



**Legal Information Paper
Office of the Staff Judge Advocate
19th ESC and Area IV**



**USFK International Marriage Procedure for
Service Members on Camp Henry or Camp Walker.**

1. **BLUF:** Soldiers must follow a 15-step process to obtain a valid U.S. marriage to a non-U.S. citizen while stationed in the Republic of Korea (ROK).
2. **References:**
 - a. USFK Regulation 600-240, International Marriages (hereinafter USFK 600-240).
 - b. Camp Henry Client Legal Services Marriage Packet.
3. **Purpose:** A Service Member will complete 15 steps to satisfy the marriage requirements. An O-6 level commander must verify that the requirements have been met. These steps are outlined in USFK 600-240, Appendix L.
4. USFK 600-240 is a punitive regulation and Service Members who violate its requirements may be subject to administrative or UCMJ action.
5. The steps are as follows:
 - ____ (1) The Soldier informs his or her battalion-level commander of his or her intent to marry a foreign national.
 - ____ (2) First counseling with battalion-level commander with intended spouse present. Counseling guidance can be found in USFK 600-240, Appendix I.
 - ____ (3) Second counseling with battalion-level commander without intended spouse present. At this time, the Soldier signs **USFK Form 166, Affidavit of Acknowledgment** (USFK 600-240, Appendix E).
 - ____ (4) The Soldier notifies S-2 (763-4455) of intent to marry a foreign national. S-2 may conduct a background check on the foreign national. The security officer signs Section III of **USFK Form 163E** (USFK 600-240, Appendix A).
 - ____ (5) The Soldier and intended spouse attend pre-marriage counseling with unit Chaplain on Camp Walker (764-4498). The Chaplain signs Section III of **USFK Form 163E** (USFK 600-240, Appendix A).
 - ____ (6) The Soldier and intended spouse attend pre-marriage counseling with a Camp Henry Legal Assistance Office attorney (763-4423) on the potential spouse's status under U.S. immigration laws. The Soldier and the attorney sign **USFK Form 41** (USFK 600-240, Appendix B) at this time.
 - ____ (7) Medical examination of the Soldier and the future spouse. The Soldier will be examined at the Camp Walker Medical Center (737-2273). The Soldier's intended spouse will go to an approved off-post medical center in Seoul or Pusan (a list is provided by the Camp Henry Legal Assistance Office, 763-4423, in the marriage packet). USFK 600-240, Appendix G has more information.

____ (8) The Soldier compiles the marriage packet with all forms and relevant documents (see USFK 600-240, 2-2(i) for the list of required documents) and submits the packet to the Soldier's battalion-level commander for review.

____ (9) Battalion-level commander reviews the packet to confirm it is complete. If the packet is complete, the battalion-level commander signs Section V of **USFK Form 163E** (USFK 600-240, Appendix A). The battalion-level commander forwards the packet for a final medical sufficiency review and legal sufficiency review.

____ (10) The Soldier takes the packet to a U.S. Forces Medical Officer at the Camp Walker Medical Center (737-2273) for the final medical sufficiency review. The medical officer signs Section V of **USFK Form 163E** (USFK 600-240, Appendix A).

____ (11) The Soldier will take the packet to the Camp Henry OSJA Administrative Law Office (763-4437) for the final legal sufficiency review. An attorney will sign Section V of **USFK Form 163E** (USFK 600-240, Appendix A).

____ (12) The Soldier's O-6 level commander will verify that all signatures are present on page 5 of **USFK Form 163E** and sign Section V of USFK Form 163E (USFK 600-240, Appendix A).

____ (13) The Soldier and intended spouse bring their completed forms to the Camp Henry Legal Assistance Office. The attorney present will verify all signatures and then sign and notarize **USFK Form 165**. The Camp Henry Legal Assistance Office (763-4423) will prepare Korean-language documents for the Soldier to submit to the local Korean Ward Office, which is the Namgu Ward Office in Daegu. The Camp Henry Legal Assistance Office (763-4423) will provide the Ward Office's information.

____ (14) For the marriage to be valid in Korea, the Soldier and intended spouse must take the completed packet to the Namgu Ward Office. When that office has processed the packet, the marriage is valid in Korea.

____ (15) The Soldier submits a petition for an immigrant relative to the Department of Homeland Security. After the petition is approved, the Soldier submits an immigrant visa application with the Department of State. The Camp Henry Legal Assistance Office (763-4423) will assist with both of these submissions.

6. U.S. Recognition: The Soldier and new spouse can request an apostille to have the marriage recognized in the U.S., and an apostille can be obtained at the Ministry of Justice or Ministry of Foreign Affairs in Seoul. The Camp Henry Legal Assistance Office (763-4423) will assist with this step.