Family Relations Registration Guide for **Overseas Koreans**





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



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Birth Registration

Child Born Within Marriage

Korean Father and Korean Mother



E	Birth I	Registra (2025/02		Form							
	Name (Korean Chinese Characters	/ (Firs		김 서윤 金 庶尹	Family Origin (Chinese Characters)	金海	Sex	1Male OFemale		ithin marriage tside of marriage
		nd Time Birth	2025	6/01/15	19:30	(following the	following the 24-hour time format)				
① Person Born	Place	of Birth	11	Home OH	lospital	3Other	미국 * 로 567		드니아주	로스앤젤	레스시 월셔대
	Place	of Registra by the		termined		አ	울특별	시사	초구 법원	<u></u> 로 1004	:
	Ad	dress	미국 대로]	캘리포니 1234	기 아주	· 로스앤젤i	케스시	월셔	Relationsh Head of H		김철수의 자
		child hold: nationality			, state	the fact of	dual na	tionali	ty and the	Uni	ted States
	Father	Name	김 (金	철수 哲洙)	Family Origin (Chinese Characters)		金海	Resident Registration No.		930616-1234567	
② Parents	Mother	Name		영희 英熙)	Family Origin (Chinese Characters)		密陽	Resident Registration No.		950202-2345678	
	Fathe	r's Place	of Regi	stration	서울특별시 서초구 법원로 1004						
		r's Place	U		a 경상북도 안동시 법원로 56 did you submit an agreement to have the child's surname and family origin						
At the t	time of 1	registering	the mar	rriage, did fol	you s low th	ubmit an agre e mother's?	ement to Yes∏ No	have	the child'	s surname	and family origin
③ In c confirmin	ase of 1 g the no	eregisterir nexistence	ng the b	oirth follo arent-child	wing t I relati	he closure of onship, etc.	a famil	y rela	tion registe	r due to	a court judgment
Particu	ılars Rec	corded in t	he L	Name			Resident	Regis	stration No.		-
	Closed R			Place o Registrat							
④ Other	Matters										
	N	ame	김철	보수 (Signatu	re or Seal)	Resident	Regis	stration No.	9306	16-1234567
⑤ Reported	Quali	fication	□Fath	er 2Mo	ther [3 Coresiding R	elative [4 Othe	er (Qualificat	tion:)
by	Ad	dress	미국 :	캘리포니	이주	로스앤젤레	스시 월	실셔다	로 1234		
	Cont	act No.	00)-000-000()	Email			familysing	o@gmail.co	m
	Submitte presenta		Name			Resident Registration No.				-	

How to Complete the Form

	Name	- 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. - The first name (excluding the surname) must not exceed five characters. - 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., 金科名), or to use a combination of Korean and Chinese characters for the first name (e.g., 金庶名, 金科尹).						
1	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 format. (e.g., $10:00 \text{ p.m.} \rightarrow 22:00$)							
	Place of Birth Record the place of birth and address in Korean according to the pronuncial For the place of birth, it is sufficient to include the name of the sm administrative unit (-dong, -ri, or road name) or, in the case of a road address in Korean according to the pronuncial For the place of birth, it is sufficient to include the name of the sm administrative unit (-dong, -ri, or road name) or, in the case of a road address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth, it is sufficient to include the name of the sm administrative unit (-dong, -ri, or road name) or, in the case of a road address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the pronuncial For the place of birth and address in Korean according to the place of birth and address in Korean according to the place of birth and address in Korean according to the place of birth and address in Korean according to the place of birth and address in Korean according to the place of birth and address in Korean according to the place of birth and address in Korean according to the place of birth and address in Korean according to							
	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 an attach supporting documentation.						
2	- One's place	o resident registration number, record the date of birth. of registration can be verified via the family relations certificate. ent was submitted at the time of marriage registration, check "No."						
3	- Complete onl register due denial of pate	y in cases where the birth is reregistered following closure of the family relation to a court judgment confirming nonexistence of a parent-child relationship or emity, etc.						
4		ry reporting party files the birth registration, please provide the objective reason parties (parents) were unable to do so (e.g., death, missing).						
6	- Complete this reporting par	s section only if the form was submitted by a representative on behalf of the ty.						



- Parents' basic and marriage certificates (may be omitted if the information can be verified electronically by the Family Register Office)
- (i) 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.



Chpckli5t

- ✓ 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?

Birth Registration

Child Born Within Marriage

Korean Father and Foreign Mother



В	irth 1	Registr		Forn	1							
	Na me (Korean Chinese naracters	(Su / (Fir (St	ırname	e)민준	Family Origin (Chinese Characters)	金海	Sex	OMale 2 Femal	OBorn wie 2Born ou	ithin marriage tside of marriage	
		and Time Birth		2025/01/15 09:28 (following the 24-hour time format)								
① Person Born	Place	of Birth	1 Hon	ne <mark>O</mark> Hosj	Hospital③Other 캐나다 퀘벡주 몬트리올 생카트린가 123							
	P Dete	lace of Rermined by	egistration the Pa	on rents		X	울특	별시 서	초구 법	원로 1004		
	Ad	ldress	캐나다 123	구 온티	리오주	토론토 1	메이플	스트리		tionship with of Household	김철수의 자	
	If the foreign	child hold nationalit	s dual 1 y acquir	nationali ed:	ty, state	the fact of	dual na	ationality	and the	7	나다	
	Father	Name	김 (金	철수 哲洙)	Fam (Chinese	illy Origin e Characters)	金海	Resident Registration No.		930616-1234567		
② Parents	Mothe r	Name	존슨여	에밀리	Fam (Chinese	ily Origin e Characters)	Resident Registration No.		1995. 2. 2.			
	Father	's Place		À	울특	별시 서	초구 법	원로 1004				
	Mother	's Place	of Regi	stration		캐나다						
At the t	ime of 1	registering	the ma	rriage,	did you s follow t	submit an agi he mother's	reement ?Yes□	to have No	the child	d's surname	and family origin	
③ In c confirmin	ase of g the n	reregisteri onexistenc	ng the e of a	birth fo parent-c	ollowing child rela	the closure tionship, etc.	of a fa	amily rel	ation reg	ister due to	a court judgment	
Particular	r Per	orded ir	the-	Name		Residen	t Regist	tration N	o.	-		
Closed Re		orded in	uie	Place Registr								
4 Other	Matters	3										
	N	ame	김	철수 (9	Signature	or Seal)		esident tration N	0.	930616-1234567		
(5) Reported	Quali	fication	○Fath						Other (Qualification:)			
by	Ad	ldress	캐나다	구 온타	리오주	토론토 메	이플스	느트리트	123			
	Cont	act No.	0	0-000-0	000	Email	nail familysingo@gmail.com				1	
	Submitt resenta		Nam	e		Resid Registrati).		_		

How to Complete the Form

	Name	 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. 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. 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. 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., 金민준), or to use a combination of Korean and Chinese characters for the first name (e.g., 金閔준) 						
1	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., $10:00~\rm{p.m.} \to 22:00$)						
	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 act attach supporting documentation.							

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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.
 If no agreement was submitted at the time of marriage registration, check "No."
 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.
 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).
 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.
- 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.



Chpckli5t

- ✓ 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?

Birth Registration

Child Born Within Marriage

Foreign Father and Korean Mother



	Birt	th Registra (2025/0)	ation Forn 2/01)	1						
	Name	Korean	/ (First)	ame)박 Name)민준 ame)차	Family Origin (Chinese	密陽	Sex			within marriage outside of marriage
		Chinese Characters		Name)閔駿	Characters)			Zi cinaic	2,00111	outside of marriage
1		nd Time of Birth	2025/01	15 22:15 (f	ollowing the	24-hour	· time	e format)		
Person Born	Place	of Birth	1HomeOH	ospital3Other	영국 런던	사우	스뱅	ER E	로드 1	23
	Place of	f Registration by the Par	n Determine ents	d	경선	상북도	안동	등시 법원	로 56	
	A	ddress	영국 런던	메릴레본 1	베이커가 5	67		elationship ad of Hous		박영희의 자
		child holds ty acquired:		lity, state the	fact of dua	l natio			_	영국
-	Father	Name	러브리암		Family Origin (Chinese Characters)			Resident Registration No.		1993. 6. 16.
	Mother	Name	박영희 (朴英熙)	Family (Chinese C	密陽	Resident Registration No.		tration	950202-2345678	
	Father	's Place of	Registration	영국						
	Mother	's Place of	Registration		경상북도 안동시 법원로 56					
At the t	ime of r	egistering th	e marriage,	did you submit follow the ma				he child's	surnan	ne and family origin
				ollowing the c hild relationshi		family	relati	ion register	due t	to a court judgment
Particular	s Reco	orded in	the Name		Resident F N	_	ion			-
Closed Re	egister		Place o	f Registration						
4) Other	Matters		Foreign	Name "리브	브데이비드	민준"				
(5)		Vame	박영호					Registration		950202-2345678
Reported	_	ification		Mother 3Co			Othe	er (Qualifica	ation:)
by		ddress		메릴레본 1		67				7
Œ	Con Submitt	tact No.	00-0	00-0000	Email Reside	familysingo@gmail.com				
_	epresenta		Name		Registratio				-	

How to Complete the Form

1	Biological Child Date and Time of Birth Place of Birth	- 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. - 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. - 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) or a new Korean-style name (which cannot exceed five characters). Registration with a new foreign-style name, however, is not permitted. - 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., 朴凡曼), or to use a combination of Korean and Chinese characters for the first name (e.g., 朴閔・夫 朴凡野). Check "Born within marriage." Record the date and time of birth in local time following the 24-hour time format. (e.g., 10:00 p.m. → 22:00) Record 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. If no agreement was submitted at the time of marriage registration, check "No." 							

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).

Complete this section only if the form was submitted by a representative on behalf of the



Attachments

- (in the father's basic and marriage certificates (may be omitted if the information can be verified electronically by the Family Register Office)
- (i) 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).
- ighthe in If the child holds dual nationality, provide documents clarifying the acquired nationality.
- i 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.
- (i) If any of the above attachments are in a foreign language, provide a Korean translation.



Chpckli5t

- ✓ 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
- ✓ 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?

18

Birth Registration

reporting party.

Birth Registration

Child Born Outside of Marriage

Korean Father and Korean Mother

(Filed by the Father)



B	irth	Registra (2025/02		Form								
	Name	Korean		name)김 Name)서	e F	amily_Origin	金海	Sex	1 Male	1Born wi	thin marriage	
	ranc	Chinese Characters		name)金 Name)庶	Sign (Crimese Grandeters)			OCA.	☐ Female	OBorn ou	utside of marriage	
		and Time f Birth	2025	2025/01/15 19:30 (following the 24-hour time format)								
① Person Born	Place	e of Birth	1Home	e <mark>O</mark> Hospital	3Other	미국 캘리포	드니아	주 5	로스앤젤리	네스시 월	여대로 5678	
	Place	of Registra by the I	Parents			•	. – .		친구 법원	로 1004		
	A	address	미국 : 로 123	캘리포니 [.] 4	아주 5	르스앤젤레스	시 월/	부대		ship with Household	김철수의 자	
		child holds ality acquire		itionality, s	tate the	fact of dual 1	nationali	ity a	nd the fore	eign	미국	
	Fathe	er Name	₹ (<u>\$</u>] 철수 全哲洙)	F: (Chin	amily Origin ese Characters)	金海	金海 Resident Registration No.		√o. 930	930616-1234567	
② Parents	Mothe	er Name		남영희 ○英熙)	F (Chin	amily Origin ese Characters)	密陽	Resident Registration No.		√o. 950	950202-2345678	
	Fath	er's Place	of Regis	tration		서울특	F별시	서글	친구 법원	로 1004		
	Moth	er's Place	of Registration 경상북도 안동시 법원로 56									
At the	time of	f registering	the mar	rriage, did fol	you subi low the	nit an agreeme mother's? Yes	nt to ha a∐No∏	ave t	he child's	surname	and family origin	
③ In o	case of	f reregisteri nonexistenc	ng the e of a p	birth follov arent-child	ving the relation	closure of a ship, etc.	family	relat	ion registe	r due to	a court judgment	
Particula	wo D	ecorded in	the	Name		Resident Registration No						
Closed F				Place of Registration	ı							
4 Other	r Matte	ers										
(5)		Name	;	김철수 (S	gnature	or Seal)	Resid Regist n N	ratio	9	930616-1	234567	
Reported by	Qua	alification	Fathe	r 2Mothe	er 3Co	3 Coresiding Relative 4 Other (Qualification:)	
Бу	A	.ddress	미국	캘리포니	아주 로	스앤젤레스/	· 월 샤	대	로 1234			
	Cor	ntact No.	00-	000-0000	Ema	il	familysingo@gmail.com					
	Submit epresen	tted by tative)	Name		Resid	lent Registratior No.	1			-		

How to Complete the Form

		,							
	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. - 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., 金科色), or to use a combination of Korean and Chinese characters for the first name (e.g., 金庶色, 金科尹).							
	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 for (e.g., $10:00 \text{ p.m.} \rightarrow 22:00$)								
	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 Registratio n	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		s no resident registration number, record the date of birth. ace of registration can be verified via the family relations certificate.							
3	register o	only in cases where the birth is reregistered following closure of the family relation lue to a court judgment confirming nonexistence of a parent-child relationship or 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 reporting	this section only if the form was submitted by a representative on behalf of the party.							



- 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.
- (i) If any of the above attachments are in a foreign language, provide a Korean translation.



Chpckli5t

- ✓ 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?)

Birth Registration

Child Born Outside of Marriage

Korean Father and Korean Mother

(Filed by the Mother)



	Birth	_	ration Fo	orm							
	Name -	Korean Chinese Characte	(First Name) 서号 (Surname)金/		서 <u>윤</u> È /	Family Origin (Chinese Characters)	金海	Sex	1Male OFemale	1Born with 10Born out	nin marriage side of marriage
①		e and of Birth	2025/01		7:30 (following the 24-hour time format)						
Person Born	Place	of Birth	1 Home C	Hospital	3Oth	er 브라질 /	상파울	루 알베	르투 아인	<u> </u> 슈타인대	로 567
LOTT	Place of Registration Determined by the Parents						경상!	북도 안	동시 법원	로 56	
	Address 브라질 리우데자나 티카대로 12					웨이루 코파	카바니	· 아들		nship with Household	박영희의 자
	If the child holds dual nationality, st the foreign nationality acquired:					the fact of d	ual nati	onality a	nd	브라	질
	Father	- Name			Family Origin (Chinese Characters)			Resident Registration No.		n	
② Parents	Mothe	r Name	りで (朴英	박영희 (朴英熙)		Family Origin (Chinese Characters)		Resident Registration No. 950		ⁿ 9502	02-2345678
	Fathe	er's Plac									
	Mother's Place of Registration						경상!	북도 안	동시 법원	로 56	
At the	time of	registeri	ng the mar	riage, di	id you follow	submit an agrethe mother's	eement ? Yes 🗆	to have	the child's	surname a	nd family origin
③ In confirmi	case of	reregist nonexiste	ering the nce of a p	birth fol	lowing				tion registe	r due to a	court judgment
Particula	ırs Re	corded	in the	Name		Residen	t Regist	ration No).	-	
Closed F		corucu	III UIC	Place Registra					'		
4) Other	r Matte	rs									
	N	ame	박영	희 (Sig	nature	or Seal)		Resident stration N	Vo.	950202-2	2345678
⑤ Reported	Qualit	fication	1 Father	○ Mothe	r 30	Coresiding Relat	ive 4	Other (Q	ualification:)
by	Ad	dress	브라질 혀	리우데기	사네 ^o	루 코파카ㅂ	나 이	틀란티;	카대로 12		
	Conta	act No.	00-0	000-0000		Email	Email familysingo@gmail.com				
	Submitte resenta		Name			Resident Registration No.					

How to Complete the Form

	Name	- As a general rule, the child's surname and family origin should follow mother's. However, if the father is Korean and his surname and family origin The first name (excluding the surname) must not exceed five characters The Chinese characters used for the name must be approved characters names as specified by Supreme Court regulations. It is also permissible to regulate first name using only Korean (Hangeul) (e.g., 金州金), or to use combination of Korean and Chinese characters for the first name (e.g., 金州尹).							
	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., $10:00~\rm{p.m.} \to 22:00$)							
	Place of Birth	Record the place of birth and address in Korean according to the pronunciation. F the place of birth, it is sufficient to include the name of the smallest administrativunit (-dong, -ri, or road name) or, in the case of a road address, to record up the road name.							
	Place of Registratio n	Record the child's place of registration following the road name address system Korea, but do not include the detailed address. If a road name address is available, record the lot number address, but do not include the building name a number.							
	Dual Nationality	If the child holds dual nationality, specify the foreign nationality acquired and attact supporting documentation.							
2	relation re of paterni - If there is	e acknowledgment of paternity, the father's name cannot be recorded in the family egister. Therefore, the father's field should be left blank unless an acknowledgment ity has been made. It is no resident registration number, record the date of birth. It lace of registration can be verified via the family relations certificate.							
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								
4	the prima - Indicate v	denial of paternity, etc. - 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 reporting	this section only if the form was submitted by a representative on behalf of the party.							



- Mother's basic certificate and marriage certificate (may be omitted if the information can be verified electronically by the Family Register Office)
- (i) 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.



Chpckli5t

- ✓ 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?

Birth Registration

Child Born Outside of Marriage

Foreign Father and Korean Mother

(Filed by the Father)



Birth Registration Form (2025/02/01) 스미스 Family Korean FirstName)데이비드 Origin Male IBorn within marriage Sex 2 Female Name (Chinese Born outside of marriage Chinese Characters) Characters Date and Time of Birth []Home OHospital Other 미국 캘리포니아주 로스앤젤레스시 월셔대로 5678 Place of Birth Person Born Place of Registration Determined 경상북도 안동시 법원로 56 by the Parents 미국 캘리포니아주 로스앤젤레스시 월셔 Relationship with 박영희의 자 Address 대로 1234 Head of Household If the child holds dual nationality, state the fact of dual nationality and the foreign 미국 nationality acquired: Family Origin Resident Registration 스미스리암 1993. 6. 16. Father Name (Chinese Characters) Family Origin Resident Registration 950202-2345678 Mother Name (朴英熙) (Chinese Characters) Parents 미국 Father's Place of Registration 경상북도 안동시 법원로 56 Mother's Place of Registration 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□ No□ 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. Resident Registration Particulars Recorded in the Closed Register Place of Registration 4 Other Matters 스미스리암 (Signature or Seal) 1993. 6. 16. Name Resident Registration No. ☐ Father ☐ Mother ☐ Coresiding Relative ☐ Other (Qualification: Qualification (5) Reported by Address 미국 캘리포니아주 로스앤젤레스시 월셔대로 1234 Email Contact No. 00-000-0000 familysingo@gmail.com 6 Submitted by Resident (Representative) Registration No.

How to Complete the Form

	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., $10:00~\rm{p.m.} \rightarrow 22:00)$						
1	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 Registratio n	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							
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.						



- The mother's basic certificate and marriage certificate (may be omitted if the information can be verified electronically by the Family Register Office)
- (i) 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.
- (i) If any of the above attachments are in a foreign language, provide a Korean translation.



Chpckli5t

- ✓ 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?)

Birth Registration

Child Born Outside of Marriage

Foreign Father and Korean Mother

(Filed by the Mother)



	В	irth	Regista (2025/	ration F	'orm								
	Nan	ne	Korean Chinese Characte	/ (Firs	(Surname) 박 / (First Name) ए (Surname) 차		Fam Orig (Chin Charac	gin nese	密陽	Sex	OMale 2 Female	1Born with	hin marriage side of marriage
		e an	rs d Time	/ (Firs	st Name 1/15 2	e) 閔駿 22:15 (fo			4-hour	time fo	ormat)		
① Person Born			f Birth	1 Home	 OHospita	al30ther	미국	캘리	포니이	를 쥐	 같스앤젤레:	 스시 월셔	대로 5678
	Plac	e of	Registra by the I								·동시 법원	<u>!로 56</u>	
		Add	ress	미국 제 1234	갤리포니	니아주	로스앤	[젤레	스시 위	월셔대		nship with f Household	박영희의 자
	If the	chi nality	ild holds y acquire	dual natio	onality, s	tate the	fact of	dual 1	nationali	ity and	the foreign		미국
	Fath	er	Name			Fam (Chinese	Family Origin (Chinese Characte				Resident stration No.		
2	Moth	ner	Name	박연 (朴화	岩희 英熙)	Family Origin (Chinese Characters)			密陽	Resident Registration No.		950202-2345678	
Parents	Father's Place of Registration												
	Mother's Place of Registration										동시 법원		
					f	follow the	e mothe	er's?	Yes□ N	No 🗌			nd family origin
				ing the ce of a p					a fam	illy rela	ation registe	r due to a	court judgment
Particul			orded in	n the_	Name		Res	Resident Registration No					
Closed :	Regist	er			Place o	of Registr	ation						
4 Othe	er Mat	ters											
]	Name	박영	희	(Signatur	e or Se	:al)		esident ration 1	No.	950202-2	345678
5		Qua	lification	1 Father	⊙Moth	ner 3C	oresidin	g Rela	itive 4	Other	(Qualification	n:)
Reporte	ed by	A	.ddress	미국 킬	<u></u> 리포니	아주 5	로스앤	젤레스	스시 윌	실셔대.	로 1234		
			ntact No.	00)-000-000)0	Email				familysing	o@gmail.com	1
Submitted by (Representative)				Name			Resider	nt Reg No.	gistration	1		-	

How to Complete the Form

	Name	- The child's surname and family origin should follow the mother's. The father's surname cannot be used without his acknowledgment of paternity. - The first name (excluding the surname) must not exceed five characters. - 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., 朴児子), or to use a combination of Korean and Chinese characters for the first name (e.g., 朴閔子, 朴민靜).						
	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., $10:00~\rm{p.m.} \rightarrow 22:00$)						
	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	- Before the acknowledgment of paternity, the father's name cannot be recorded in the familiar relation register. Therefore, the father's field should be left blank unless an acknowledgment							
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.							



- Mother's basic certificate and marriage certificate (may be omitted if the information can be verified electronically by the Family Register Office)
- (i) 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.
- (i) 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.
- (i) If any of the above attachments are in a foreign language, provide a Korean translation.



Chpckli5t

- ✓ 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



M	Marriage F	Registra 025/02/03	ition 1	Form								
	Classificat	ion				Husband			Wife			
	Name	Kore	ean		name : Nai	e) 김 ne)철수	Seal or	/ (Fir			Seal or	
① Parties	ranc	Chin Chara				ie)金 me)哲洙	Signature	/ (Fir	(Surname)朴 / (First Name)英熙			
to the Marriage (Reportin	Fami (Chinese	ly Origin Charact	ers)	金海	Cor	ntact No.	00-000-0000	Family Or (Chines Characte	e 密陽	Contact No.	00-000-00	
g Parties)	Date	of Birth	l			993. 6. 10			1995.	2. 2.		
	Resident R	egistratio	on No.			0616-1234			950202-2			
	Place of	Registra	ntion				법원로 1004		북도 안동			
	Ad	ddress		프랑스:	파리	리볼리 거	리 123	프랑	스 파리 리		리 123	
	Father	's Nan	ne			김사부			박친			
(2)	Resident R	egistratio	on No.		500)401-1333	333		500329-1	1222222		
Parents	Place of	Registra	ntion	서울특별시 일이구 삼사로 56				경상북도 안동시 법원로 56				
of Both Parties	Mother	's Nan	ne	이사모				엄친모				
raucs	Resident R	on No.	510402-2222222				510625-2111111					
	Place of	Registra	ntion	서울특별시 일이구 삼사로 56			경상북도 안동시 법원로 56					
	f Marriage											
4 Agreen and Family	nent on Ch y Origin	ild's Su	ırname	Did you reach an agreement to have the child's surname and family origin follow the mother's? Yes□No⊙								
⑤ Consan				Are the parties to the marriage blood relatives within the eighth degree? Yes□No©								
⑥ Other												
	N	Vame		る	당인		al or Signature				3. 4. 15.	
	Ad	ddress					스 파리 샹질					
Witness	N	Vame		班	중인		al or Signature				06-2345678	
	Ac	ddress				부산광	}역시 해운대	구 사오	육대로 45	67		
	Husband	Father	Name				Seal or Signature		Name		Seal or Signature	
® Consenti	TRISOURG	Mother	Name				Seal or Signature	Guardian	Resident Registration		-	
ng Party	Wife	Father	Name				Seal or Signature		Name		Seal or Signature	
	wife	Mother	Name			Seal or Signature		Resident Registration No.		No.	-	
Presence of Reporting Parties				O Husband O Wife								
10 Submit	ted by		Name					Resident I	Registration	No.	-	

How to Complete the Form

1	 The signatures or seals of both parties to the marriage must be affixed to the form. One's place of registration can be verified via the family relations certificate. 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.
2	- Enter the parents' information If the resident registration number is unavailable, provide the date of birth instead.
3	- Complete this section only when submitting a copy of the marriage certificate issued under foreign law.
4	- This section must be completed. In case of checking "Yes," attach the agreement.
5	- You must confirm that this is not a consanguineous marriage specified in Article 809 (1) of the Civil Act.
6	- If the marriage results in a child acquiring status as a child born within marriage, record the child's name and place of registration.
7	- Two adult witnesses are required. Include their resident registration numbers (or birth dates), addresses, and signatures or seals.
8	- For minors or adult wards getting married, specify the details of consent.



- 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.

Chpckli5t

- ✓ 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 리볼리 거리 123

Mother's Name 박영희

Place of Registration 경상북도 안동시 법원로 56

Address 프랑스 파리 리볼리 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)
 - \diamondsuit Important Notice \diamondsuit
- 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.
- 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



Marriage Registration

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

How to Complete the Form

1	 One of the parties to the marriage may sign the form or affix their seal for submission. One's place of registration can be verified via the family relations certificate. 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. 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. 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. For the foreign spouse, specify their nationality in the "Place of Registration" field.
2	Enter the parents' information.If the resident registration number is unavailable, provide the date of birth instead.
3	- Accurately record the marriage date as stated in the foreign marriage certificate.
4	- This section must be completed. In case of checking "Yes," attach the agreement.
5	- You must confirm that this is not a consanguineous marriage specified in Article 809 (1) of the Civil Act.
6	- If the marriage results in a child acquiring status as a child born within marriage, record the child's name and place of registration.
7	- Do not fill in the "Witnesses" field.



- 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.



Chpckli5t

- ✓ 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 리볼리 거리 123

Mother's Name 로랑소피

Place of Registration 프랑스

Address 프랑스 파리 리볼리 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



Divorce (Parental Authority Designation) Registration Form Classification Husband Wife (Surname)박 (Surname) 김 Korean (First Name)철수 (First Name)영희 (Signature or Nam (Signature е or Seal) (Surname)金 (Surname)朴 Chinese (First Name)英熙 Characters / (First Name)哲洙 Family Origin Family Origin Contact 00-000 Contact 00-000-0000 Divorcing (Chinese (Chinese No. No. -0000Parties Characters) Characters) (Reporting Resident 930616-1234567 950202-2345678 Parties) Registration No. 1993/6/16 1995/2/2 Date of Birth Place of 서울특별시 서초구 법원로 1004 경상북도 안동시 법원로 56 Registration 프랑스 파리 리볼리 거리 123 프랑스 파리 리볼리 거리 123 Address (Adoptive) 김사부 박친부 Father's Name Resident 500329-1222222 500401-1333333 Parents Registration No. (Adoptive (Adoptive) 이사모 엄치모 Parents) Mother's Name Resident 510402-2222222 510625-2111111 Registration No. 3) Other Matters Date of Court Judgment Name of YYYY/MM/DD 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. Name of Minor 김 서윤 Child Resident 230301-4777777 Registration No. Effective Effective 1 Father 1 Father 2025/02/01 YYYY/MM/DD Date Date Parent with Mother Mother Parental Authority 3 Father 3 Father and □Agreement Agreement Designation Cause Cause and Mother Court Judgment Mother CourtJudgment of Parent with Name of Minor Parental Child Authority Resident Registration No. Effective Effective 1 Father 1 Father YYYY/MM/DD YYYY/MM/DD Date Date Parent with 2 Mother Mother Parental Authority 3 Father Father an 1 Agreement Agreement Cause and Mother Mother Court Judgment Court Judgment 6 Presence of Reporting Party Husband 2 Wife Submitted by Resident Registration No.

How to Complete the Form

1	 The signatures or seals of both divorcing parties must be affixed to the form. One's place of registration can be verified via the family relations certificate. The names of the foreign country and geographic locations must be written in Korear according to the local pronunciation, following the Romanization rules announced by the Ministry of Culture, Sports and Tourism.
2	Enter the parents' information.If the resident registration number is unavailable, provide the date of birth instead.
4	- Leave blank, as this section applies only to divorce by court judgment.
5	 This section should be completed in case of designating the parent with parental authority over minor children. If the resident registration number is unavailable, provide the date of birth instead. The effective date of the designation of parental authority is the date the divorce registration is filed with the overseas diplomatic mission. Specify the designated parent with parental authority. Leave this section blank if there are no minor children for whom parental authority has been designated.
7	- Complete this section only if the form was submitted by a representative on behalf of the reporting party.



- 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.



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- ✓ 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



Divorce (Parental Authority Designation) Registration Form Classification Husband Wife Surname)야마모토 (Surname)박 Korean / (FirstName)하루 / (First Name)영희 (Signature or Name (Signature or Seal) Seal) (Surname)朴 Chinese Characters (First Name)英熙 1 Family Origin Family Origin 00-000 Contact Contact Divorcing 00-000-0000 (Chinese (Chinese No. -0000Parties Characters) Characters) (Reportin Resident 950202-2345678 g Parties) Registration No. 1993/6/16 1995/2/2 Date of Birth Place of 경상북도 안동시 법원로 56 Registration 일본 후쿠오카현 후쿠오카시 1-2 일본 후쿠오카현 후쿠오카시 1-2 Address (Adoptive) 야마모토파파 박친부 Father's Name Resident (2) 1950. 4. 1. 일본 500329-1222222 Registration No. Parents (Adoptive (Adoptive) 야먀모토마마 엄친모 Parents) Mother's Name Resident 1951. 4. 2. 일본 510625-2111111 Registration No. 일본 후쿠오카현 후쿠오카시장, 2025년 1월 15일 이혼성립 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. Name of Minor 야마모토이루 Child Resident 2023/8/2 Registration No. Effective 1 Father 1 Father Effective 2025/1/15 YYYY/MM/DD Date Date Mother Mother Parent with Designati | Parental Authority 3 Father and 3 Father Agreement Agreement Cause Cause on of Mother 2 Court Judgment Court Judgment Parent Name of Minor with Child Parental Authority Resident Registration No. Effective Effective 1]Father

1 Father

Mother 2

Mother

3 Father and

Parent with

Parental Authority

Name

6 Presence of Reporting

7) Submitted by

Party

Date

Cause

YYYY/MM/DD

1 Husband

1 Agreement 2 Court Judgment

How to Complete the Form

1	 One of the divorcing parties may sign the form or affix their seal for submission. One's place of registration can be verified via the family relations certificate. 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. 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. 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. For the foreign spouse, specify their nationality in the "Place of Registration" field.
2	 Enter the parents' information. If the resident registration number is unavailable, provide the date of birth instead. 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.
3	- Write the name of the issuing authority of the certified copy of the divorce certificate and the date on which the divorce took effect.
4	- Leave blank, as this section applies only to divorce by court judgment.
(5)	 This section should be completed in case of designating the parent with parental authority over minor children. If the resident registration number is unavailable, provide the date of birth instead. The effective date of the designation of parental authority is the date the divorce registration is filed with the overseas diplomatic mission. Be sure to specify the designated parent with parental authority. Leave this section blank if there are no minor children for whom parental authority has been designated.
7	- Complete this section only if the form was submitted by a representative on behalf of the reporting party.

54 55

YYYY/MM/DD

2 Court Judgment

□Agreement

Date

Cause

Wife

Mother

Resident Registration No.

Mother

3 Father and



- 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.
- (i) If any of the above attachments are in a foreign language, provide a Korean translation.



Chpckli5t

- ✓ 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



Di Des	vorce ignati	(Parenta on) Regis (2025/02/	stration	ority Form						
Cl	assificati	on	Husband					V	/ife	
	Korean Name		(Surname)스미스 / (First Name)리암			(Signature or				(Signature
	rume	Chinese Characters				Seal)	/ (First	name) Name	朴)英熙	or Seal)
① Divorcing Parties		ily Origin e Characters)		Contact No.		00-000-000	Family Origin (Chinese Characters)	密陽	Contact No.	00-000-0
(Reporting Parties)	Resident	Registration No.					9	950202	-234567	8
	Date	of Birth		1993/6	/16			199	5/2/2	
	Place of	Registration		미국			경상북	도 안	동시 법	원로 56
		ddress	미국 캘 시 월셔	리포니아주 개로 1234	로	<u>-</u> 스앤젤레스	미국 캘리 시 월셔대	포니야 로 123	주 로 4	스앤젤레스
		e) Father's Name		스미스	파더		박친부			
② Parents	Resident Registration No.		1950. 4. 1. 미국				500329-1222222			
(Adoptive Parents)		e) Mother's Name	스미스마터					엄:	친모	
	Resident	Registration No.	1951. 4. 2. 미국					510625	-211111	1
3 Other Ma	itters									
4 Date of Cour	Court Judg		2025/01/15			Name of Court	미국 캘리 카운티 가	포니ㅇ 정법원	주 로	스앤젤레스
For the s	ection b	elow on desig	nation of the person with parental authority, please complete it after the cour mation of the intent to register a divorce by agreement if applicable.						e court's	
	Name of	Minor Child		스미스				11		
	Resident Registration		2023. 4. 5							
(5)	Parent v	with Parental	1 Father Mother	Effective Date	202	5년1월 <mark>15</mark> 일	1 Father 2 Mother	Effecti Date		YY/MM/DD
Designation of Parent	Αι	ithority	3 Fathe and Mothe			greement ourt Judgment	3 Father and Mother	Cause		reement urt Judgment
with Parental		Minor Child						•		
Authority	Resident Registration No.		-				-			
	Parent v	with Parental	1 Father 2 Mother	Effective Date	Y	YYY/MM/DD	1 Father 2 Mother	Effecti Date		YY/MM/DD
	Αι	ithority	3 Fatheand Mothe			greement ourt Judgment	3 Father and Mother	Cause	1 Ag 2 Co	reement urt Judgment
⑥ Presence	of Repo	rting Party	Husband Wife							
	l by	Name				Resident	Registration 1	No.		-

How to Complete the Form

1	 One of the divorcing parties may sign the form or affix their seal for submission. One's place of registration can be verified via the family relations certificate. 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. 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. 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. For the foreign spouse, specify their nationality in the "Place of Registration" field.
2	 Enter the parents' information. If the resident registration number is unavailable, provide the date of birth instead. 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.
4	- Accurately state the date of court judgment and the name of the court 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.
(5)	 This section should be completed in case of designating the parent with parental authority over minor children. If the resident registration number is unavailable, provide the date of birth instead. The effective date of the designation of parental authority is the date the divorce registration is filed with the overseas diplomatic mission. Be sure to specify the designated parent with parental authority. Leave this section blank if there are no minor children for whom parental authority has been designated.



- 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.
- ightharpoonup if any of the above attachments are in a foreign language, provide a Korean translation.



Chpckli5t

- ✓ 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?

Death Registration

Death of a Korean National Abroad



Death	Registration (2025/02/01									
	Name	Korean	(Surname)김 /(FirstName)사-	Resident	500401-1333333					
	Name	Chinese Characters	(Surname)金 /(FirstName)師:	No.	300401-1333333					
	Place of Registration	서울특별시 일이구 삼사로 56								
	Address	브라질 리 나 아틀린	기우데자네이루 난티카대로 123	코파카바	Relationship of Hou	with Head usehold 본인				
① Deceased	Date and Time of Death	2025/1/15 19:50 (in local time following the 24-hour time format)								
		Location	브라질 상파울	루 알베.	르투 아인슈	라타인대로 567				
	Place of Death	Thome OMedical Institution (e.g., hospital, nursing hospital) 3Social Welfare Facility (e.g., nursing home, orphanage, residential facility for persons with disabilities) 4Public Facility (e.g., school, sports field) 5Road 6Commercial/Service Facility (e.g., shop, hotel) 7Industrial Place 8Farm (e.g., rice paddy/field, barn, aquafarm) 9Died in Transit to Hospital Other (
②Other	Matters									
	Name	김철수 (Signature or Seal) Resident Registration No.				930616-1234567				
3	Qualification	©Coresiding Relative ②Coresident Relationship スト								
Reported by	Qualification	④Other (head of the protection facility, manager of the place where death occurred)								
		 비라질 구	미우데자네이루	권파카비	Contact No.	00-000-0000				
	Address	나 아틀림	리우데자네이루 난티카대로 123	Email	family@gmail.com					
④ Su	ibmitted by	Name			Resident Registration No.	-				

How to Complete the Form

	•	 If the resident registration number is unavailable, provide the date of birth instead. One's place of registration can be verified via the family relations certificate. 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. 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. 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.
	2	- 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.
	3	- 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.
	4	- Complete this section only if the form was submitted by a representative on behalf of the reporting party.



- Basic certificate of the deceased (may be omitted if the information can be verified electronically by the Family Register Office)
- (i) 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.
- (i) If any of the above attachments are in a foreign language, provide a Korean translation.



Chpckli5t

- ✓ 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?

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)

	Name	Korean	(Signal)	urname) 김 rst Name)출	수	Resident Registration No.	930616-1234567	
Subject		Chinese Characters		Surname)金 rst Name)哲	徐			
	Place of Registration	서울특별시 서초구 법원로 1004						
	Address	영국 맨체스터 러쉬홀름 옥스퍼드로드 123						
	er to Be or Recorded	영국인 #	H 우자	존슨에밀리	1의	사망 사실 기	록	
	Name	Korean				Resident - Registration No.		
Subject		Chinese Characters					-	
Subject	Place of Registration							
	Address							
	er to Be or Recorded							
	Name	Korean				Resident		
Subject		Chinese Characters				Registration No.	-	
Subject	Place of Registration							
	Address							
	er to Be or Recorded							
	Name	김철수 (Signature or Seal) Resident Registration No. 930616-1234				930616-1234567		
Applicant	Qualification	©Subject (Self) ②Legal Representative ③Other (Qualification:)				Qualification:)		
	Address	영국 맨체스터 러쉬홀름 옥스퍼드로드 123				로드 123		
	Contact No.	00-000-	0000	Email		family	gmail.com	
Submitted by Name Resident Registration No.								

How to Complete the Form

- 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.
- Subject
- 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
- (i) If any of the above attachments are in a foreign language, provide a Korean translation.



Chpckli5t

- ✓ 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)



Registration of Acknowledgment of Paternity

Example of a Completed Form

Acknowledgment of Paternity (Parental Authority Designation) Registration Form Male (Surname)<mark>응우옌</mark> ((FirstName)티민 Sex Korean 2 Female Family Resident Origin Name Registratio (Chinese n No. Chinese Characters Characters Date of 2025/1/15 ① Child Birth Place of 베트남 Acknow Registration ledged 베트남 빈딘성 뚜이푹현 푸억록읍 123 Party) Address Resident 1995/2/2 응우옌티투흐엉 Registration Name Mother's Name No. and Place of Registration Place of 베트남 Registration 김철수 Korean Resident 930616-1234567 Name Father Chinese Registration No. 金哲洙 (Acknow Characters ledging Place of 서울특별시 서초구 법원로 1004 Party) Registration 3 Date of Finalization of Court Name of Judgment YYYY/MM/DD Court Court ④ Consenting Party (Adult Guardian) Resident (Signature or Seal) Registration No. Resident □Father 김철수 930616-1234567 Name Registration No. Mother 3 Father and Resident Parent with Name Mother Registration No. Parental Authority Means of Date of 2025년1월15일 Designation Designation Continuation ©Agreement ②Court Judgment by () Court Date of Means of YYYY/MM/DD of Previous Designation Designation Surname and Family Origin 7 Other Matters 김철수 (Signature or Resident 930616-1234567 Name Registration No. Father 2 Mother 3 Executor of Will 4 Plaintiff 5 Defendant Qualification 6 Other (Qualification: Reported 베트남 빈딘성 뚜이푹현 푸억록읍 123 Address 00-000-0000 family@gmail.com Contact No. Email Submitted by Name Resident Registration No.

How to Complete the Form

1	 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. 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. For foreigners, specify their nationality in the "Place of Registration" field. If a resident registration number is unavailable, record the date of birth.
2	 Accurately record the father (acknowledging party)'s name, place of registration, and resident registration number. If the father's resident registration number is unavailable, record his date of birth. One's place of registration can be verified via the family relations certificate.
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	 By the effect of acknowledgment of paternity, the child (acknowledged party) will assume the father (acknowledging party)'s surname and family origin. If the child retains the previous surname and family origin, enter the effective date and reason.
9	- Complete this section only if the form was submitted by a representative on behalf of the reporting party.



- 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)
- (i) 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.



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- ✓ 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 뚜이푹현 푸억록읍 123

Mother's Name 응우옌티투흐엉

Place of Registration 베트남

Address 베트남 빈딘성 뚜이푹현 푸억록읍 123

Child's Name 응우옌티민

Place of Registration 베트남

Address 베트남 빈딘성 뚜이푹현 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 응우옌티투흐엉 (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)



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

How to Complete the Form

1	 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. 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. For foreigners, specify their nationality in the "Place of Registration" field. If a resident registration number is unavailable, record the date of birth.
2	 Accurately record the father (acknowledging party)'s name, place of registration, and resident registration number. If the father's resident registration number is unavailable, record his date of birth. One's place of registration can be verified via the family relations certificate.
(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	 By the effect of acknowledgment of paternity, the child (acknowledged party) will assume the father (acknowledging party)'s surname and family origin. If the child retains the previous surname and family origin, enter the effective date and reason.



- 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.
- ightharpoonup if any of the above attachments are in a foreign language, provide a Korean translation.



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- ✓ 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**

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