

■ 인감증명법 시행령 [별지 제9호의2서식] <개정 2020. 2. 18.>

■ Enforcement Decree of The Personal Seal Act [Form an enclosure No. 9 2]

## Application for Registration (or Change) of Personal Seal (for written registration)

※ Fill out this form and check where appropriate according to the instructions on the back of the form. (Front)

Application No.	Date	Processing Time	Immediate
Applicant	Name	Resident Registration No.	Nationality(The address on the family relations registration)
	Address		Personal Seal to Register
	Reason for Written Registration		For Preservation Attach seal impression o n paper.
	Supporting Documents (Attachment)		
Guarantor	Name		Personal seal or Signature
	Resident Registration No. (Date of Birth)		
	Relationship to Applicant		※ Attach the certificate of personal signature at the time of signing
	Address		
Consent of a Legal Representative, Limited guardian or Adult guardian	Name	Relationship to Applicant	Personal seal or Signature
	Date of Birth		
	Address		※ Attach the certificate of personal signature at the time of signing

I certify  the registration (or change) of the personal seal.

the consent of a legal representative • limited guardian • adult guardian.

Date \_\_\_\_\_ (YYYY/MM/DD)

Diplomatic Mission (Consul) (Signature or Seal)

Prison (Prison Officer) (Official Seal) (Signature or Seal)

I hereby apply for a written registration of my personal seal by submitting this form jointly signed with my guarantor (legal representative, limited guardian or adult guardian) according to Articles 3, 7, and 13 of the Seal Imprint Certification Act and Clauses 2, 3 and 4 of Article 8 of the Enforcement Decree of the Seal Imprint Certification Act.

Date \_\_\_\_\_ (YYYY/MM/DD)

Applicant: \_\_\_\_\_ (Signature or Seal)

Representative: \_\_\_\_\_ (Signature or Seal)

Resident Registration No.:

Address:

**For the Head of the City/County/District/Town/Local Government of \_\_\_\_\_**

### Notes and Instructions

1. If an applicant registering a personal seal for the first time or wishing to change the personal seal is unable to visit a government office in person, he or she may use this form to register or report the change of a personal seal in writing without visiting a government office.
2. The guarantor must be an adult with a registered personal seal and must certify and guarantee the applicant's intention. The personal seal affixed by the guarantor must be a registered seal, and the government office may request the guarantor to submit his/her personal seal if it is difficult for a data processing organization to identify the seal.
3. A legal representative visiting the government office must be a different person from the guarantor and must bring his/her own ID.
4. In order to register a personal seal, affix the personal seal to be registered in the "For Preservation" box, and attach a clear impression of the seal on a piece of paper. The seal impression on paper may be waived if the seal stamp is submitted along with the form.
5. The public official in charge must attach the seal impression on paper to the register of personal seals and stamp an official seal where the edge of the attached paper meets the register.
6. If the applicant is an overseas Korean national and does not have a resident registration number, enter the address on the family relations registration in the "Nationality" section.
7. In the "Reason for Written Registration" section, enter the reason why the applicant is unable to visit the government office and attach the supporting documents at the time of the submission. If supporting documents are submitted, they are valid for three months from the date of confirmation of the reason (six months from the date of confirmation when certified by a diplomatic mission).
8. For resident registration number: If you are an overseas Korean national and do not have a resident registration number, enter your passport number; if you are a foreigner, enter your alien registration number; and if you are a registered domestic resident, enter your domestic residence report number. If you have your resident registration number, enter the number on a separate line underneath in a parenthesis, in the space provided.
9. Check where appropriate to indicate written registration of the personal seal or consent of a legal representative • limited guardian • adult guardian.
10. All persons authorized to apply on behalf of an overseas Korean national, a person residing (visiting) abroad, or a prisoner must receive a confirmation from one of the following organizations as applicable (not applied to an overseas Korean national who resides in Korea)
  - a. Overseas Korean national, person residing (visiting) abroad: Diplomatic mission (Consul); or
  - b. Prisoner: Prison (Prison Officer).

### Procedure

This application form will be processed as follows.

