by the Family Register Office)
- If either party acquired a different nationality after marriage, a copy of the document certifying the nationality acquired and the date (e.g., citizenship certificate)
- Certified copy or original of the court judgment on the divorce (for mediation or settlement, a certified copy of the mediation or settlement record)
- In cases of divorce by court judgment, documents proving that the losing defendant was served with the complaint or other litigation papers (except public notice service) or responded in writing
- Certificate of finalization of court judgment
- If there are minor children, documentation proving the designation of parental authority
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ✓ Did you complete the form in Korean?
- ✓ Are translations attached for any documents in a foreign language?
- ✓ Did you accurately state the date of court judgment and the name of the court?
- ✓ Did you attach a certified copy or the original of the court judgment on the divorce (for mediation or settlement, a certified copy of the mediation or settlement record)?
- ✓ Did you attach the certificate of finalization of court judgment or equivalent indicating the date of court judgment?

## 4 Death Registration

# Death of a Korean National Abroad



## Example of a Completed Form

Death Registration Form (2025/02/01)							
① Deceased	Name	Korean	(Surname)김 / (FirstName)사부	Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Resident Registration No.	500401-1333333
		Chinese Characters	(Surname)金 / (FirstName)師父				
	Place of Registration	서울특별시 일이구 삼사로 56					
	Address	브라질 리우데자네이루 코파카바나 아틀란티카대로 123		Relationship with Head of Household	본인		
	Date and Time of Death	2025/1/15 19:50 (in local time following the 24-hour time format)					
Place of Death	Location	브라질 상파울루 알베르투 아인슈타인대로 567					
	Category	<input type="checkbox"/> Home <input type="checkbox"/> Medical Institution (e.g., hospital, nursing hospital) <input type="checkbox"/> Social Welfare Facility (e.g., nursing home, orphanage, residential facility for persons with disabilities) <input type="checkbox"/> Public Facility (e.g., school, sports field) <input type="checkbox"/> Road <input type="checkbox"/> Commercial/Service Facility (e.g., shop, hotel) <input type="checkbox"/> Industrial Place <input type="checkbox"/> Farm (e.g., rice paddy/field, barn, aquafarm) <input type="checkbox"/> Died in Transit to Hospital Other ( )					
② Other Matters							
③ Reported by	Name	김철수 (Signature or Seal)		Resident Registration No.	930616-1234567		
	Qualification	<input checked="" type="checkbox"/> Coresiding Relative <input type="checkbox"/> Non-Coresiding Relative <input type="checkbox"/> Coresident <input type="checkbox"/> Other (head of the protection facility, manager of the place where death occurred)		Relationship	자		
	Address	브라질 리우데자네이루 코파카바나 아틀란티카대로 123		Contact No.	00-000-0000		
				Email	family@gmail.com		
④ Submitted by		Name			Resident Registration No.	-	

## How to Complete the Form

①	<ul style="list-style-type: none"> <li>- If the resident registration number is unavailable, provide the date of birth instead.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> <li>- The names of the foreign country and geographic locations must be written in Korean according to the local pronunciation, following the Romanization rules announced by the Ministry of Culture, Sports and Tourism.</li> <li>- The date of death may not be entered as "unknown" only. If the time of death is uncertain and words such as "estimated" and "around" are used in the death certificate, record it exactly as written.</li> <li>- The place of death must be written in Korean according to the pronunciation. It is sufficient to include the name of the smallest administrative unit (-dong, -ri, or road name) or, in the case of a road address, to record up to the road name.</li> </ul>
②	<ul style="list-style-type: none"> <li>- If a death certificate (or autopsy report) is not attached, state the reason or any other information necessary to ensure clarity in the family relation register.</li> </ul>
③	<ul style="list-style-type: none"> <li>- A coresiding relative is obligated to file the death registration. Non-coresiding relatives, etc. may also file the death registration. "Coresident" refers to someone who lived with the deceased in a family-like relationship (cohabitant or a nonfamily member living in the same household). Be sure to check the correct category.</li> </ul>
④	<ul style="list-style-type: none"> <li>- Complete this section only if the form was submitted by a representative on behalf of the reporting party.</li> </ul>



## Attachments

- Basic certificate of the deceased (may be omitted if the information can be verified electronically by the Family Register Office)
- Death certificate, autopsy report, or other document certifying the fact of death
- Document certifying the relationship between the deceased and the reporting party
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.

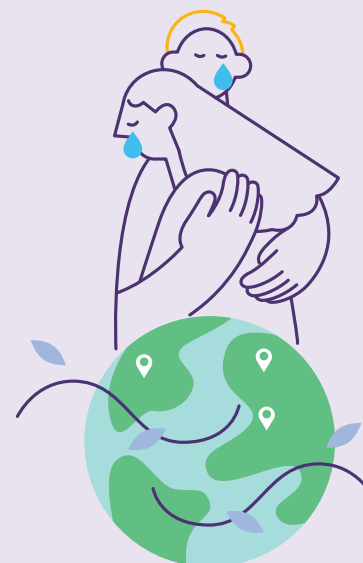


## Checklist

- ✓ Did you complete the form in Korean?
- ✓ Are translations attached for any documents in a foreign language?
- ✓ Did you record the date and time of death in local time using the 24-hour format?
- ✓ Did you accurately specify the reporting party's qualification?
- ✓ Does the date and time of death in the registration form match those on the death certificate?

## 4 Death Registration

# Death of a Foreign National Family Member Abroad



## Example of Completed Registration Form

Application for Correction of Family Relation Register with Official Authority (2025/02/01)					
Subject	Name	Korean	(Surname) 김 / (First Name) 철수	Resident Registration No.	930616-1234567
		Chinese Characters	(Surname) 金 / (First Name) 哲洙		
	Place of Registration	서울특별시 서초구 법원로 1004			
	Address	영국 맨체스터 러쉬홀름 옥스퍼드로드 123			
Matter to Be Corrected or Recorded		영국인 배우자 존슨에밀리의 사망 사실 기록			
Subject	Name	Korean		Resident Registration No.	-
		Chinese Characters			
	Place of Registration				
	Address				
Matter to Be Corrected or Recorded					
Subject	Name	Korean		Resident Registration No.	-
		Chinese Characters			
	Place of Registration				
	Address				
Matter to Be Corrected or Recorded					
Applicant	Name	김철수 (Signature or Seal)		Resident Registration No.	930616-1234567
	Qualification	<input checked="" type="checkbox"/> Subject (Self) <input type="checkbox"/> Legal Representative <input type="checkbox"/> Other (Qualification: )			
	Address	영국 맨체스터 러쉬홀름 옥스퍼드로드 123			
	Contact No.	00-000-0000	Email	family@gmail.com	
Submitted by	Name			Resident Registration No.	

## How to Complete the Form

Subject

- Record the name of the Korean national who is a family member of the deceased foreigner.
- One's place of registration can be verified via the family relations certificate.
- The name of the foreign parent should be recorded in the family relation register according to the pronunciation in the relevant foreign language as written in Korean by the reporting party. In this case, Chinese characters cannot be recorded.
- The names of foreign countries and places must be written in Korean according to the pronunciation, in principle following the transliteration rules announced by the Ministry of Culture, Sports and Tourism.



## Attachments

- Death certificate, autopsy report, or other document certifying the fact of death
- Document certifying the nationality of the deceased
- Document certifying the relationship between the deceased and the applicant
- Valid identification of the applicant present when filing the death registration
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ☒ Did you complete the form in Korean?
- ☒ Are translations attached for any documents in a foreign language?
- ☒ Did you complete an Application for Correction of Family Relation Register with Official Authority rather than a standard death registration form?

## 5 Registration of Acknowledgment of Paternity

# Voluntary Acknowledgment of Paternity under Korean Law

(Korean Father and Foreign Child)



## Example of a Completed Form

Acknowledgment of Paternity (Parental Authority Designation) Registration Form (2025/02/01)						
① Child (Acknowledged Party)	Name	Korean	(Surname) <b>옹우옌</b> (FirstName) <b>티민</b>	Family Origin (Chinese Characters)	Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
		Chinese Characters			Resident Registration No.	-
		Place of Registration	베트남			
		Address	베트남 빈딘성 푸이푹현 푸억록읍 123			
	Mother's Name and Place of Registration	Name	<b>옹우옌티투호영</b>		Resident Registration No.	1995/2/2
Place of Registration		베트남				
② Father (Acknowledging Party)	Name	Korean	<b>김철수</b>	Resident Registration No.	930616-1234567	
		Chinese Characters	<b>金哲洙</b>			
	Place of Registration	서울특별시 서초구 법원로 1004				
③ Date of Finalization of Court Judgment ( )		YYYY/MM/DD		Name of Court	Court	
④ Consenting Party (Adult Guardian)		(Signature or Seal)		Resident Registration No.	-	
⑤ Parent with Parental Authority	<input checked="" type="checkbox"/> Father	Name	<b>김철수</b>	Resident Registration No.	930616-1234567	
	<input type="checkbox"/> Mother					
	<input type="checkbox"/> Father and Mother	Name		Resident Registration No.	-	
	Date of Designation	<b>2025년1월15일</b>		Means of Designation	<input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Court Judgment by ( ) Court	
⑥ Continuation of Previous Surname and Family Origin	Date of Designation	YYYY/MM/DD		Means of Designation	<input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Court Judgment by ( ) Court	
⑦ Other Matters						
⑧ Reported by	Name	<b>김철수</b> (Signature or Seal)		Resident Registration No.	930616-1234567	
	Qualification	<input checked="" type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Executor of Will <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other (Qualification: )				
	Address	베트남 빈딘성 푸이푹현 푸억록읍 123				
	Contact No.	<b>00-000-0000</b>		Email	<b>family@gmail.com</b>	
⑨ Submitted by		Name		Resident Registration No.	-	

## How to Complete the Form

①	<ul style="list-style-type: none"> <li>- Record the child's full name exactly as registered in the foreign civil registry. Follow the Korean convention of writing the surname first, followed by the first name.</li> <li>- The names of the foreign country and geographic locations must be written in Korean according to the local pronunciation, following the Romanization rules announced by the Ministry of Culture, Sports and Tourism.</li> <li>- For foreigners, specify their nationality in the "Place of Registration" field.</li> <li>- If a resident registration number is unavailable, record the date of birth.</li> </ul>
②	<ul style="list-style-type: none"> <li>- Accurately record the father (acknowledging party)'s name, place of registration, and resident registration number.</li> <li>- If the father's resident registration number is unavailable, record his date of birth.</li> <li>- One's place of registration can be verified via the family relations certificate.</li> </ul>
③	- Complete this section only if the acknowledgment of paternity is being registered following a finalized court judgment.
⑤	- If the child is a minor and the person with parental authority has been determined, provide the personal details of the person with parental authority as well as the designation date and means of designation.
⑥	<ul style="list-style-type: none"> <li>- By the effect of acknowledgment of paternity, the child (acknowledged party) will assume the father (acknowledging party)'s surname and family origin.</li> <li>- If the child retains the previous surname and family origin, enter the effective date and reason.</li> </ul>
⑨	- Complete this section only if the form was submitted by a representative on behalf of the reporting party.



## Attachments

- Birth certificate of the child (acknowledged party)
- Document certifying that the mother was not married at the time of the child's birth. If she was married, a document certifying no biological parent-child relationship with her husband (e.g., court decision on biological parent-child relationship)
- Document certifying the identity of the child (acknowledged party) and the mother, including name, date of birth, nationality, etc.
- Document certifying that, where the law of the child's home country requires the consent or approval of the child or a third party as a condition (protective requirement) for the establishment of a parent-child relationship by acknowledgment, such requirement has been satisfied.
- Document certifying the continued use of the child's former surname and family origin, if the child (acknowledged party) retains them (e.g., an agreement or a certified copy of the court decision permitting continued use of surname and family origin)
- If the child is a minor, a document certifying the designation of the person with parental authority (agreement or court certificate)
- Valid form of the identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide the reporting party's identification (a notarized certificate of his signature or a certificate of his seal must be submitted if the reporting party signed the form without the presentation of a proof of his identification) and the submitter's identification.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ☒ Did you complete the form in Korean?
- ☒ Are translations attached for any documents in a foreign language?
- ☒ Did you record the child (acknowledged party)'s full name in Korean as it appears in the foreign civil registry, according to the Korean convention of writing the surname first, followed by the first name?
- ☒ If the child is a minor, did you provide information on the parent with parental authority and attach the supporting document (agreement or certified copy of the court decision on the designation of the parent with parental authority)?
- ☒ If the registration form is not filed by the reporting party in person, did you bring a copy of the reporting party's identification? (If proof of the reporting party's identification cannot be presented, did you attach a notarized certificate of their signature or a certificate of their seal?)

## Sample Agreement

### Agreement

Father's Name 김철수

Place of Registration 서울특별시 서초구 법원로 1004

Address 베트남 빈딘성 푸이푹현 푸억록읍 123

Mother's Name 응우옌티투호영

Place of Registration 베트남

Address 베트남 빈딘성 푸이푹현 푸억록읍 123

Child's Name 응우옌티민

Place of Registration 베트남

Address 베트남 빈딘성 푸이푹현 푸억록읍 123

We hereby agree that the child born outside of marriage (acknowledged party) shall retain the surname and family origin assigned to him prior to the acknowledgment of paternity.

2025. 1. 15.

Father 김철수 (Signature or Seal)

Mother 응우옌티투호영 (Signature or Seal)

Attachments: 1. A copy of the submitter's identification (e.g., resident registration card, driver's license, passport)  
2. A copy of the seal certificate or notarized certificate of signature of any parent who did not attend

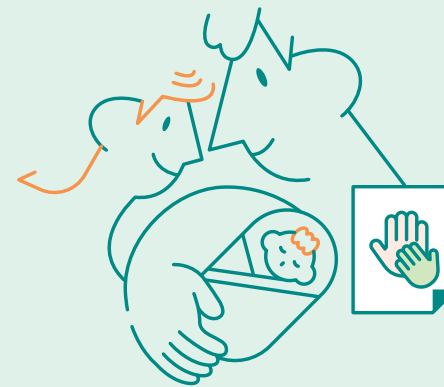
### ※ Important Notice

1. If one or both parents are absent, a seal certificate or notarized certificate of signature of the absent parent(s) must be attached.
2. Falsifying the agreement by using the other party's signature or seal without authorization, etc. is punishable by imprisonment of up to five (5) years or a fine of up to KRW 10 million under Articles 231 through 237-2 of the Criminal Act.

## 5 Registration of Acknowledgment of Paternity

# Acknowledgment of Paternity by Certificate Issued under Foreign Law

(Korean Father and Foreign Child)



## Example of a Completed Form

Acknowledgment of Paternity (Parental Authority Designation) Registration Form (2025/02/01)										
① Child (Acknowledged Party)	Name	Korean	(Surname) 루시아 / (Firstname) 파블로		Family Origin (Chinese Characters)	Sex	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female			
		Chinese Characters				Resident Registration No.	-			
		Place of Registration	아르헨티나							
		Address	아르헨티나 부에노스아이레스 코리엔테스 거리 123							
	Mother's Name and Place of Registration	Name	루시아페르난데스 마르티네스		Resident Registration No.	1995/2/2				
Place of Registration		아르헨티나								
② Father (Acknowledging Party)	Name	Korean	김철수		Resident Registration No.	930616-1234567				
		Chinese Characters	金哲洙							
	Place of Registration	서울특별시 서초구 법원로 1004								
③ Date of Finalization of Judgment ( )			YYYY/MM/DD		Name of Court		Court			
④ Consenting Party (Adult Guardian)			(Signature or Seal)		Resident Registration No.		-			
⑤ Parent with Parental Authority	<input checked="" type="checkbox"/> Father <input type="checkbox"/> Mother	Name	김철수		Resident Registration No.		930616-1234567			
		Name			Resident Registration No.		-			
	Date of Designation	2025/1/15		Means of Designation		<input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Court Judgment by ( ) Court				
⑥ Continuation of Previous Surname and Family Origin	Date of Designation	YYYY/MM/DD		Means of Designation		<input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Court Judgment by ( ) Court				
⑦ Other Matters										
⑧ Reported by	Name	김철수 (Signature or Seal)			Resident Registration No.		930616-1234567			
	Qualification	<input checked="" type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Executor of Will <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other (Qualification: )								
	Address	아르헨티나 부에노스아이레스 코리엔테스 거리 123								
	Contact No.	00-000-0000		Email		family@gmail.com				
⑨ Submitted by		Name			Resident Registration No.		-			

## How to Complete the Form

①	<ul style="list-style-type: none"> <li>Record the child's full name exactly as registered in the foreign civil registry. Follow the Korean convention of writing the surname first, followed by the first name.</li> <li>The names of the foreign country and geographic locations must be written in Korean according to the local pronunciation, following the Romanization rules announced by the Ministry of Culture, Sports and Tourism.</li> <li>For foreigners, specify their nationality in the "Place of Registration" field.</li> <li>If a resident registration number is unavailable, record the date of birth.</li> </ul>
②	<ul style="list-style-type: none"> <li>Accurately record the father (acknowledging party)'s name, place of registration, and resident registration number.</li> <li>If the father's resident registration number is unavailable, record his date of birth.</li> <li>One's place of registration can be verified via the family relations certificate.</li> </ul>
⑤	<ul style="list-style-type: none"> <li>If the child is a minor and the person with parental authority has been determined, provide the personal details of the person with parental authority as well as the designation date and means of designation.</li> </ul>
⑥	<ul style="list-style-type: none"> <li>By the effect of acknowledgment of paternity, the child (acknowledged party) will assume the father (acknowledging party)'s surname and family origin.</li> <li>If the child retains the previous surname and family origin, enter the effective date and reason.</li> </ul>



## Attachments

- Birth certificate of the child (acknowledged party)
- Document certifying that the mother was not married at the time of the child's birth. If she was married, a document certifying no biological parent-child relationship with her husband (e.g., court decision on biological parent-child relationship)
- Document certifying the identity of the child (acknowledged party) and the mother, including name, date of birth, nationality, etc.
- Certified copy of acknowledgment of paternity issued by a competent authority of the foreign country in question
- Document certifying the continued use of the child's former surname and family origin, if the child (acknowledged party) retains them (e.g., an agreement or a certified copy of the court decision permitting continued use of surname and family origin)
- If the child is a minor, a document certifying the designation of the person with parental authority (agreement or court certificate)
- Valid form of identification for the person filing the report in person
- If the registration form is submitted on behalf of an absent reporting party, provide copies of identification of both the reporting party and the submitter.
- If any of the above attachments are in a foreign language, provide a Korean translation.



## Checklist

- ✓ Did you complete the form in Korean?
- ✓ Are translations attached for any documents in a foreign language?
- ✓ Did you record the child (acknowledged party)'s full name in Korean as it appears in the foreign civil registry, according to the Korean convention of writing the surname first, followed by the first name?
- ✓ If the child is a minor, did you provide information on the parent with parental authority and attach the supporting document (agreement or certified copy of the court decision on the designation of the parent with parental authority)?
- ✓ Did you attach a certified copy of acknowledgment of paternity issued by a competent authority of the foreign country in question?
- ✓ Are you aware that, if the person whose paternity has been acknowledged by a Korean father is a minor under the Civil Act of the Republic of Korea, he or she may acquire Korean nationality by filing a nationality acquisition report with the Minister of Justice, and that if the person is an adult, he or she may acquire Korean nationality by obtaining permission for naturalization upon fulfilling the requirements for special naturalization?

# Family Relations Registration Guide for Overseas Koreans

---

Date of Issue	2025. 11.
Issuing Authority	National Court Administration
Representative Phone Number	+82-2-590-1772
Printing Office	Kyungsung Media Group

---