

Application for Viewing on a Resident Register or Issuance of its Certified Copy or Abstract



※ Please read the guidance notes on the back of this form before you fill out the form, and check (√) where appropriate. (Page 1 of 3)

Applicant (Individual)	Name (Seal or signature)		Resident Registration No.
	Address (City/Province) (City/County/District)		
	※ Please write down your city or province and then city, county or district (Detailed address not required).		
	Relationship (to the person whose info is requested)		Phone No.
	☐ Apply for fee exemption ※ Regarding eligibility for fee exemption, please refer to Note 3 on the back page.		

Applicant (Corporate)	Name of Business		Business Registration No.
	CEO (Seal or signature)		Contact No. (Business)
	Address		
	Name of Visitor	Resident Registration No.	Contact No. (Visitor)

Person Whose Information Is Being Requested	※ Leave this section blank if you are requesting your own information or certified copy/abstract.		
	Name		Resident Registration No.
	Address		

I, the undersigned, hereby apply for viewing of a resident register or for issuance of its certified copy or abstract in accordance with Articles 47 and 48 of the Enforcement Decree of the Resident Registration Act.

Day Month Year

To the Head of the City/County/District/Town/Local Government

Submission by applicant	If you apply for a fee exemption documents verifying that you fall under any of the subparagraphs of Article 18(1) of the Enforcement Rule of the Resident Registration Act must be submitted.(This requirement does not apply to cases where such information can be verifiable through the shared use of personal information or administrative information)		
Documents to be verified by official in charge	※ Please check ☐ where appropriate if you consent to allow the official in charge to verify the following documents through the shared use of administrative information.		
	☐ 1. Form of identification and documents in accordance with Appendix 1 of the Enforcement Rules of the Resident Registration Act proving that the applicant is entitled to view of resident register or apply for an issuance of its certified copy or abstract		
	☐ 2. Information necessary to verify whether the applicant qualifies for a fee exemption, including information on recipient of benefits under the National Basic Living Security Act, a person of distinguished service to State, a person of distinguished service to the May 18 Democratization Movement		
	※ Please check ☐ if you consent to allow the official in charge to verify the following documents through a request for the provision of personal information and shared use of personal information or the shared use of administrative information.		
	☐ 3. Applicant's Family Relations Certificate (Detailed)		

Request for the Provision of Personal Information

I, the undersigned, hereby request my personal information for the shared use as stated above pursuant to Article 10 (2) of the Civil Petitions Treatment Act, Article 7 (3) (4) of the Enforcement Decree of the Civil Petitions Treatment Act.

Applicant(Delegator)

(Signature or Seal)

To the Head of National Court Administration

Consent to the Shared Use of Personal Information and Administrative Information

※ Check (√) where appropriate.

- ☐ 1. I consent to the electronic verification of administrative information about me by a official in charge of the civil complaint handling agency through a request for the provision of personal information pursuant to Article 10 (2) of the Civil Petitions Treatment Act in relation to the processing of this application.
- ☐ 2. I consent to the shared use of administrative information required for processing this application by the official in charge as specified in Article 36 (1) of the Electronic Government Act.

※ If the applicant does not consent to the shared use of personal information or administrative information, and if the documents are not verifiable through the shared use of personal information or administrative information, the applicant must submit the relevant documents in person.

Applicant(Delegator)

(Signature or Seal)

Information to be Provided	Request	☐ A certified copy of the resident register ☐ An abstract of the resident register				
	※ In order to protect personal information, one can request for necessary information only from the list below of information provided on a certified copy or an abstract of the resident register. If you do not choose either "Included" or not, only the basic information such as name, date of birth and address of the applicant or the person concerned will be provided. ☐ All items of a certified copy included ☐ All items of an abstract included					
	Certified Copy Issuance ☐ copy (ies)	1. Records of change of address	☐ All included ☐ Fill in : the last ____ years included			
		2. Reason for household registration	☐ Included			
		3. Date of household registration	☐ Included			
		4. Date of event / Date of report	☐ Included			
		5. Reason for change	☐ Included (☐ Household, ☐ Members)			
		6. Names of householder, household members and foreigner other than the person concerned	☐ Included			
		7. Last 7 digits of resident registration no.	☐ Included			
		<table border="1"> <tr> <td>All members</td> <td>☐</td> <td></td> </tr> <tr> <td>Selected members</td> <td>☐</td> <td>()</td> </tr> </table>	All members	☐		Selected members
All members	☐					
Selected members	☐	()				
※ Please write down the name of householder or members to be included in the blank.						
8. Household members' relationship to the householder	☐ Included (☐ Basic, ☐ Detailed)					
※ If you choose "basic", family members(except for the householder and his/her spouse) will be displayed as "household member", and the rest will be displayed as "cohabitant". If you choose "detailed", note that your detailed household members' family relationship to the householder will be displayed.						
9. Cohabitants	☐ Included					
Purpose	Abstract Issuance ☐ copy (ies)	1. Personal information changes	☐ Included (☐ Names, ☐ Resident registration no., ☐ All included)			
		2. Records of change of address	☐ All included ☐ Fill in : the last ____ years included			
		3. Name of householder and the relationship to the householder in the records of change of address	☐ Included (☐ Basic, ☐ Detailed)			
		※ If you choose "basic", family members(except for the householder and his/her spouse) will be displayed as "household member", and the rest will be displayed as "cohabitant". If you choose "detailed", note that your detailed household members' family relationship to the householder will be displayed.				
		4. Last 7 digits of resident registration no.	☐ Included			
		5. Names of householder and the relationship to the householder	☐ Included (☐ Basic, ☐ Detailed)			
		※ If you choose "basic", family members(except for the householder and his/her spouse) will be displayed as "household member", and the rest will be displayed as "cohabitant". If you choose "detailed", note that your detailed household members' family relationship to the householder will be displayed.				
		6. Date of event / Date of report	☐ Included			
		7. Reason for change	☐ Included			
		8. Military service records	☐ Included (☐ Basic (Date of enlistment/discharge), ☐ All included)			
		9. Domestic residence report no. / Alien registration no.	☐ Included			
Proof documents	※ Fill out the blank if you wish to be provided with detailed household members' family relationship or you request for information of a person other than a member of your household					

Notes

1. When you request information on a resident register or its copy or abstract, you must submit a form of identification such as a resident registration card (including a mobile resident registration card) or undergo identity verification through fingerprint comparison using an electronic system. If you are a foreigner who is registered in accordance with the Article 31 of the "Immigration Act" or a foreign national Korean who reported your domestic residence in accordance with the Article 6 of the "Act on the Immigration and Legal Status of Overseas Koreans", you must submit an alien registration card or domestic resident report card. If you visit as a representative of your company, you must bring a form of identification as well as your employment ID or a proof of employment.
2. When you or a member of your household wishes to check your or his/her resident register or to be issued with the copy or abstract only by submitting a form of identification such as a resident registration card (including a mobile resident registration card) or undergo identity verification through fingerprint comparison using an electronic system, you or he/she can do so by printing your or his/her name on a digital signature pad.
3. Those who are eligible for fee exemption for information on a resident register or for issuance of its copy or abstract in accordance with Article 18(1) of the Enforcement Rules of the Resident Registration Act are as follows:
 - a. Where the State or local government applies for it to provide public services in accordance with the Paragraph 1 of Article 29(2) of the Resident Registration Act;
 - b. Where a recipient under Article 2(2) of the National Basic Living Security Act applies for it;
 - c. Where the Minister of the Interior and Safety, Metropolitan City Mayor/Do Governor or the Head of the City/Country/District/Town/ Local Government deems it necessary such as in the event of disasters;
 - d. Where fee exemption for providing resident registration data is prescribed in any relevant Acts and subordinate statutes;
 - e. Where a person of distinguished services to national independence or his/her bereaved family (a person with first priority only) registered under Article 6 of the Act on the Honorable Treatment of Persons of Distinguished Service to Independence applies for it;
 - f. Where a person who has rendered distinguished service to the State or his/her bereaved family (a person with first priority only. If the person granted priority is the father or mother, the mother or father not granted priority shall be included) registered under Article 6 of the Act on Honorable Treatment of and Support for Persons, Etc. of Distinguished Service to the State applies for it;
 - g. Where a patient suffering from potential aftereffects of defoliants registered under Article 4 of the Act on Assistance to Patients Suffering from Actual or Potential Aftereffects of Defoliants, Etc. and Establishment of Related Organizations applies for it;
 - h. Where a war veteran registered under Article 5 of the Act of Honorable Treatment of War Veterans and Establishment of Related Associations applies for it;
 - i. Where a person of distinguished service to the May 18 Democratization Movement or his/her bereaved family (a person with first priority only. If the person granted priority is the father or mother, the mother or father not granted priority shall be included) registered and determined under Article 7 of the Act on the Honorable Treatment of Persons of Distinguished Service to the May 18 Democratization Movement and Establishment of Related Organization applies for it;
 - j. Where a person who performed special missions or his/her bereaved family (a person with first priority only. If the person granted priority is the father or mother, the mother or father not granted priority shall be included) registered under Article 6 of the Act on Honorable Treatment of Persons of Distinguished Service During Special Missions and Establishment of Related Organizations applies for it;
 - k. Where a person eligible for support under Article 5 or Article 5-2 of the Single-Parent Family Support Act applies for it;
 - l. Where a person who has two or more children (grandchildren in case of a family consisting only of grandparents and grandchildren) who are minors on the family relations certificate applies;
 - m. Where the first copy of abstract of a person whose birth has been registered is issued; and
 - n. Where fee exemption is prescribed by ordinance of relevant local governments.
4. Select either "Included" or not for each numbered item on the "Information to be Provided" section. If "included" is not selected, only basic information (such as name, date of birth and address of the applicant or the person concerned) will be provided.
5. In some cases, such as when you need an abstract of the resident register of a debtor in order to register his/her inheritance by subrogation, you may request or be provided with the records of change of address.
6. As for the "Records of change of address", when you choose "Fill in", the period should be filled out by the year.
7. For the issuance of an abstract of resident register: As for the "3. Name of and relationship to the previous householders in the records of change of address" information, if the person whose information is being requested is a legal adult, the person concerned or a person entrusted with the power can choose "Included". And, if the person whose information is being requested is a minor, a householder, a lineal ascendant, or the state or a local government (for public affairs only) can choose "Included"; as for the "8. Military service records" information, only the person concerned or a member of your household (or a person entrusted with the power) as well as your family member referred to in the Article 29 (2) 5 of the "Resident Registration Act" and the state or a local government (for public affairs only) can choose "Included".
8. If a person other than the person concerned or a member of your household wishes to be issued with a copy or abstract of your resident register or if a person wishes to be provided with detailed household members' "family relationship to the householder", he/she must fill out the "Purpose" section because the purpose shall be printed on the issued copy or abstract, and if the applicant falls under Article 29(2) of the Act and Article 47(4) of the Enforcement Decree, he/she must submit supporting documents in accordance with Appendix 1
9. In accordance with subparagraph 5 of Article 37(1) of the "Resident Registration Act", if you are provided with information on a resident register or its copy/abstract by fraud or other improper means, you shall be sentenced to less than three years in prison or fined less than thirty million won.
10. If the same applicant applies for viewing or issuance of resident registration records for multiple persons for the same purpose based on the same document, he or she may apply in bulk in accordance with Appendix Forms No. 7-2 together with Form No. 8. In that case, the applicant shall affix your personal seal (or signature) across the joint between Form No. 7-2 and Form No. 8
11. If you are a foreigner who is registered in accordance with the Article 31 of the "The Immigration Act" or a foreign national Korean who reported your domestic residence in accordance with the Article 6 of the "The Act on the Immigration and Legal Status of Overseas Koreans", enter your alien registration number or domestic residence report number on the "Resident Registration No" section.