



Alien Registration Sticker/Card



<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>

Client Legal Services provides the below information regarding USFK personnel (A-3 Visa/SOFA Status) applying for an Alien Registration Sticker or Card containing an Alien Registration Number.

An Alien Registration Sticker or Card is NOT required for USFK personnel, and obtaining one is optional. An Alien Registration Number may be useful for opening a Korean bank account, registering your lease agreement with the local Ward office, obtaining a Korean cell phone, ordering off the internet, etc. An Alien Registration Sticker or Card can only be issued for a period of one (1) year, and must be renewed prior to its expiration. There is no age limit for applying for an Alien Registration Sticker or Card. USFK personnel are exempt from any obligations incurred by other foreign nationals who possess an Alien Registration Sticker or Card.

Checklist for Obtaining an Alien Registration Sticker or Card

- Valid passport (with valid A-3 Visa/SOFA Stamp for non-active duty members)
- Clear photocopy of Sponsor’s ID card, and if applicable, Dependent’s ID Card (age 10 and older) – front and back both on same side of sheet (face on copy must be clearly recognizable).

One of the following Application Certification Memorandum (less than 30 calendar days old on appointment date):

- Original Military Assignment Certification memorandum (military personnel and their dependents)
- Original Civilian Employment Certification memorandum (DoD civilian employees and their dependents)
- Copy (regardless of date, but showing current DEROS date) USFK Form 700-19A-E & SOFA Letter of Accreditation (Invited Contractors and their dependents)

- One (1) color photo, 3cm x 4cm (Korean visa size)
- Fee: KRW 10,000 for Alien Registration Card (**otherwise no fee for Alien Registration Sticker in passport**).
- Completed ROK Ministry of Justice Form 34

The format for the Military Assignment Certification memorandum, and Ministry of Justice Application for an Alien Registration Card along with instruction on how to complete the form, is available at <http://8tharmy.korea.army.mil/sja/clientlegalsvc/>.

You may apply for an Alien Registration Sticker or Card from the below listed Immigration Offices in Seoul:

Mokdong Immigration Office
 Phone: COM (02) 2650-6211~15
 Hours: 0900 – 1800
 Mon-Fri (closed KN holidays)
 Location: Vicinity Omokgyo subway station

Sejongno Immigration Office (Sticker ONLY)
 Phone: COM (02) 732-6214
 Hours: 0900 – 1800
 Mon-Fri (closed KN holidays)
 Location: Vicinity Anguk subway station

Detailed maps with directions to the above Immigration Offices are available on the Client Legal Services public website at: <http://8tharmy.korea.army.mil/sja/clientlegalsvc/>.

The Alien Registration Sticker is issued in your passport the same day. The Alien Registration Card takes approximately three (3) weeks to process.