

INSTRUCTIONS FOR COMPLETING APOSTILLE REQUEST (Form may be handwritten)

NOTE: It's highly recommended that the person completing this form have either a **Passport**, or if your spouse is Korean, his/her **Korean ID Card**, otherwise, a **Military ID Card** may be used. It's also recommended you obtain a photocopy of the above document in advance to provide.

접수번호			
Apostille(아포스티유) 신청서			
1. 신청자 인적사항			
신청인 성명	John Thomas Doe	신청인 영문성명	
주민등록번호	August 5, 1980	연락처	010-123-4567
주소	Unit #15237, APO AP 96205		

On the first entry of the first line in Section 1 enter the **FULL name** of the individual completing the form. If your Korean spouse is completing this form, have him/her complete the entry in Korean.

Leave the second entry of the first line in Section 1 blank.

On the first entry of the second line in Section 1, for all foreigners completing this form, enter your **date of birth in "civilian format (Month Day, Year)"**. If your Korean spouse is completing the form, have him/her enter his/her Korean ID Number.

On the second entry of the second line in Section 1, enter the **cell phone number** of the individual completing the form.

On the third line in Section 1, for USFK personnel completing the form, enter your **unit number and zip code**. For all other individuals completing this form, enter your **local Korean address** in Korean.

2. 대리인 인적사항			
대리인 성명		신청인과의 관계	
주민등록번호		연락처	

DO NOT complete section 2 of the form.

3. 신청 문서 관련		
문서의 명칭	수리증명서	
제출대상 국가	미국	
문서발급기관	(국문) 종로구청	(영문) Jongno-gu Ward Office
기관장 성명	(국문)	(영문) Young Jong Kim

On the first line in Section 3, enter (in Korean) the **name of the document** you are obtaining an Apostille on. For “Verification of Registration of Marriage” form, enter “수리증명서”.

On the second line in Section 3, enter (in Korean) the **name of the country** where the document will subsequently be used in. For “USA” enter “미국”.

On the third line (first entry in Korean or second entry in English), enter the **name of the Korean agency producing the document** to receive an Apostille.

For “Jongno-gu Ward Office” enter “종로구청” or “**Jongno-gu Ward Office**”.
For “Yongsan-gu Ward Office” enter “용산구청” or “**Yongsan-gu Ward Office**”.

On the fourth line (first entry in Korean or second entry in English), enter the **name of the Korean authenticating official on the document** to receive an Apostille.

For “Jongno-gu Ward Office” enter “김영종” or “**Young Jong Kim**” (Current head of office).
For “Yongsan-gu Ward Office” enter “성장현” or “**Jang Hyun Sung**” (Current head of office).

NOTE: If obtaining an Apostille on a document accompanied by an English translation, you must enter the **Notary Company** and **Notary Official** on the third and fourth lines.

이상과 같이 Apostille(아포스티유) 발급을 신청합니다.

(2012) 년 (05) 월 (10) 일

신청인(또는 대리인): **John Thomas Doe** (서명) *John Thomas Doe*

수입인지

공용란 (Official Only)	
접수일자	
발급여부	발급 (), 불허 ()
발급일자	
발급번호	

Enter the current date in the numerical “Year”, “Month”, “Day”, format.

Enter the FULL name of the individual completing the form. If your Korean spouse is completing this form, have him/her complete the entry in Korean. Sign the form after your name.

NOTE: Only one form needs to be completed, regardless of the number of copies of the original document you are obtaining Apostilles on.