

# Application for Viewing or Issuance of a Moved-in Household Certificate

※ Please read the guidance notes on the back of this form before you fill it out. (Front)

|                    |      |                 |             |
|--------------------|------|-----------------|-------------|
| Application Number | Date | Processing Time | Immediately |
|--------------------|------|-----------------|-------------|

|                     |                                                                                                             |                                         |
|---------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Application Details | Viewing [    ]                                                                                              | Issuance [    ]                         |
|                     | Whether to show the full name of a person whose resident registration was canceled and the date of moved-in | [    ] Not displayed / [    ] Displayed |
|                     | Whether to show the full name of a registered person of unknown domicile and the date of moved-in           | [    ] Not displayed / [    ] Displayed |

|                        |                                      |                              |
|------------------------|--------------------------------------|------------------------------|
| Applicant (Individual) | Name (Seal or Signature)             | Resident Registration Number |
|                        | Address (District) (City) (Province) | Contact Number               |

|                       |                                    |                              |
|-----------------------|------------------------------------|------------------------------|
| Applicant (Corporate) | Name of Company                    | Business Registration Number |
|                       | Representative (Seal or Signature) | Contact No. (Business)       |
|                       | Address                            |                              |
|                       | Name of Visitor                    | Resident Registration No.    |

Location of the Building/Property Being Requested

Purpose

I, the undersigned, hereby apply for the viewing or issuance of a Certificate of Moved-in Household in accordance with Article 29-2(1) of the Resident Registration Act, Article 49-2(1) of the Enforcement Decree of the same Act, and Article 14(2) of the Enforcement Rules of the same Act as above.

Day      Month      Year

Name/Name of Company (Seal or Signature)

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

※ The Power of Attorney is only completed if you are applying by proxy.

|                   |
|-------------------|
| Power of Attorney |
|-------------------|

I authorize the above-named applicant to be issued with a Certificate of Moved-in Household in accordance with subparagraph 2 of Article 29-2 (2) of the Resident Registration Act.

Day      Month      Year

|                        |                                    |                           |
|------------------------|------------------------------------|---------------------------|
| Delegator (Individual) | Name (Seal or Signature)           | Resident Registration No. |
|                        | Address                            | Contact No.               |
| Delegator (Corporate)  | Name of Company                    | Business Registration No. |
|                        | Representative (Seal or Signature) | Contact No.               |
|                        | Address                            |                           |

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                        |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submission by applicant                        | 1. Applicant's Identification Card (In case of where the applicant is a corporation or organization, one of the following documents shall be submitted)<br>a. Where the application form bears the signature or seal of the representative: the representative's identification document.<br>b. Where the application form bears the corporate seal: a corporate seal certificate.<br>c. Where the application form bears or seal is use: a certificate of the seal in use together with a corporate seal certificate.<br>2. Where the application is made by delegation, identification documents of both the delegator and the delegatee shall be submitted. If the delegator is a corporation or organization, one of the documents specified in subparagraphs (a) through (c) of item 1 shall also be submitted.<br>3. 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) | Fee<br>• 300 KRW per viewing<br>• 400 KRW per issuance<br>※ 500 KRW if falls under subparagraph 3 of Article 29-2 (2) of the Resident Registration Act |
| Documents to be verified by official in charge | ※ Please check [ <input type="checkbox"/> ] where appropriate if you consent to allow the official in charge to verify the following documents through the shared use of administrative information.<br>[ <input type="checkbox"/> ] 1. Documents in accordance with Appendix 2 of the Enforcement Rules of the Resident Registration Act proving that the applicant is entitled to view or apply for the issuance of a Certificate of Moved-in Household.<br>[ <input type="checkbox"/> ] 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<br>※ Please check [ <input type="checkbox"/> ] where appropriate if you consent to the official in charge verifying your information regarding the multi-child household through a request for the provision of personal information and shared use of personal information.<br>[ <input type="checkbox"/> ] 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 Petition s 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 or Administrative Information

- [ ☐ ] 1. I consent to the official in charge verifying the relevant documents through the shared use of administrative information pursuant to Article 36 (1) of the Electronic Government Act (including the use of a computerized information processing organization under the latter part of Article 3 (6) (2) of the Housing Lease Protection Act) in relation to the processing of this application.
- [ ☐ ] 2. 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.

※ 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)

## Notes

- The 'Signature or Seal' field must be signed or stamped, and fingerprints cannot be used. In this case, the signature must be a handwritten Korean full name.
- Foreigners who have registered as aliens or foreign nationality Koreans who have reported their domestic place of residence must present their alien registration card in accordance with Article 33(1) of the Immigration Act or domestic the report card of the place of residence in accordance with Article 7(1) of the Act on the Immigration and Legal Status of Overseas Koreans. Their resident registration number can be replaced with their alien registration number or report number of the domestic place of residence.
- For Corporate applicants, the 'Representative' field must be signed by a representative or stamped with the corporate seal.
- If the same applicant applies for viewing or issuance of a Certificate of Moved-in Household for multiple buildings or facilities for the same purpose based on the same document, he or she may apply in bulk in accordance with Appendix Forms No. 15-2 and No. 16 of the Enforcement Rules of the Resident Registration Act. The applicant shall affix your personal seal (or signature) across the joint between Form No. 15-2 and Form No. 16.
- Only the owner, tenant, leaseholder, lessee, or sales contractor of the relevant building/property can delegate an application to view or issue a Certificate of Moved-in Household.
- Anyone who falsely completes an application or power of attorney, such as forging or fraudulently using another person's signature or seal, will be punished under the Criminal Act.
- If the address of the building/property you wish to verify is incorrect, the relevant household cannot be confirmed through the Certificate of Moved-in Household.
- Foreigners and Koreans with foreign nationality cannot be the head of household or a cohabitant on the resident registration card, so it is not possible to verify whether they are the head of household or a cohabitant through a Certificate of Moved-in Household.
- Those who are eligible for fee exemption for information on a resident register or for issuance of its certified copy or abstract in accordance with Article 18(1) of the Enforcement Rules of the Resident Registration Act are as follows:
  - Where the State or a local government applies for official purposes in accordance with item (e) of subparagraph 3 of Article 29-2(2) of the Resident Registration Act;
  - Where a recipient under Article 2(2) of the National Basic Living Security Act applies for it;
  - Where the Minister of the Interior and Safety, Metropolitan City Mayor/Do Governor or the Head of the City/County/District/Town/ Local Government deems it necessary such as in the event of disasters;
  - Where fee exemption for providing resident registration data is prescribed in any relevant Acts and subordinate statutes;
  - Where a person of distinguished services to national independence or his/her bereaved family (a person with priority only) registered under Article 6 of the Act on the Honorable Treatment of Persons of Distinguished Service to Independence applies for it;
  - Where a person who has rendered distinguished service to the State or his/her bereaved family (a person with 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 the Honorable Treatment of and Support for Persons of Distinguished Service to the State applies for it;
  - 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 and Establishment of Related Organizations applies for it;
  - Where a war veteran registered under Article 5 of the Act on Honorable Treatment of War Veterans and Establishment of Related Associations applies for it;
  - Where a person of distinguished service to the May 18 Democratization Movement or his/her bereaved family (a person with 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 Organizations applies for it;
  - Where a person who performed special missions or his/her bereaved family (a person with 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;
  - Where a person eligible for support under Article 5 or Article 5-2 of the Single-Parent Family Support Act applies for it;
  - Where a person who has two or more children (grandchildren in a family consisting only of grandparents and grandchildren) who are minors on the family relations certificate applies; and
  - Where fee exemption is prescribed by ordinance of relevant local governments.