



Alien Registration Sticker/Card



<http://8tharmy.korea.army.mil/sja/legal-services/>

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

___ Completed ROK Ministry of Justice Form 34

◀ **Blank form attached with instructions in on-line version of this handout (see left column attachment listing)**

___ One (1) color photo, 3cm x 4cm Korean visa size (only if applying for card)

___ Original Valid passport (with valid A-3 Visa/SOFA Stamp for non-active duty members)

___ Clear photocopy of passport data page

___ Clear photocopy of Sponsor's ID card – front and back both on same side of sheet (face on copy must be clearly recognizable)

___ Clear photocopy of family member's ID Card, age 10 and older (if family member applying) – 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 (for dependents of military personnel)

◀ **Sample completed format attached in on-line version of this handout (see left column attachment listing)**

___ Original Civilian Employment Certification memorandum (for DoD civilian employees and their dependents)

___ Copy (regardless of date, but showing current DEROS date) USFK Form 700-19A-E & SOFA Letter of Accreditation (for Invited Contractors and their dependents)

You **MUST** apply for an Alien Registration Sticker or Card from the Immigration Office having jurisdiction over your physical resident location, and appointments are required online at http://www.hikorea.go.kr/pt/main_en.pt. Below are the Immigration Offices in Seoul:

Mokdong Immigration Office

Phone: COM 1345

Hours: 0900 – 1800

Mon-Fri (closed KN holidays)

Location: Vicinity Omokgyo subway station

Sejongno Immigration Office (Sticker ONLY)

Phone: COM 1345

Hours: 0900 – 1800

Mon-Fri (closed KN holidays)

Location: Vicinity Anguk subway station

◀ **Detailed subway directions to the Seoul Sejongno and Mokdong Immigration Offices are attached in on-line version of this handout (see left column attachment listing)**

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



PLEASE STOP BY YOUR LEGAL OFFICE IF YOU NEED FURTHER ASSISTANCE

