

■ 주민등록법 시행규칙 [별지 제15호의2서식] <개정 2024. 12. 20.>

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	[]
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.	Contact No. (Visitor)

Location of the Building/Property Being Requested

Whether to show the full name of a person whose resident registration was canceled or a registered person of unknown domicile and the date of moved-in	Displayed <input type="checkbox"/> / Not displayed <input type="checkbox"/>
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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	Applicant's Identification Card ※ In case of Corporate applicants, submit a Representative's ID, Corporate Seal Certificate or Seal of Use.	
Documents to be verified by official in charge	※ Please check [<input checked="" 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.	Fee · 300 KRW per viewing · 400 KRW per issuance ※ 500 KRW if falls under subparagraph 3 of Article 29-2 (2) of the Resident Registration Act
	[<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.	
	[<input type="checkbox"/>] 2. Information about whether the applicant is a recipient of benefits under the National Basic Living Security Act, a person of distinguished service to independence, a patient suffering from actual or potential aftereffects of defoliants, a war veteran, a person of distinguished service to the May 18 Democratization Movement, a person who performed special missions, a person eligible for support under the Single-Parent Family Support Act	
	※ Please check [<input checked="" 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.	
	[<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 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 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. In this case, you must put the two forms together in order, fold the first page (Form No. 15-2) in half, and seal between pages with your seal or signature, where the center fold meets the next page (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. In this case, the person applying on behalf of the delegate must submit a power of attorney and proof of identity of the person and the delegate (In the case of Corporate applicants, proof of the identity of the Representative, Corporate Seal Certificate or Seal of Use).
- 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.