

■ 인감증명법 시행령 [별지 제15호의4서식] <개정 2020. 2. 18.>

■ Enforcement Decree of The Personal Seal Act [Form an enclosure No. 15 4]

[] Application for the Protection of Personal Seal

[] Application for Cancelling the Protection of 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
Applicant	Name	Resident Registration No.	Nationality
	Address		Right Thumb print
	Description for Application		
Consent of a Legal Representative, Limited guardian or Adult guardian	Name	Relationship to Applicant	Personal seal or Signature
	Date of Birth		※ Attach the certificate of personal signature at the time of signing
	Address		
Confirmation of Diplomatic Mission (Consul), Prison (Prison Officer), Town Government(Civil Servant)			

I certify [] the application for the protection of the personal seal.
[] the application for cancelling the protection of the personal seal of the applicant.
[] 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)

[] Town Government(Civil Servant) (Signature or Seal)

※ Civil Servant only writes when declarant cannot visit the Town Government because of serious case

I apply for the protection of personal seal or for cancelling the protection of personal seal according to Article 17-2 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 _____

210mm×297mm[white paper (80g/m²) or middle quality paper(80g/m²)]

Notes and Instructions

1. All representatives visiting a government office and applying for the protection (or cancelling the protection) of a personal seal on behalf of an applicant who is an overseas Korean national, a person residing (visiting) abroad, or a prisoner must bring a form of identification such as a resident registration card.
2. 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.
3. Applying for the protection (or cancelling the protection) of a personal seal allows you to protect (or cancel the protection of) your personal seal by ensuring that only you or a person authorized by you can be issued the certificate of your personal seal. Describe what you are applying for in the "Description for Application" section, referring to the following examples.

[Examples]

 - ① Do not issue the certificate of personal seal to anyone but myself.
 - ② Do not issue the certificate of personal seal to anyone except myself and my spouse (name, resident registration number).
 - ③ Do not issue the certificate of personal seal to anyone except myself, my spouse (name, resident registration number), and my mother (name, resident registration number).
 - ④ The certificate of my personal seal shall only be issued at (the city/county/district/town/local government relevant to the address); do not issue at other locations of government office.
 - ⑤ Other description that is necessary for the protection or cancelling the protection of personal seal.
4. If you are not able to affix your thumbprint, affix any other fingerprint instead; the print must be neatly and clearly affixed.
5. If an overseas Korean national, a person residing (visiting) abroad, or a prisoner designates a representative to apply on his/her behalf, the applicant must receive a confirmation from one of the following organizations as applicable.
 - a. Overseas Korean national, person residing (visiting) abroad: Diplomatic mission (Consul); or
 - b. Prisoner: Prison (Prison Officer).
6. Check where appropriate to indicate whether you are applying for the protection or cancelling the protection of a personal seal. If the applicant is a minor, limited wards or adult wards, also check the legal representative • limited guardian • adult guardian section.
7. Check where appropriate to indicate whether the organization is a diplomatic mission or a prison.

Procedure

This application form will be processed as follows.

