



# MARRIAGE IN KOREA FOR USFK PERSONNEL

## (USFK Service Member to Foreign National)



Service Members assigned to USFK (except for Service Members attached to the U.S. Embassy and JUSMAG-K) must comply with the requirement outlined in USFK Regulation 600-240. "Assigned", includes Service Members departing this command who have not yet signed in to their gaining command (i.e. in-country leave ICW PCS). This regulation is punitive and must be followed regardless of where the marriage actually takes place.

## PART 1 (Required Documents)

### For a USFK Service Member:

- **Proof of U.S. Citizenship:** Original certified copy of your Birth Certificate, Consular Report of Birth Abroad, Naturalization Certificate, or U.S. Passport.
- **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).

### For a Korean citizen intended spouse:

- **Birth Certificate(s) (Detailed version):** Original **Basic Certificate** (기본 증명서(상세), pronounced **gi-bon jeung-myong-seo(Sangse)**) for the intended spouse, and of any additional family members who will be acquired by the marriage.
- **Family Relation Certificate) (Detailed version):** Original **Family Relation Certificate** (가족관계증명서(상세), pronounced **gajok gwan-gye jeung-myong-seo(Sangse)**) for spouse's parents record.
- **Marriage Relation Certificate) (Detailed version):** Original **Marriage Relation Certificate** (혼인관계증명서(상세), pronounced **hon-in-kwan-kye jeung-myong-seo(Sangse)**) 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.
- **Valid Passport**

### For a Philippine citizen intended spouse:

- **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:** ~ \$75.00 or 100,650 KRW (cost subject to change without notice).

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

### For any other foreign national intended spouse:

You must check with the respective country's **Embassy** on the required documentation for an international marriage in Korea. The name and type of documents may vary depending on the country, but the basic documents should include:

- **Original Birth Certificate**
- **Original Singleness Certificate**
- **Valid Passport**

## For all foreign national intended spouse(s):

- **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.
  - Child's Birth Certificate(if applicable)
- **Copy of Intended Spouse's Immigration Visa Medical Examinations (in sealed envelope)** at a designated hospitals (<http://www.ustraveldocs.com/kr/kr-iv-medicalexams.asp>)
- **Child's Birth Certificate (if applicable)**

**Note: All foreign language documentation is required to be translated and notarized.**

**If your intended spouse's nationality is not allowed on post, you must request exception in advance to Directorate of Emergency Services (DES)**

## PART 2 (Related USFK Forms)

All forms are available on the Eighth Army Homepage (from the "USFK Forms" tab) at ([http://8tharmy.korea.army.mil/g1\\_AG/Programs\\_Policy/Publication\\_Records\\_Forms.htm](http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm)), as well as on the Client Legal Services website (<http://8tharmy.korea.army.mil/sja/legal-services/>) from the "Legal Services/Marriage Services" tabs:

- **USFK Form 166 (Affidavit of Acknowledgement)**
- **USFK Form 41 (Immigration Counseling Certificate)**
- **USFK Form 163E (Pre-Marital Certification Application)**
- **USFK Form 165 (Affidavit of Eligibility for Marriage)**

## PART 3 (13 Steps for Internal Process)

- **Step 1:** Service Member informs chain of command of intent to marry.
- **Step 2:** First counseling with Battalion/Squadron or equivalent level Commander (with potential spouse).
- **Step 3:** Second counseling with Battalion/Squadron or equivalent level Commander (without potential spouse), and completion of **USFK Form 166**.
- **Step 4:** Service member notifies Security Officer (S2) (All potential spouses obtain a background check), and completion of **USFK Form 163E (Section III - Unit Security Officer)**.
- **Step 5:** Pre-marriage counseling with a Chaplain (with potential spouse), and completion of **USFK Form 163E (Section III-Chaplain)**.
- **Step 6:** Pre-marriage counseling with a Legal Officer (with potential spouse), and completion of **USFK Form 41**.
- **Step 7:** Medical examination:
  - Service member (DD Form 2808)
  - Potential spouse immigration visa medical at a designated hospitals (<http://www.ustraveldocs.com/kr/kr-iv-medicalexams.asp>)
- **Step 8:** Submit marriage packet to Battalion/Squadron or equivalent level Commander for review.
- **Step 9:** Battalion/squadron or equivalent level Commander reviews packet, and completion of **USFK Form 163E (Section V)**.
- **Step 10:** Final medical Sufficient Review with TMC, and completion of **USFK Form 163E(Section VI)**.
- **Step 11:** Final legal sufficiency review at Administrative Law Division, and completion of **USFK Form 163E(Section VII)**. 8<sup>th</sup> Army Administrative Law Division is located in 8A HQ building.
- **Step 12:** Verification officer (O6 level commander) verifies the packet, and completion of **USFK Form 163E(Section VIII)**.
- **Step 13:** Service member, along with intended spouse, brings **completed USFK Form 163** to the local Legal Assistance Officer for preparation and notarization of **USFK form 165**, at which time further guidance will be provided.

**Note: USFK Form 165 must be signed in front of a notary officer. DO NOT SIGN THE FORM IN ADVANCE.**

## PART 4 (Marriage Registration)

Since you are in Korea, you will be married under the laws of Korea. Marriage in Korea is a civil procedure, so a religious ceremony does not create a legal marriage.

You must both proceed to a local Ward office, and any Ward office in Korea can approve and register your marriage. The closest Korean District Ward from Camp Humphreys is Paengseong Town Office (팽성읍사무소).

### Marriage with Korean citizen:

Below are the required documents:

- Completed USFK Form 165 (Affidavit of Eligibility for Marriage)
- Korean translation of USFK Form 165
- Marriage application Form (혼인신고서) completed in Korean Language
- Passport or Original Birth Certificate(with Koran Translation) of USFK Personnel
- Original Certified Copy of Divorce Decree (if applicable)
- Korean ID card of Korean citizen intended spouse
- If one spouse is a Korean citizen, **Marriage Relation Certificate** and **Verification of Registration of Marriage** can be a marriage certificate, which can take up to a week to process.

Fee: **Marriage Relation Certificate** - 1,000 KRW per copy  
**Verification of Registration Marriage** - 200 KRW per copy

### Marriage with Non-Korean Citizen:

Recommend you to go to Jongro Ward Office (종로구청) in Seoul, as they accept Bi-lingual version application forms.

- Completed USFK Form 165 (Affidavit of Eligibility for Marriage)
- Korean translation of USFK Form 165
- Marriage application Form-Bi-lingual version (혼인신고서)
- Passport or Original Birth Certificate(with Korean Translation) of USFK Personnel
- Original Certified Copy of Divorce Decree (if applicable)
- Passport of Foreign Intended Spouse
- Supporting docs for foreign intended spouse (ask further details to each Embassy) with Korean Translations

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) in same day.

Fee: **Verification of Registration Marriage** - 200 KRW per copy

## PART 5 (Getting an Apostille of your Marriage Certificate)

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 your spouse in DEERS, or for your spouse to be issued a military ID card. An Apostille can be provided by the **Korean Ministry of Foreign Affairs and Trade** on original documents without English translation; or by the **Korean Ministry of Justice** on original documents with English translation/notarization from a Korean Notary Office. Specific directions will be provided during your visit to Client Legal Services, and are available on our website as well.

**NOTE: Same day service is available for the document submitted before 1430.**  
**An Apostille issued in Korea 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.**

Fee: **Revenue Stamp for Apostille** – 1,000 KRW per copy

**\*\* If you want to use translation/notarization service at Client Legal Services on Camp Humphreys, please get an apostille from Korean Ministry of Foreign Affairs first, as translation services is available only for marriage certificates with an apostille attached.**

## **PART 6 (Getting Updated/Registered IN DEERS and Issued Military ID Card/ DBIDS / Ration Control)**

To be registered in DEERS, below are required;

- Original Marriage Certificate (translated/notarized/authenticated (apostille))
- Spouse's Valid Passport
- Spouse's Photo ID (Such as Residence Card or Drivers' License)-translation/verification required if not in English.(Ask for assistance at the Legal Assistance Office).

In USAG Humphreys, all above are available at 1<sup>st</sup> floor of One Stop Building (P6400).

**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.**

## **PART 7 (Immigration Visa for Spouse)**

**U.S. Embassy Seoul may accept filing of the Form I-130, Petition for Alien Relative, filed by qualified U.S. military service members for any immediate relative case, when active duty military service member is stationed permanently at a military base in Korea.**

After getting married, USFK Service Member should file an I-30 Petition for Alien Relative to Immigration Visa Section in US Embassy.

<https://www.uscis.gov/i-130>

Once the petition is approved, submit an immigrant visa application with Immigration Visa Section in US Embassy.

<http://www.ustraveldocs.com/kr/index.html>

**The US Embassy's video clips for each steps for immigration visa in above case is posted on the Client Legal Services website (<http://8tharmy.korea.army.mil/sja/legal-services/>) from the 'Immigration Services' tabs.**

**\*\*\*If the petition is based on marriage to a U.S. military member who was stationed in Korea at the time of marriage, the petitioner should also include a copy of the completed USFK Form 163E, which should have been completed prior to marriage in accordance with USFK Regulation 600-240.**

### **FINAL NOTE:**

**\*If you plan to get married in other country or if your marriage is not in above circumstance, please visit Client Legal Services for more information.**

**\*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.**

USAG Humphreys Client Legal Services Division, Office of the Staff Judge Advocate, Eighth Army  
One Stop Building (P6400), 3rd Floor, Room R301, DSN 757-2617/2618