



# MARRIAGE IN KOREA FOR USFK PERSONNEL



## PART 1 (All USFK Military and Civilian Personnel)

If you are a U.S. service member, DoD/DoDDS civilian employee, or invited contractor (if DoD is contractually obligated to provide legal services), and plan to marry here in Korea, you will first need to ensure you have the following required documentation for you and your intended spouse:

- **Proof of U.S. Citizenship:** Original certified copy of your Birth Certificate(s), Consular Report(s) of Birth Abroad, Naturalization Certificate(s), or U.S. Passport(s).
- **Proof of Termination of any Prior Marriage(s) (if applicable):** Original certified copy of ALL divorce decree(s), annulment(s), or death certificate(s), for your previous spouse(s).
- **Written Permission to Marry from Both Parents (if either US spouse is under the age of 19):** Original notarized affidavits from both parents.
- **Certificate(s) of Local Police Background Check(s) on Your Intended Spouse**(only for foreign intended spouse of USFK Military):
  - Intended spouse's country of nationality, if present there after age 16 for 6 months or more.
  - Intended spouse's country of current residence, if present there after age 16 for 6 months or more.
  - Intended spouse's presence in any other countries, if present there after age 16 for 12 months or more.

If your intended spouse is a **Korean Citizen**, he/she must have the following required documentation:

- **Birth Certificate(s):** Original **Basic Certificate** (기본 증명서, pronounced **gi-bon jeung-myong-seo**) for the intended spouse, and of any additional family members who will be acquired by the marriage.
- **Family Relation Certificate:** Original **Family Relation Certificate** (가족관계증명서, pronounced **gajok gwan-gye jeung-myong-seo**) for spouse's parents record.
- **Marriage Relation Certificate:** Original **Marriage Relation Certificate** (혼인관계 증명서, pronounced **hon-in-kwan-kye jeung-myong-seo**) for confirmation of singleness and proof of Termination of any Prior Marriage(s)(if applicable).
- **Written Permission to Marry from Both Parents (if spouse is under the age of 19):** Original **Affidavit of International Marriage** (국제결혼선서서, pronounced **gukje gyolhon seon-seo-seo**) of either parents or legal guardians, dated within 90 days of the completed application.

If your intended spouse is a **Philippine Citizen**, he/she must have the following required documentation:

- **Original Certificate of No Impediment to Marriage**, or **Certificate of Legal Capacity to Contract Marriage**, or **Affidavit of Eligibility for Marriage**.
- **Valid Passport**.
- **Original Birth Certificate**.
- **Original Parental Affidavit of Singleness**.
- **Original Certificate from National Statistics Office of no Record of Marriage**.
- **If under age 25, Original Parent Advice**.
- **Fee:** ~ \$40.00 or ₩40,000 (cost subject to change without notice).

**NOTE: No documents released by Philippine Embassy until intended spouse views 20-minute video.**

If your intended spouse is a **Russian Citizen**, he/she must have the following required documentation:

- **Original Certificate of No Impediment to Marriage**, or **Certificate of Legal Capacity to Contract Marriage**, or **Affidavit of Eligibility for Marriage**.
- **International Passport** (must be signed).
- **Russian Passport** (or photo copy of entire passport).
- **Original Birth Certificate**.
- **Fee:** ~ ₩40,000 (cost subject to change without notice).

If your intended spouse is a **citizen from another foreign country**, you must check with the respective country's Embassy on the required documentation for an international marriage in Korea.

## PART 2 (Only for Service Members Marrying Foreign Nationals)

Before entering into an international marriage (regardless of location), service members assigned to Korea must first comply with USFK Regulation 600-240 by following specific procedures and completing specific forms (the forms are available on the USFK Homepage (<http://www.usfk.mil/usfk/>) from the "Publications/Forms" tabs, as well as on the Client Legal Services website (<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>) from the "Legal Services/Marriage Services" tabs:

- **USFK Form 163E (Pre-Marital Certification Application):** Download and complete **Section I (Personal Data of Applicant), Section II (Personal Data of Intended Spouse) to include listing ALL required and supporting documentation in Block 43 (Remarks), and Section IV (Statement of Applicant).**

### THE FOLLOWING PROCEDURES MUST BE DONE FIRST IN THE ORDER LISTED

- You must notify your chain of command of your intent to enter into an international marriage.
- You must schedule an initial counseling interview for you, and your intended spouse (unless your intended spouse is not currently in Korea **and** will not be in Korea prior to the marriage), with your battalion/squadron or equivalent level commander.
- You must schedule a second counseling interview, no earlier than 48 hours from your initial counseling interview, for you only, with your battalion/squadron or equivalent level commander, where you and your commander will complete and sign **USFK Form 166 (Affidavit of Acknowledgement).**

### THE FOLLOWING PROCEDURES MUST BE DONE NEXT IN NO PARTICULAR ORDER

- You must obtain the following certificates of local police background check(s) on your intended spouse:
  - Intended spouse's country of nationality, if present there after age 16 for 6 months or more.
  - Intended spouse's country of current residence, if present there after age 16 for 6 months or more.
  - Intended spouse's presence in any other countries, if present there after age 16 for 12 months or more.
- You must notify your local Special Security Officer and your security manager of your intent to enter into an international marriage. Your security manager must annotate appropriate entry on **USFK Form 163E, Section III.**
- You must schedule an appointment for a Chaplain pre-marital counseling session for you, and your intended spouse (unless your intended spouse is not currently in Korea **and** will not be in Korea prior to the marriage). The Chaplain must annotate appropriate entry on **USFK Form 163E, Section III.**
- You must schedule an appointment for a Judge Advocate legal pre-marital counseling session for you, and your intended spouse (unless your intended spouse is not currently in Korea **and** will not be in Korea prior to the marriage), at Client Legal Services by appointment at 738-8111 (located on USAG-Yongsan South Post, Building 4106, Room 229), and complete **USFK Form 41 (Immigration Counseling Certificate).**

**NOTE:** When bringing your intended spouse on the installation, and in the event your intended spouse does not have two forms of picture ID's, explain to the Gate Guard that your intended spouse is required to present a picture ID at the legal office, and they will allow you to substitute your driver's license for them to hold in order to issue a temporary installation pass.

- You must schedule and obtain a **Pre-Marital Medical Examination** for you at your Military Medical Treatment Facility (MTF), with the results recorded on **DD Form 2808, Report of Medical Examination** (the form is available at your MTF).
- You must schedule and obtain a **Visa Medical Examination** for your intended spouse at a designated medical facility sanctioned by the U.S. Embassy. If your intended spouse is not currently in Korea **and** will not be in Korea prior to the marriage, they must obtain a **Visa Medical Examination** at a designated medical facility sanctioned by the U.S. Embassy in the country they are residing. The intended spouse must obtain two copies of the **Visa Medical Examination** results, each copy in its own separate, sealed envelope (one copy must be provided to the service member for use by a Medical Officer in the pre-marital certification process, and one copy for the subsequent immigrant visa process). **DO NOT open the sealed envelopes.**

### THE FOLLOWING PROCEDURES MUST BE DONE LAST IN THE ORDER LISTED

- You must submit your entire packet to your **battalion/squadron or equivalent level commander**, who will complete a final review and complete **USFK Form 163E, Section V.**
- You must submit your entire packet, along with your **Pre-Marital Medical Examination**, and your intended spouse's **Visa Medical Examination (sealed envelope)**, to the **Military Medical Treatment Facility (MTF)**, where a Medical Officer will conduct a final medical sufficiency review and complete **USFK Form 163E, Section VI.** This review will be accomplished while you wait.
- You must submit your entire packet to the **USFK Administrative Law Division** (located on USAG-Yongsan Main Post, Building 2574, Room 33), where a Judge Advocate will complete a final legal sufficiency review, and complete **USFK Form 163E, Section VII.** This review will be accomplished while you wait.

- You must submit your entire packet to your appropriate **verification authority** (normally O6 level commander), who will verify that you followed regulatory procedures and your application contains the required documentation, and complete **USFK Form 163E, Section VIII**.
- The original application, with all original required documentation, will then be returned to you, and you are then authorized to proceed with the marriage process.

## PART 3 (All USFK Military and Civilian Personnel)

Marriage in Korea is a civil procedure, so a religious ceremony, while often more meaningful, does not create a legal marriage. The parties are recognized as married when certain clerical procedures are complete and the marriage is recorded in the Korean Family Relations Registration System. To proceed with the marriage process, you need to download and complete one of the following applicable documents:

- **Service Members Marrying a Foreign National: USFK Form 165 (Affidavit of Eligibility for Marriage).** The form is available from the “Publications/Forms” tabs at <http://www.usfk.mil/usfk/>, and along with specific instructions for completing the form are available from the “Legal Services/Marriage Services” tabs at <http://8tharmy.korea.army.mil/sja/clientlegalsvc/>. **DO NOT SIGN THE FORM.**
- **For Other than Service Members Marrying a Foreign National: Affidavit of Eligibility for Marriage.** The affidavit, and specific instructions for completing the affidavit are available from the “Legal Services/Marriage Services” tabs at <http://8tharmy.korea.army.mil/sja/clientlegalsvc/>. **DO NOT SIGN THE AFFIDAVIT.**

### VERIFYING YOUR ELIGIBILITY TO BE MARRIED

**NOTE:** When bringing your intended spouse on the installation, and in the event your intended spouse does not have two forms of picture ID’s, explain to the Gate Guard that your intended spouse is required to present the required picture ID at the legal office, and they will allow you to substitute your driver’s license for them to hold in order to issue a temporary installation pass.

You and your intended spouse must visit Client Legal Services (USAG-Yongsan South Post, Building 4106, Room 229) on a walk-in basis during normal duty hours (except 1130 - 1300), bringing with you all of the following original documentation:

- All **original documentation** identified in **Part 1** of this handout.
- Original **USFK Form 163E (Pre-Marital Certification Application)** completed and signed by the verification authority (only for service members marrying a foreign national).
- For service members marrying a foreign national, typed **USFK Form 165 (Affidavit of Eligibility for Marriage)**.
- For other than service members marrying a foreign national, typed **Affidavit of Eligibility for Marriage**.
- Original **Valid photo identification** for you and your intended spouse:
  - **Military ID Card and one of following for US citizens;**
    - \*Original certified copy of your **Birth Certificate(s)**,
    - \*Original **Consular Report(s) of Birth Abroad**
    - \* **Original Naturalization Certificate(s)**
    - \***U.S. Passport**
    - Korean ID Card for Korean citizens**
    - Passport for all other foreign citizens**
  - **Original Original certified copy of ALL divorce decree(s), annulment(s), or death certificate(s), for your previous spouse(s) (if applicable)**

You will be initially seen by a **Legal Assistant** who will perform the following:

- Review your **required original documentation** to ensure you have the proper original certified copies. If you are missing any of the required documentation, you will be advised of what documentation you must obtain before continuing the marriage process.
- Ensure original **USFK form 163E (Pre-Marital Certification Application)** is signed by the verification authority.
- Prepare an **Affidavit of Full Legal Name** (only if one or more of your required original documentation does not reflect your FULL legal name).
- Review your **USFK Form 165 (Affidavit for Eligibility for Marriage)**, or **Affidavit of Eligibility for Marriage**, for accuracy. An inaccurately prepared form or affidavit will be corrected during your visit.
- Provide a completed sample and/or have you complete a blank form (if available) of the appropriate **Application for Marriage (Bi-Lingual or Korean Form)**, which you must submit to the local Ward office (the form must be printed on A4 size paper). A sample on how to complete each form is available from the “Legal Services/Marriage Services” tabs at <http://8tharmy.korea.army.mil/sja/clientlegalsvc/>.
- Provide a completed sample and/or have you complete a blank form (if available) of the **Apostille request form (Korean Form)**, which you must submit to the **Korean Ministry of Foreign Affairs and Trade** or the **Korean**

**Ministry of Justice** (the form must be printed on A4 size paper). A sample on how to complete form is available from the "Legal Services/Marriage Services" tabs at <http://8tharmy.korea.army.mil/sja/clientlegalsvc/>.

- Provide you a photocopy of your Passport, Korean ID Card, or Military ID Card, for use in obtaining an Apostille.
- Provide you guidance as to the most expeditious process to meet your needs in completing the marriage and subsequent procedures.

Once your documentation has been found to be in order, you will be seen by a **Judge Advocate (military attorney)** who will perform the following:

- Have you and/or your intended spouse sign an **Affidavit of Full Legal Name** (if necessary), and the affidavit(s) will then be notarized (valid for no more than 6 months from date signed).
- Have you both sign the **USFK Form 165 (Affidavit for Eligibility for Marriage)**, or **Affidavit of Eligibility for Marriage**, and the form or affidavit will then be notarized (valid for no more than 6 months from date signed).
- Have you both sign (if available) the appropriate **Application for Marriage (Bi-Lingual or Korean Form)** in front of two witnesses, who will also sign the form (valid for no more than 6 months from date signed).

## GETTING MARRIED

You must both proceed to the local Ward office, along with all of the above documents, where your marriage will be approved and registered by an authorized Korean Government official. Any Ward office in Korea can approve and register your marriage, and there are two Ward offices in Seoul that frequently process foreign marriages:

**Jongno-gu Cheong**, which is located approximately one block behind the U.S. Embassy in downtown Seoul. Directions will be provided during your visit at Client Legal Services, and are available on our website as well. **The office is open from 9:00 AM to 6:00 PM (but recommend arriving before 5:30PM).**

- Go to the **Civil Service Office** (to your immediate right as you enter the main building) and take a number from **Number Machine 3**.

**Yongsan-gu Cheong**, which is located right outside USAG-Yongsan South Post in the vicinity of Itaewon. Directions will be provided during your visit at Client Legal Services, and are available on our website as well. **The office is open from 9:00 AM to 6:00 PM (but recommend arriving before 5:30 PM).**

- Go to the **Civil Service Office** (to your right as you enter the main building) and take a number from **Number Machine (right side of machine screen-light blue color screen)** located at **Booth 10 (DO NOT take a number from the number machine at Booth 9)**.

If you were not previously provided and completed an **Application for Marriage (Bi-Lingual or Korean Form)** at Client Legal Services:

- At **Jongno-gu Cheong**, go to the **Forms Counter (Form Slot #1)**, and get and complete an **Application for Marriage (Bi-Lingual Form)**, which may be completed in English if both of you are foreigners, and MUST be completed in Korean if either of you is a Korean citizen.
- At **Yongsan-gu Cheong**, go to the **Forms Counter (in front of Booth 11)**, and get and complete an **Application for Marriage (Korean Form)**, which MUST be completed in Korean regardless of citizenship.

**NOTE:** You will need to find two witnesses (normally two other individuals waiting to get married), and you may be asked by other couples to do the same. The Korean officials in the Civil Service Office will not act as witnesses.

Upon being called, proceed to the appropriate booth and present the following documents to the Korean official for review and processing (which will be returned to you after review):

- Appropriately completed **Korean Application for Marriage**.
- All **original documentation** identified in **Part 1** of this handout.
- Signed notarized **USFK Form 165 (Affidavit of Eligibility for Marriage)** or **Affidavit of Eligibility for Marriage**.
- Signed and notarized **Affidavit of Full Legal Name** (if applicable).
- Original **Valid identification** for you and your intended spouse:
  - **Military ID Card and one of following** for US citizens;
    - \***Original certified copy of your Birth Certificate(s)**,
    - \***Original Consular Report(s) of Birth Abroad**
    - \* **Original Naturalization Certificate(s)**
    - \***U.S. Passport**
  - **Korean ID Card** for Korean citizens
  - **Passport** for all other foreign citizens
- Original Original certified copy of **ALL divorce decree(s), annulment(s), or death certificate(s), for your previous spouse(s)** (if applicable)

**NOTE: Jongno-gu Cheong** - When neither of the marriage partners are Korean citizens, you will receive a **Korean Verification of Registration of Marriage (수리증명서, pronounced soo-ree jeung-myung-suh)** form while you wait. However, if one spouse is a Korean citizen, you will NOT receive this document, but rather receive a **Marriage Relation Certificate (혼인관계 증명서, pronounced hon-in-kwan-kye jeung-myong-seo)**, which can take up to 3 - 5 days to process. The **Marriage Relation Certificate** is similar to the **Verification of Registration of Marriage**, but is only issued if one of you is a Korean citizen.

**NOTE: Yongsan-gu Cheong** - You may initially receive a "receipt" form right away, and this receipt is NOT a valid marriage document. You must specifically ask for a **Korean Verification of Registration of Marriage**, which you will receive, regardless of citizenship, while you wait.

**Inform the Korean official if you want multiple copies** of the **Korean Verification of Registration of Marriage** (recommend 2 - 5 copies, as the procedure is challenging to obtain addition copies later, especially after you depart Korea). The cost for the **Korean Verification of Registration of Marriage** is **₩200 per original document**, and the subsequent **Marriage Relation Certificate** is **₩1,000 per original document**.

## **PART 4 (All USFK Military and Civilian Personnel)**

### **GETTING AN APOSTILLE OF YOUR MARRIAGE DOCUMENT**

You must obtain an **Apostille** of your **Korean Verification of Registration of Marriage** or **Marriage Relation Certificate** before proceeding to the Military ID Card Facility to update/register in DEERS, or be issued Military ID cards. An Apostille can be provided by **Korean Ministry of Foreign Affairs and Trade** (recommended) or the **Korean Ministry of Justice** (both co-located in the same office one block next to the Jongno-gu Ward Office), and specific directions will be provided during your visit to Client Legal Services, as well as available on our website. **Each office is open from 9:00 AM to 5:30 PM, but your application must be submitted before 2:30 PM for same day service.**

**NOTE: An Apostille issued in Korea by an authorized agency can only be issued on a Korea document, and cannot be issued on a document issued by another foreign country, or foreign Embassy here in Korea.**

**Korean Ministry of Foreign Affairs and Trade** will only do an Apostille for your **Korean Verification of Registration of Marriage** document(s) or **Marriage Relation Certificate(s)**, and the Apostille will be affixed to the back side of each document.

**Korean Ministry of Justice** will only do an Apostille for your **Korean Verification of Registration of Marriage** document(s) or **Marriage Relation Certificate(s)**, **only if notarized by a Korean Notary Office** (see next section below), and the Apostille will be affixed to the back side of the Notarized Certificate.

- You must first go to **Booth #23** (to your immediate right as you enter the main office) and purchase an **Apostille Stamp (₩1,000 each)** for each original **Korean Verification of Registration of Marriage** or **Marriage Relation Certificate** that you received. The stamps look similar to postage stamps.
- Next you must select:
  - **Number 1** (for **Korean Ministry of Foreign Affairs and Trade**) from the **Number Machine** near the entrance door.
  - **Number 2** (for **Korean Ministry of Justice**) from the **Number Machine** near the entrance door.
- Once your number is called, proceed to the appropriate booth, where you must complete (if not previously completed at Client Legal Services) an **Apostille request form** (the form is available at the booth, and we have a sample completed form on our website). Only one person is required to complete the form (**strongly recommend the spouse with a Passport, or Korean ID Card, complete the form**).
- In addition to presenting the original **Korean Verification of Registration of Marriage** documents or **Marriage Relation Certificate(s)** (and **Notarized English Translation(s)** if processing through **Ministry of Justice**) and purchased **Apostille Stamps**, the spouse completing the form must present their **Passport** (strongly recommended), **Korean ID Card**, or **Military ID Card**, for identification purposes (you can make a photocopy of your identification in advance for them, otherwise they will make a photocopy of your identification).
- Once they have accepted your paperwork, they will give you back the same number you pulled from the number machine, with the time the Apostille will be ready for pick up written in Korean, and you should have a seat for approximately 30 minutes (waiting time may vary), after which time you should check back at the same booth you were seen at (**DO NOT wait to be called**), where you'll be provided your original documents, each affixed with an **Apostille**.

## GETTING A NOTARIZED ENGLISH TRANSLATION OF YOUR MARRIAGE DOCUMENT

You must obtain a **notarized English translation(s)** of your **Korean Verification of Registration of Marriage** documents or **Marriage Relation Certificate(s)** before proceeding to the Military ID Card Facility to update/register in DEERS, or be issued Military ID cards. To obtain a notarized English translation, you may:

- Visit Client Legal Services on a walk-in basis during normal duty hours, bringing with you your original **Korean Verification of Registration of Marriage** documents or **Marriage Relation Certificate(s)**. You will be provided notarized English translation(s) free of charge.
- Visit an authorized Korean Notary Office (**only recommended if obtaining an Apostille of your documents with an English Translation**), bringing with you all copies of your original **Korean Verification of Registration of Marriage** document(s) or **Marriage Relation Certificate(s)**. You will be provided notarized English translation(s) for a fee (approximately ₩25,000 for translation, and ₩10,000 for notarization, for each document).

**NOTE: When translating your spouse's name into English, please ensure the English translation document accurately reflects your spouse's choice of the Romanized spelling (example: 이 = Yi/Lee; 연 = Yeon/Yon/Yun; 윤 = Yun/Yoon, etc.) and spacing or hyphenation of the given name (example: 연아 = Yeona/Yun-a/Yu-na/Yuna, etc.), as this spelling and spacing will be used as the legal name on all future records. Future name changes, or correction of erroneous spelling, can only be accomplished through court orders, or through the US naturalization process.**

## GETTING UPDATED/REGISTERED IN DEERS AND ISSUED MILITARY ID CARD(S)

**NOTE:** When bringing a new family member on the installation, explain to the Gate Guard that your family member is required to present two forms of identification to register in DEERS, and they will allow you to substitute your driver's license for them to hold in order to issue a temporary installation pass.

To update/register in DEERS and/or obtain new Military ID Card(s), you must proceed to the Military ID Card Facility on (USAG-Yongsan South Post, Building S4034, Room 129) which is located inside the 1st Replacement Center (across the parking lot from the Dragon Hill Lodge). You must provide the following documents:

- Korean Verification of Registration of Marriage with Apostille (unless Apostille is affixed to original Notarized English Translation).
- Notarized English Translation of Korean Verification of Registration of Marriage with Apostille (unless Apostille is affixed to original Korean Verification of Registration of Marriage).
- Two forms of identification for each family member being added to DEERS (i.e. Passport, Driver's License, Foreign ID Card, etc.). An original foreign birth certificate WITH notarized English translation is an acceptable form of ID.

**NOTE: When having your spouse's name entered into DEERS, please ensure the spelling and spacing or hyphenation of the name is reflected appropriately as only a "First Name" and/or "Middle Name", as this reflection will be used as the legal name on all future records.**

**NOTE: The DEERS system does not automatically allow the spouse to assume the sponsor's last name. The spouse's last name will be entered exactly as annotated on the notarized English translation of your Korean Verification of Registration of Marriage, unless your spouse first obtains a new passport reflecting the name change.**

## GETTING REGISTERED IN DBIDS / RATION CONTROL

As soon as your family member(s) obtain Military ID Cards, make sure you register with DBIDS (co-located in the Military ID Card Facility). Also, the Ration Control Office is located right around the corner from DBIDS, but registration for ration control may not be accomplished until approximately 4 hours after enrollment in DBIDS.

**NOTE:** Although your new family member now has proper access to the installation, you will still need to stop back at the gate and turn-in the temporary installation pass and get your ID back.

**FINAL NOTE: We want to ensure the guidance in this handout (as well as information on our website) is accurate, and presented in a format easy to understand and follow. We encourage you to provide us feedback regarding any suggested improvements, or changes in procedures by one of the local Korean offices mentioned.**

Yongsan Client Legal Services Division, Office of the Staff Judge Advocate, 8th Army  
Building 4106 (Community Services building), Room 229. Please call 738-8111 for an appointment.  
Office hours: M, Tu, W, F 0900-1630 and Th 1300-1600.