
How to Fill Out the Application Form for a Diplomatic Office and Sample



경찰청 외사국 신원반

ID Office, Foreign Affairs Bureau
Korean National Police Agency

Guide to Fill Out the Application Form for the Diplomatic Office [Appendix 1-1] and Sample Form

When Koreans (Koreans Nationals Residing Abroad, Permanent Residence), those who have lost nationalities (citizens of other countries) or foreigners require a Background Check (Criminal Records) Certificate to apply for a visa for a foreign country or citizenship or those who have visas from other countries (permanent residence) or are the citizens of other countries who must prove their identity, the Foreign Affairs Police Department checks the applicant's background (7 days) and issues the Background Check (Criminal Records) Certificate while the applicant is in residence in Korea.

How to Fill Out the Form for Foreigners (previously, residing in Korea)

※ Foreigners whose surname and name are not clearly divided

○ Country or organization to which the Certificate is to be submitted (abbreviation not allowed) and purpose of the Certificate

① Write 'country/organization' for submission (e.g. embassy, consulate or immigration office for visa application)

E.g., USA / Immigration Office (citizenship application)

Australia / Research Institute at 00 University (background check)

China / Chinese Consulate in Korea (visa application)

①-① Put a check mark in the box on the status you have in the country to which the document is to be submitted 「 Visa, Citizenship, Not relevant」

①-② Select Background Check, Citizenship Application or Visa Application.



- Those who have citizenship or visa

→ Select Background Check and fill out the field.

E.g., employment, appointment, various kinds of licenses and approvals, real estate contracts, securities, overseas investment.

- Those who must have citizenship in the country to which the Certificate will be submitted
 - Fill out the Citizenship Application field.
 - Those who must have a visa in the country to which the Certificate will be submitted
 - Put the most similar purpose in the Visa (including permanent residence) Application field by referring to the List of Visa Application Purposes on the next page.
 - E.g., select the proper application purposes including tourism, business investment, resident employees, trade, professor, and accompanying.
- Foreigners whose surname and name are not clearly divided (name on the passport at the time of Korea residence)
- ② Enter the full name as it is on the passport ②-①, ②-② Put "NONE"
 - ③ Enter the name as it was prior to a change of name (Permission for Change of Name or Standard Certificate to be attached) or nickname.
 - ④ Place of Birth: Enter the place of birth
 - ★(application will be returned if this field is blank)
 - ⑤ Resident Registration No.: Not required.
 - ⑥ Alien Registration No.: Enter the alien registration number and attach the Alien Registration Certificate or attach the Alien Registration Card.
 - ★(application will be returned if this field is blank)
 - ⑦~⑩ Fill out without leaving any blanks.
 - ⑪ Address in the country where the applicant currently resides (in English)
 - ⑫ Most recent address registered in Korea.
 - ⑬ First address for alien registration in Korea: Do not leave blank
 - ★(application will be returned if this field is blank)
 - ⑭ Fill out the relevant fields.
 - ⑮~⑰ Fill out the fields even if parents are deceased.
- ⑱~㉑ Agree with the Privacy Notice for the processing of personal information and fill out the form in the applicant's own handwriting.

※ Foreigners whose surname and name are not clearly divided

신원조사(범죄경력)증명 신청서 성과 이름이 구분이 없는 외국인(체한 경력자) 견본

APPLICATION FOR BACKGROUND CHECK (CRIMINAL RECORDS) CERTIFICATE

① 제출할 국가 / 제출할 기관 COUNTRY/AGENCY YOU WILL SUBMIT THE CERTIFICATE HONG KONG / HONG KONG POLICE FORCE		①-② 발급목적 PURPOSE OF THE CERTIFICATE		
		신원확인 FOR IDENTIFICATION	시민권 신청 FOR CITIZENSHIP	비자(영주권 등)신청 FOR VISA
①-① 제출할 국가의(□비자, □시민권)있음, □해당 없음 I HAVE A (<input checked="" type="checkbox"/> VISA, <input type="checkbox"/> CITIZENSHIP) IN THE ABOVE (①) COUNTRY. <input type="checkbox"/> NONE		DRIVER'S LICENSE		
② 성명 FULL NAME TRUONG CUNG NGHIA		③ 한자성명 CHINESE CHARACTERS CHINESE ONLY		
②-① 성 SURNAME (LAST NAME) NONE		②-② 이름 GIVEN NAMES (FIRST NAME / MIDDLE NAME) NONE		
③ 다른(개명 전) 이름 ALIAS or BEFORE NAME TRUONG CUNG TOM		④ 출생지 PLACE OF BIRTH ★ CITY : HO CHI MINH COUNTRY : VIETNAM		사진 (3 x 4cm) PHOTO
⑤ 주민등록번호 RESIDENT REGISTRATION NO. NONE		생년월일 DATE OF BIRTH (DD/MONTH/YYYY) DATE : 05 MAR 1989		
⑥ 외국인등록번호 ALIEN REGISTRATION NO. 890305-5801011 ★				
⑦ 성별 GENDER [<input checked="" type="checkbox"/>] M / [] F	⑧ 국적 NATIONALITY VIETNAM		⑨ 직업 OCCUPATION TEACHER	⑩ 연락처 MOBILE PHONE NO. + 84 - 555 - 888 - 0000
⑪ 집 주소(현재 살고 있는 국가) HOME ADDRESS (IN CURRENT COUNTRY) 2F 204HO, NAMSEONG-DONG, JINTU-SI, GYEONGSANGNAM-DO, 660-030, KOREA				
⑫ 한국에 등록된 최종 주소지 PRESENT (LATEST) ADDRESS IN KOREA 100 TONGILO, SEODAEMUN-GU, SROUL, 120-700 KOREA				
⑬ 등록기준(본적)지 PERMANENT (FIRST ALIEN REGISTRATION) ADDRESS IN KOREA ★ #333-25, BUTEON-DONG, BUSANTIN-GU, BUSAN, 614-030 KOREA				
⑭ 배우자 성명 NAME OF SPOUSE NONE		⑮ 아버지 성명 NAME OF FATHER TRUONG QUOC VAN		
		⑯ 어머니 성명 NAME OF MOTHER TRUONG THI NGAN HANG		
⑰ 가족사항 NAME OF FAMILY MEMBERS		관계 RELATION	생년월일 DATE OF BIRTH (DD / MONTH / YYYY)	직업 OCCUPATION
1	TRUONG QUOC VAN	FATHER	15 / MAY / 1955	
2	TRUONG THI NGAN HANG	MOTHER	19 / APR / 1958	RETIRED
3	TRUONG TINH	BROTHER	22 / DEC / 1989	DOCTOR
⑰ 신원조사(범죄경력)증명서 작성을 위한 개인정보제공에 동의하고, 목적에만 사용할 것을 굳게 서약합니다. I AGREE TO PROVIDE MY PERSONAL INFORMATION FOR BACKGROUND CHECK (CRIMINAL RECORDS) AND PLEDGE TO USE THE CERTIFICATE FOR THE PURPOSE OF ISSUANCE ONLY. 첨부 ATTACHED PAPERS :				
⑰ 일 DATE: 1 / 월 MONTH: APR / 년 YEAR: 2015				
⑰ 성명 NAME TRUONG CUNG NGHIA		서명 SIGNATURE TRUONG CUNG		

공용란 FOR OFFICIAL USE ONLY	
⑲ 개인정보 취급 및 확인자 담당공무원 확인자 신청매수: 매 소속 : 직위 : : 성명 서명	⑳ 담당 경찰관서 확인란 담당 경찰관서 접수번호 :

INSTRUCTION :

- 반드시 **검정색** 또는 **파란색** 펜으로 작성하세요. Please fill out this form by **handwriting with black or blue ink.**
- Attach a photo(3 x 4cm) taken within the last 6 months.
- If you obtain a new passport after you departed from Korea, you should present the old passport you had in Korea.

List of Visa Application Purposes

The purposes of overseas visa application are classified for applicants (Field ①-② on the Application Form) on the basis of the visa types of Korea in order to prevent the visas from being used for other purposes apart from the purposes specified in Clause 1, Article 6, Act on the Lapse of Criminal Sentences.

※ If the exact description for your purposes of visa application cannot be found, please select the purposes that are the closest in description.

No.	Classification		Purposes of Application	Reference
1	Diplomacy	Members or families of foreign government's diplomatic corps or consulate general	Diplomacy	A-1
2	Official Mission	Those who execute official missions of a foreign government or an international organization	Official Mission	A-2
3	Agreement	Those who are exempted from alien registration by agreements and their families	Agreement	A-3
4	Visa Exemption	Citizens of countries executing a Visa Waiver Agreement with the government of the Republic of Korea	Visa Exemption	B-1
5	Transit for Tourists	Those who are entering Korea for tourism or transit without visa.	Tourism, Transit	B-2
6	Temporal Journalism	Those who want to stay for temporary news coverage or reporting	Temporal Journalism	C-1
7	Temporary Visit	Those who will stay for less than 90 days.	Temporary Visit	C-3
8	Temporary Employment	Those who are seeking temporary employment	Temporary Employment	C-4
9	Culture and Art	Academic or artistic activities without any intention to make a profit	Culture and Art	D-1
10	Study Abroad	Full-time programs at educational institutions higher than colleges	Study Abroad	D-2
11	Industrial Training	Those who will receive on-the-job training as specified by the Ministry of Justice and who meet all requirements for such training	Industrial Training	D-3
12	General Training	Those who will receive on-the-job training at educational institutions or companies	General Training	D-4
13	Journalism	Those who will stay for news reporting or coverage as an employee of a foreign media outlet	Reporting	D-5
14	Religion	Those who are engaged in specific religious activities as recognized by the Ministry of Justice	Religion	D-6

15	Resident Employee	Those who work in public or government organizations or the head office of a company abroad for more than 1 year	Resident Employee	D-7
16	Business Investment	Indispensable experienced worker engaging in foreign investment companies	Business Investment	D-8
17	Trade Management	Those who have established and are managing a company in Korea and who execute trade business	Trade and Management	D-9
18	Visa Extension	Those who have a visa for stay and want to work in Korea	Visa Extension	D-10
19	Professor	Those who work at educational institutions higher than colleges	Employment	E-1
20	Foreign Language Instructor	Those who work in educational institutions higher than elementary schools and foreign language institutes	Employment	E-2
21	Research	Those who are engaged in technology development and invited by public or private organizations in Korea	Employment	E-3
22	Technology Transfer	Those who are invited by public or private organizations in Korea for technology transfer	Employment	E-4
23	Professional Employment	Those who seek to work for professional fields including laws, accounting, and medicine.	Employment	E-5
24	Arts and Performances	Those who want to engage in artistic activities for profit	Arts and Performances	E-6
25	Special Occupation	Those who want to engage in specific activities as designated by the Ministry of Justice	Employment	E-7
26	Non-professional Employment	Those who satisfy the requirements for non-professional employment in accordance with the laws in the relevant fields	Non-professional Employment	E-9
27	Vessel Crew	Those who manage or work in the fishing industry or crews in accordance with the Fisheries Act.	Employment as Crews	E-10
28	Family Visit	Those who stay to visit relatives, who are living with family or for similar purposes.	Family Visit	F-1
29	Residence	Minors, spouses or spouse's children of foreigners	Residence	F-2
30	Dependent Family	Spouses or minors of foreigners satisfying one of the visa qualifications from No. 9 to 25	Dependent Family	F-3
31	Marriage Immigration	Those who will stay in the country of their spouse (foreigner)	Marriage Immigration	F-6
32	Working Holiday	Those who seek a work and tourism stay in accordance with a working holiday agreement with the Republic of Korea	Working Holiday	H-1
33	Visa Extension	Visa extension for those who have no visa	Visa Extension	

☐ How to Fill Out the Form for Foreigners (previously, residing in Korea)

※ Foreigners whose the surname and the name are clearly divided

○ Country or organization to which the Certificate is to be submitted (abbreviation not allowed) and purpose of the Certificate

① Write 'country/organization' for submission (e.g. embassy, consulate or immigration office for visa application)

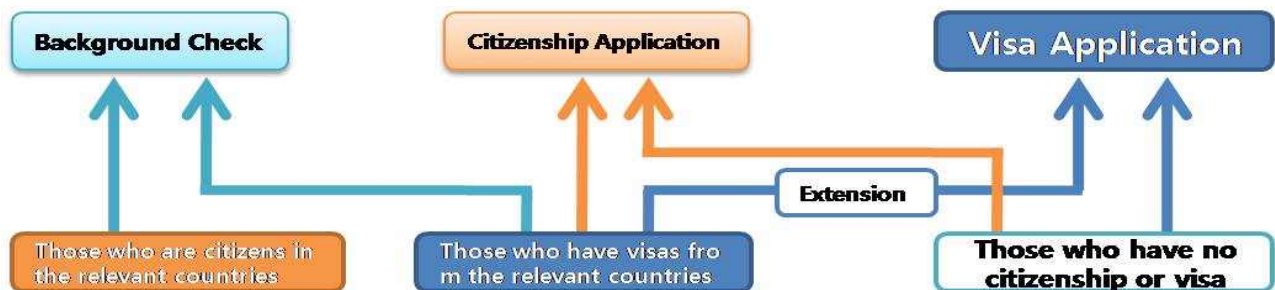
E.g., USA / Immigration Office (citizenship application)

Australia / Research Institute at 00 University (background check)

China / Chinese Consulate in Korea (visa application)

①-① Put a check mark in the box on the status you have in the country to which the document is to be submitted 「☐ Visa, ☐ Citizenship, ☐ Not relevant」

①-② Select Background Check, Citizenship Application or Visa Application.



- Those who have citizenship or visa

→ Select Background Check and fill out the field.

E.g., employment, appointment, various kinds of licenses and approvals, real estate contracts, securities, overseas investment.

- Those who must have citizenship in the country to which the Certificate will be submitted

→ Fill out the Citizenship Application field.

- Those who must have a visa in the country to which the Certificate will be submitted

→ Put the most similar purpose in the Visa (including permanent residence) Application field by referring to the List of Visa Application Purposes on the next page.

E.g., select the proper application purposes including tourism, business investment, resident employees, trade, professor, and accompanying.

Foreigners whose the surname and the name are clearly divided
(name on the passport at the time of Korean residence)

② Enter "NONE"

②-① Enter the surname on the passport in English.

②-② Enter the name on the passport in English (including middle name if any)

②-③ Name of the Chinese applicant

③ Enter the name as it was prior to a change of name (Permission for Change of Name or Standard Certificate to be attached) or nickname.

④ Place of Birth: Enter the place of birth

★(application will be returned if this field is blank)

⑤ Resident Registration No.: Not required.

⑥ Alien Registration No.: Enter the alien registration number and attach the Alien Registration Certificate or attach the Alien Registration Card.

★(application will be returned if this field is blank)

⑦~⑩ Fill out without leaving any blanks.

⑪ Address in the country where the applicant currently resides (in English)

⑫ Most recent address registered in Korea.

⑬ First address for alien registration in Korea: Do not leave blank

★(application will be returned if this field is blank)

⑭ Fill out the relevant fields.

⑮~⑰ Fill out the fields even if parents are deceased.

⑱~⑳ Agree with the Privacy Notice for the processing of personal information and fill out the form in the applicant's own handwriting.

※ Foreigners whose the surname and the name are clearly divided
신원조사(범죄경력)증명 신청서 성과 이름 구분되는 외국인(체한 경력자) 견본
APPLICATION FOR BACKGROUND CHECK (CRIMINAL RECORDS) CERTIFICATE

① 제출할 국가 / 제출할 기관 COUNTRY/AGENCY YOU WILL SUBMIT THE CERTIFICATE USA / IMMIGRATION OFFICE		①-② 발급목적 PURPOSE OF THE CERTIFICATE		
		신원확인 FOR IDENTIFICATION	시민권 신청 FOR CITIZENSHIP	비자(영주권 등)신청 FOR VISA
①-① 제출할 국가의(□비자, □시민권)있음, □해당 없음 I HAVE A (□VISA, □CITIZENSHIP) IN THE ABOVE (①) COUNTRY. <input checked="" type="checkbox"/> NONE				FOR A JOB
② 성명 FULL NAME NONE		③ 한자성명 CHINESE CHARACTERS CHINESE ONLY		
②-① 성 SURNAME (LAST NAME) BATES		②-② 이름 GIVEN NAMES (FIRST NAME / MIDDLE NAME) MELISSA AMY		
③ 다른(개명 전) 이름 ALIAS or BEFORE NAME LUCIA BATES		④ 출생지 PLACE OF BIRTH ★ CITY : MANCHESTER COUNTRY : UK		사진 (3 x 4cm) PHOTO
⑤ 주민등록번호 RESIDENT REGISTRATION NO. NONE		생년월일 DATE OF BIRTH (DD/MONTH/YYYY) DATE : 10 MAR 1988		
⑥ 외국인등록번호 ALIEN REGISTRATION NO. 880310-6801021 ★				
⑦ 성별 GENDER [] M / [<input checked="" type="checkbox"/>] F	⑧ 국적 NATIONALITY UNITED KINGDOM		⑨ 직업 OCCUPATION TEACHER	⑩ 연락처 MOBILE PHONE NO. +44 - 777 - 888 - 0000
⑪ 집 주소(현재 살고 있는 국가) HOME ADDRESS (IN CURRENT COUNTRY) 2F 204HO, NAMSEONG-DONG, JINTU-SI, GYEONGSANGNAM-DO, 660-030, KOREA				
⑫ 한국에 등록된 최종 주소지 PRESENT (LATEST) ADDRESS IN KOREA 100 TONGILO, SEODAEMUN-GU, SROUL, 120-700 KOREA				
⑬ 등록기준(본적)지 PERMANENT (FIRST ALIEN REGISTRATION) ADDRESS IN KOREA ★ #333-25, BUTEON-DONG, BUSANTIN-GU, BUSAN, 614-030 KOREA				
⑭ 배우자 성명 NAME OF SPOUSE NONE		⑮ 아버지 성명 NAME OF FATHER ANTHONY FUNG BATES		
		⑯ 어머니 성명 NAME OF MOTHER MOICA BATES		
⑰ 가족사항 NAME OF FAMILY MEMBERS		관계 RELATION	생년월일 DATE OF BIRTH (DD / MONTH / YYYY)	직업 OCCUPATION
1	ANTHONY FUNG BATES	FATHER	15 / MAY / 1941	
2	MOICA BATES	MOTHER	19 / APR / 1960	RETIRED
3	PHILIP NERI BATES	BROTHER	22 / DEC / 1989	DOCTOR
⑱ 신원조사(범죄경력)증명서 작성을 위한 개인정보제공에 동의하고, 목적에만 사용할 것을 굳게 서약합니다. I AGREE TO PROVIDE MY PERSONAL INFORMATION FOR BACKGROUND CHECK (CRIMINAL RECORDS) AND PLEDGE TO USE THE CERTIFICATE FOR THE PURPOSE OF ISSUANCE ONLY. 첨부 ATTACHED PAPERS :				
⑲ 일 DATE: 1 / 월 MONTH: APR / 년 YEAR: 2015				
⑳ 성명 NAME MELISSA AMY BATES		㉑ 서명 SIGNATURE MELISSA AMY		

공용란 FOR OFFICIAL USE ONLY	
㉒ 개인정보 취급 및 확인자 담당공무원 확인자 신청매수: 매 소속 : 직위 : : 성명 서명	㉓ 담당 경찰관서 확인란 담당 경찰관서 접수번호 :

INSTRUCTION :

- 반드시 **검정색** 또는 **파란색** 펜으로 작성하세요. Please fill out this form by **handwriting with black or blue ink**.
- Attach a photo(3 x 4cm) taken within the last 6 months.
- If you obtain a new passport after you departed from Korea, you should present the old passport you had in Korea.

□ List of Visa Application Purposes

The purposes of overseas visa application are classified for applicants (Field ①-② on the Application Form) on the basis of the visa types of Korea in order to prevent the visas from being used for other purposes apart from the purposes specified in Clause 1, Article 6, Act on the Lapse of Criminal Sentences.

※ If the exact description for your purposes of visa application cannot be found, please select the purposes that are the closest in description.

No.	Classification		Purposes of Application	Reference
1	Diplomacy	Members or families of foreign government's diplomatic corps or consulate general	Diplomacy	A-1
2	Official Mission	Those who execute official missions of a foreign government or an international organization	Official Mission	A-2
3	Agreement	Those who are exempted from alien registration by agreements and their families	Agreement	A-3
4	Visa Exemption	Citizens of countries executing a Visa Waiver Agreement with the government of the Republic of Korea	Visa Exemption	B-1
5	Transit for Tourists	Those who are entering Korea for tourism or transit without visa.	Tourism, Transit	B-2
6	Temporal Journalism	Those who want to stay for temporary news coverage or reporting	Temporal Journalism	C-1
7	Temporary Visit	Those who will stay for less than 90 days.	Temporary Visit	C-3
8	Temporary Employment	Those who are seeking temporary employment	Temporary Employment	C-4
9	Culture and Art	Academic or artistic activities without any intention to make a profit	Culture and Art	D-1
10	Study Abroad	Full-time programs at educational institutions higher than colleges	Study Abroad	D-2
11	Industrial Training	Those who will receive on-the-job training as specified by the Ministry of Justice and who meet all requirements for such training	Industrial Training	D-3
12	General Training	Those who will receive on-the-job training at educational institutions or companies	General Training	D-4
13	Journalism	Those who will stay for news reporting or coverage as an employee of a foreign media outlet	Reporting	D-5
14	Religion	Those who are engaged in specific religious activities as recognized by the Ministry of Justice	Religion	D-6

15	Resident Employee	Those who work in public or government organizations or the head office of a company abroad for more than 1 year	Resident Employee	D-7
16	Business Investment	Indispensable experienced worker engaging in foreign investment companies	Business Investment	D-8
17	Trade Management	Those who have established and are managing a company in Korea and who execute trade business	Trade and Management	D-9
18	Visa Extension	Those who have a visa for stay and want to work in Korea	Visa Extension	D-10
19	Professor	Those who work at educational institutions higher than colleges	Employment	E-1
20	Foreign Language Instructor	Those who work in educational institutions higher than elementary schools and foreign language institutes	Employment	E-2
21	Research	Those who are engaged in technology development and invited by public or private organizations in Korea	Employment	E-3
22	Technology Transfer	Those who are invited by public or private organizations in Korea for technology transfer	Employment	E-4
23	Professional Employment	Those who seek to work for professional fields including laws, accounting, and medicine.	Employment	E-5
24	Arts and Performances	Those who want to engage in artistic activities for profit	Arts and Performances	E-6
25	Special Occupation	Those who want to engage in specific activities as designated by the Ministry of Justice	Employment	E-7
26	Non-professional Employment	Those who satisfy the requirements for non-professional employment in accordance with the laws in the relevant fields	Non-professional Employment	E-9
27	Vessel Crew	Those who manage or work in the fishing industry or crews in accordance with the Fisheries Act.	Employment as Crews	E-10
28	Family Visit	Those who stay to visit relatives, who are living with family or for similar purposes.	Family Visit	F-1
29	Residence	Minors, spouses or spouse's children of foreigners	Residence	F-2
30	Dependent Family	Spouses or minors of foreigners satisfying one of the visa qualifications from No. 9 to 25	Dependent Family	F-3
31	Marriage Immigration	Those who will stay in the country of their spouse (foreigner)	Marriage Immigration	F-6
32	Working Holiday	Those who seek a work and tourism stay in accordance with a working holiday agreement with the Republic of Korea	Working Holiday	H-1
33	Visa Extension	Visa extension for those who have no visa	Visa Extension	

How to Fill Out the Form for Dual Citizenship or for Those who have Lost Their Citizenship (previously, Korean Nationals)

○ Country or organization to which the Certificate is to be submitted (abbreviation not allowed) and purpose of the Certificate

① Write 'country/organization' for submission (e.g. embassy, consulate or immigration office for visa application)

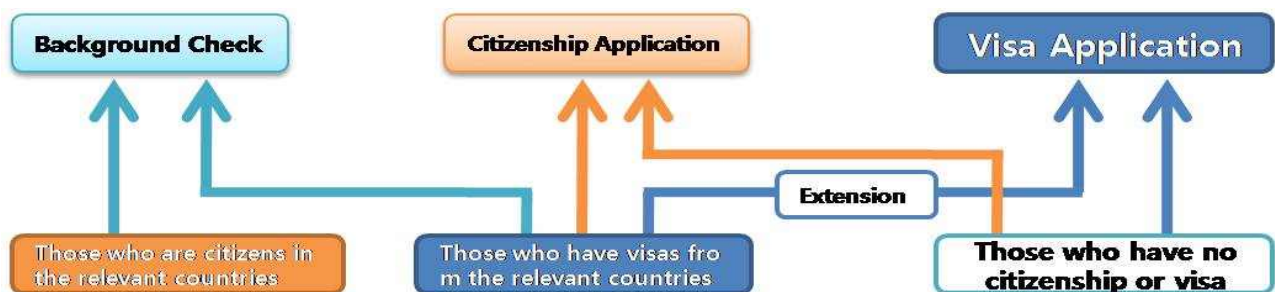
E.g., USA / Immigration Office (citizenship application)

Australia / Research Institute at 00 University (background check)

China / Chinese Consulate in Korea (visa application)

①-① Put a check mark in the box on the status you have in the country to which the document is to be submitted 「 Visa, Citizenship, Not relevant」

①-② Select Background Check, Citizenship Application or Visa Application.



- Those who have citizenship or visa

→ Select Background Check and fill out the field.

E.g., employment, appointment, various kinds of licenses and approvals, real estate contracts, securities, overseas investment.

- Those who must have citizenship in the country to which the Certificate will be submitted

→ Fill out the Citizenship Application field.

- Those who must have a visa in the country to which the Certificate will be submitted

→ Put the most similar purpose in the Visa (including permanent residence) Application field by referring to the List of Visa Application Purposes on the next page.

E.g., select the proper application purposes including tourism, business investment, resident employees, trade, professor, and accompanying.

○ Dual citizenship or those who have lost citizenship (previously, Korean nationals)

② Name in Korean as registered in the family register in the past (Family Relationship Register)

E.g., Enter only "이창훈" when 이창훈 (in Korean), LEE PETER CHANGHOON (in English) are written on the passport.

②-① Enter the surname as it is on the passport in English.

②-② Enter the name as it is on the passport in English (including middle name for Korean nationals residing abroad)

②-③ Enter the name in Chinese characters (leave blank only when the name has only Korean characters)

③ Enter the name as it was prior to a name change (Permission for a Change of Name or Standard Certificate to be attached) or nickname.

④ Place of Birth: Enter the place of birth

★(application will be returned if this field is blank)

⑤ Resident Registration No.: This field must be filled out

★(application will be returned if this field is blank)

⑥ Alien Registration No.: Enter the address registration number for Korean nationals residing abroad

⑦~⑩ Fill out without leaving any blanks.

⑪ Address in the country where the applicant currently resides (in English)

⑫ Most recent address registered in Korea.

⑬ Place of Permanent Registration (Place of Family Register): Do not leave blank

★(application will be returned if this field is blank)

⑭ Fill out the relevant fields.

⑮~⑰ Fill out the fields even if parents are deceased.

○ ⑱~㉑ Agree with the Privacy Notice for the processing of personal information and fill out the form in the applicant's own handwriting.

List of Visa Application Purposes

The purposes of overseas visa application are classified for applicants (Field ①-② on the Application Form) on the basis of the visa types of Korea in order to prevent the visas from being used for other purposes apart from the purposes specified in Clause 1, Article 6, Act on the Lapse of Criminal Sentences.

※ If the exact description for your purposes of visa application cannot be found, please select the purposes that are the closest in description.

No.	Classification		Purposes of Application	Reference
1	Diplomacy	Members or families of foreign government's diplomatic corps or consulate general	Diplomacy	A-1
2	Official Mission	Those who execute official missions of a foreign government or an international organization	Official Mission	A-2
3	Agreement	Those who are exempted from alien registration by agreements and their families	Agreement	A-3
4	Visa Exemption	Citizens of countries executing a Visa Waiver Agreement with the government of the Republic of Korea	Visa Exemption	B-1
5	Transit for Tourists	Those who are entering Korea for tourism or transit without visa.	Tourism, Transit	B-2
6	Temporal Journalism	Those who want to stay for temporary news coverage or reporting	Temporal Journalism	C-1
7	Temporary Visit	Those who will stay for less than 90 days.	Temporary Visit	C-3
8	Temporary Employment	Those who are seeking temporary employment	Temporary Employment	C-4
9	Culture and Art	Academic or artistic activities without any intention to make a profit	Culture and Art	D-1
10	Study Abroad	Full-time programs at educational institutions higher than colleges	Study Abroad	D-2
11	Industrial Training	Those who will receive on-the-job training as specified by the Ministry of Justice and who meet all requirements for such training	Industrial Training	D-3
12	General Training	Those who will receive on-the-job training at educational institutions or companies	General Training	D-4
13	Journalism	Those who will stay for news reporting or coverage as an employee of a foreign media outlet	Reporting	D-5
14	Religion	Those who are engaged in specific religious activities as recognized by the Ministry of Justice	Religion	D-6

15	Resident Employee	Those who work in public or government organizations or the head office of a company abroad for more than 1 year	Resident Employee	D-7
16	Business Investment	Indispensable experienced worker engaging in foreign investment companies	Business Investment	D-8
17	Trade Management	Those who have established and are managing a company in Korea and who execute trade business	Trade and Management	D-9
18	Visa Extension	Those who have a visa for stay and want to work in Korea	Visa Extension	D-10
19	Professor	Those who work at educational institutions higher than colleges	Employment	E-1
20	Foreign Language Instructor	Those who work in educational institutions higher than elementary schools and foreign language institutes	Employment	E-2
21	Research	Those who are engaged in technology development and invited by public or private organizations in Korea	Employment	E-3
22	Technology Transfer	Those who are invited by public or private organizations in Korea for technology transfer	Employment	E-4
23	Professional Employment	Those who seek to work for professional fields including laws, accounting, and medicine.	Employment	E-5
24	Arts and Performances	Those who want to engage in artistic activities for profit	Arts and Performances	E-6
25	Special Occupation	Those who want to engage in specific activities as designated by the Ministry of Justice	Employment	E-7
26	Non-professional Employment	Those who satisfy the requirements for non-professional employment in accordance with the laws in the relevant fields	Non-professional Employment	E-9
27	Vessel Crew	Those who manage or work in the fishing industry or crews in accordance with the Fisheries Act.	Employment as Crews	E-10
28	Family Visit	Those who stay to visit relatives, who are living with family or for similar purposes.	Family Visit	F-1
29	Residence	Minors, spouses or spouse's children of foreigners	Residence	F-2
30	Dependent Family	Spouses or minors of foreigners satisfying one of the visa qualifications from No. 9 to 25	Dependent Family	F-3
31	Marriage Immigration	Those who will stay in the country of their spouse (foreigner)	Marriage Immigration	F-6
32	Working Holiday	Those who seek a work and tourism stay in accordance with a working holiday agreement with the Republic of Korea	Working Holiday	H-1
33	Visa Extension	Visa extension for those who have no visa	Visa Extension	

☐ How to Fill Out the Application Form for Koreans (including Korean nationals residing abroad)

○ Country or organization to which the Certificate is to be submitted (abbreviation not allowed) and purpose of the Certificate

① Write 'country/organization' for submission (e.g. embassy, consulate or immigration office for visa application)

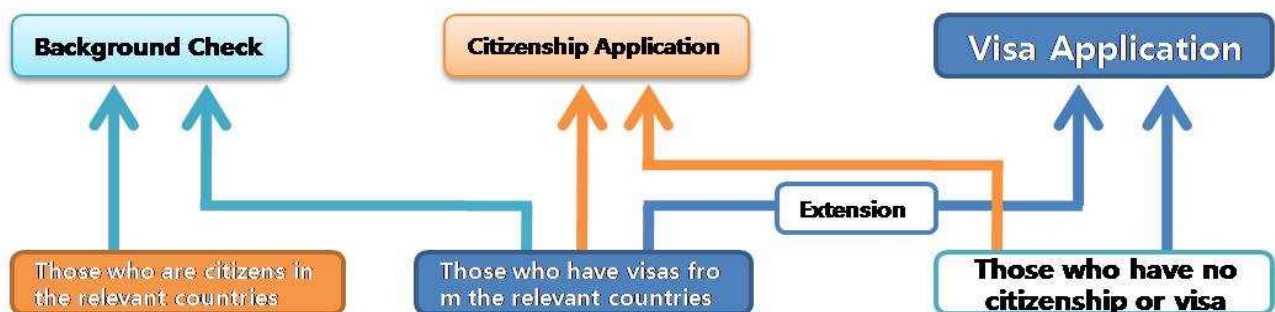
E.g., USA / Immigration Office (citizenship application)

Australia / Research Institute at 00 University (background check)

China / Chinese Consulate in Korea (visa application)

①-① Put a check mark in the box on the status you have in the country to which the document is to be submitted 「 Visa, Citizenship, Not relevant」

①-② Select Background Check, Citizenship Application or Visa Application.



- Those who have citizenship or visa

→ Select Background Check and fill out the field.

E.g., employment, appointment, various kinds of licenses and approvals, real estate contracts, securities, overseas investment.

- Those who must have citizenship in the country to which the Certificate will be submitted → Fill out the Citizenship Application field.

- Those who must have a visa in the country to which the Certificate will be submitted

→ Put the most similar purpose in the Visa (including permanent residence) Application field by referring to the List of Visa Application Purposes on the next page.

E.g., select the proper application purposes including tourism, business investment, resident employees, trade, professor, and accompanying.

- Applicants (Korean, Korean Nationals residing abroad, Permanent Residence)
 - ② Name in Korean registered in the family register in the past (Family Relation Register)
E.g., Put only "이창훈" when 이창훈 (in Korean), LEE PETER CHANGHOON (in English) are written on the passport.
 - ②-① Enter the surname that is on the passport in English.
 - ②-② Enter the name that is on the passport in English (including middle name for Korean nationals residing abroad)
 - ②-③ Enter the name in Chinese characters (leave blank only when the name has only Korean characters)
 - ③ Enter the name prior to any name changes (Permission for Change of Name or Standard Certificate to be attached) or nickname.
 - ④ Place of Birth: Enter the place of birth
★(application will be returned if this field is blank)
 - ⑤ Resident Registration No.: This field must be filled out or Basic Certificate to be attached
★(application will be returned if this field is blank)
 - ⑥ Alien Registration No.: Enter the address registration number for Korean nationals residing abroad
 - ⑦~⑩ Fill out without any blanks.
 - ⑪ Address in the country in which the applicant currently resides (in English)
 - ⑫ Most recent address registered in Korea
 - ⑬ Place of Permanent Registration (Place of Family Register): Do not leave blank
★(will be returned if this field is blank)
 - ⑭ Fill out the relevant fields.
 - ⑮~⑰ Fill out the fields even if parents are deceased.
- ⑱~⑳ Agree with the Privacy Notice for processing of personal information and fill out the form in the applicant's own handwriting.

※ Applicants (Korean, Korean Nationals residing abroad, Permanent Residence)

신원조사(범죄경력)증명 신청서 **한국인, 영주권자, 재외국민 건본**

APPLICATION FOR BACKGROUND CHECK (CRIMINAL RECORDS) CERTIFICATE

① 제출할 국가 / 제출할 기관 COUNTRY/AGENCY YOU WILL SUBMIT THE CERTIFICATE 미국 / 이민국		①-② 발급목적 PURPOSE OF THE CERTIFICATE		
		신원확인 FOR IDENTIFICATION	시민권 신청 FOR CITIZENSHIP	비자(영주권 등)신청 FOR VISA
①-① 제출할 국가의(<input checked="" type="checkbox"/> 비자, <input type="checkbox"/> 시민권)있음, <input type="checkbox"/> 해당없음 I HAVE A (<input type="checkbox"/> VISA, <input type="checkbox"/> CITIZENSHIP) IN THE ABOVE (①) COUNTRY. <input type="checkbox"/> NONE		시민권신청		
② 성명 FULL NAME 김 옥 연		②-③ 한자성명 CHINESE CHARACTERS 金 玉 軟		
②-① 성 SURNAME (LAST NAME) KIM		②-② 이름 GIVEN NAMES (FIRST NAME / MIDDLE NAME) MONICA OKYEON		
③ 다른(개명 전) 이름 ALIAS or BEFORE NAME 김 순 자		④ 출생지 PLACE OF BIRTH ★ CITY : 부산 COUNTRY : 한국		사진 (3 x 4cm) PHOTO
⑤ 주민등록번호 RESIDENT REGISTRATION NO. 930310-2754815 ★		생년월일 DATE OF BIRTH (DD/MONTH/YYYY) DATE : 10 MONTH/ MAR YEAR/ 1993		
⑥ 외국인등록번호 ALIEN REGISTRATION NO. ※ 거소자(재외국민)은 작성				
⑦ 성별 GENDER [] M / [<input checked="" type="checkbox"/>] F	⑧ 국적 NATIONALITY REPUBLIC OF KOREA		⑨ 직업 OCCUPATION 학생	⑩ 연락처 MOBILE PHONE NO. + 1 - 232 - 432 - 6778
⑪ 집 주소(현재 살고 있는 국가) HOME ADDRESS (IN CURRENT COUNTRY) 서울시 중랑구 신내동 131-11 시영아파트 201동 1103호				
⑫ 한국에 등록된 최종 주소지 PRESENT (LATEST) ADDRESS IN KOREA 서울시 중구 필동 123번지 현대아파트 502동 708호				
⑬ 등록기준(본적)지 PERMANENT (FIRST ALIEN REGISTRATION) ADDRESS IN KOREA ★ 부산시 영도구 청학동 234번지				
⑭ 배우자 성명 NAME OF SPOUSE 없음		⑮ 아버지 성명 NAME OF FATHER 김 기 상 (사망)		
		⑯ 어머니 성명 NAME OF MOTHER 이 아 름		
⑰ 가족사항 NAME OF FAMILY MEMBERS		관계 RELATION	생년월일 DATE OF BIRTH (DD / MONTH / YYYY)	직업 OCCUPATION
1 이 아 름		모	15 / MAY / 1941	무직
2 김 태 회		동생	30 / APR / 2002	학생
3 김 수 현		동생	22 / DEC / 2005	학생
⑱ 신원조사(범죄경력)증명서 작성을 위한 개인정보제공에 동의하고, 목적에만 사용할 것을 굳게 서약합니다. I AGREE TO PROVIDE MY PERSONAL INFORMATION FOR BACKGROUND CHECK (CRIMINAL RECORDS) AND PLEDGE TO USE THE CERTIFICATE FOR THE PURPOSE OF ISSUANCE ONLY. 첨부 ATTACHED PAPERS :				
⑲ 일 DATE: 1 / 월 MONTH: APR / 년 YEAR: 2015				
⑳ 성명 NAME 김 옥 연		㉑ 서명 SIGNATURE Okyeon KJM		

공용란 FOR OFFICIAL USE ONLY	
㉒ 개인정보 취급 및 확인자 담당공무원 확인자 신청매수: 매	㉓ 담당 경찰관서 확인란 담당 경찰관서 접수번호 :
소속 : 직위 : : 성명 서명	

INSTRUCTION :

- 반드시 **검정색** 또는 **파란색** 펜으로 작성하세요. Please fill out this form by **handwriting with black or blue ink.**
- Attach a photo(3 x 4cm) taken within the last 6 months.
- If you obtain a new passport after you departed from Korea, you should present the old passport you had in Korea.

□ List of Visa Application Purposes

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