

■ 인감증명법 시행령 [별지 제12호의2서식] <개정 2020. 2. 18.>

■ Enforcement Decree of The Personal Seal Act [Form an enclosure No. 12 2]

**Application to**  **Undo the Registration of Personal Seal of the Deceased**  
 **Undo the Registration of Personal Seal of the Missing**  
 **Change Information of Registered Personal Seal**  
 **Undo the Registration of Personal Seal**  
 **Re-register a Former Personal Seal**

\* 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
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Applicant	Name		Personal seal
	Resident Registration No.		
	Nationality		
	Address		

Description of Application

Reason for Written Registration

Supporting Documents (Attachment)

Consent of a Legal Representative, Limited guardian or Adult guardian	Name		Relationship	Personal seal or Signature  * Attach the certificate of personal signature at the time of signing
	Date of Birth			
	Address			

I certify that the information provided is true and accurate.

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

Diplomatic Mission (Consul) (Signature or Seal)

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

I hereby submit a registration (application) of a personal seal (to undo the registration of a personal seal of the deceased/missing, to change information of a registered personal seal, to undo the registration of a personal seal, or to re-register a former personal seal) according to Articles 8, 9, and 11 of the Seal Imprint Certification Act and Articles 11 and 12 of the Enforcement Decree of the Seal Imprint Certification Act.

Fee
NONE

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

Applicant: (Signature or Seal)

Address:  
(Resident Registration No.: )

Representative: (Signature or Seal)

Address:  
(Resident Registration No.: )  
Relationship:

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

### Notes and Instructions

1. All legal representatives visiting a government office must bring a form of identification.
2. An application to undo the registration of a personal seal of the deceased or the missing must be submitted by an heir of the deceased or the missing; if, however, the heir is unable to visit a government office in the relevant jurisdiction, he/she may authorize another person (using the Power of Attorney in Form No. 13 – the annex for the Enforcement Decree of the Seal Imprint Certification Act) to submit the application.
3. 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.
4. Check where appropriate (undo the registration of personal seal of the deceased/missing, change information of a registered personal seal, undo the registration of a personal seal, or re-register a former personal seal) when submitting the application for a personal seal.  
  
※ If you wish to register a change of a personal seal, use Form No. 9 in the annex for the Enforcement Decree of the Seal Imprint Certification Act.
5. All legal representatives registering (applying) on behalf of an overseas Korean national, a person residing (visiting) abroad, or a prisoner must receive 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 form will be processed as follows.

