

■ 인감증명법 시행령 [별지 제15호의4서식] <개정 2020. 2. 18.>

■ Enforcement Decree of The Personal Seal Act [Form an enclosure No. 15 4]

[] Application for the Protection of Personal Seal

[] Application for Cancelling the Protection of Personal Seal

※ Fill out this form and check where appropriate according to the instructions on the back of the form.

(Front)

Application No.	Date	Processing Time	Immediate
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Applicant	Name	Resident Registration No.	Nationality
	Address		Right Thumb print
	Description for Application		

Consent of a Legal Representative, Limited guardian or Adult guardian	Name	Relationship to Applicant	Personal seal or Signature
	Date of Birth		※ Attach the certificate of personal signature at the time of signing
	Address		

Confirmation of Diplomatic Mission (Consul), Prison (Prison Officer), Town Government(Civil Servant)

I certify [] the application for the protection of the personal seal.
[] the application for cancelling the protection of the personal seal of the applicant.
[] the consent of a legal representative • limited guardian • adult guardian.

Date _____ (YYYY/MM/DD)

[] Diplomatic Mission (Consul) (Signature or Seal)
[] Prison (Prison Officer) (Official Seal) (Signature or Seal)
[] Town Government(Civil Servant) (Signature or Seal)

※ Civil Servant only writes when declarant cannot visit the Town Government because of serious case

I apply for the protection of personal seal or for cancelling the protection of personal seal according to Article 17-2 of the Enforcement Decree of the Seal Imprint Certification Act.

Date _____ (YYYY/MM/DD)

Applicant: (Signature or Seal)

Representative: (Signature or Seal)

Resident Registration No.:

Address:

For the Head of the City/County/District/Town/Local Government of _____

210mm×297mm[white paper (80g/m²) or middle quality paper(80g/m²)]

Notes and Instructions

1. All representatives visiting a government office and applying for the protection (or cancelling the protection) of a personal seal on behalf of an applicant who is an overseas Korean national, a person residing (visiting) abroad, or a prisoner must bring a form of identification such as a resident registration card.
2. For resident registration number: If you are an overseas Korean national and do not have a resident registration number, enter your passport number; if you are a foreigner, enter your alien registration number; and if you are a registered domestic resident, enter your domestic residence report number.
3. Applying for the protection (or cancelling the protection) of a personal seal allows you to protect (or cancel the protection of) your personal seal by ensuring that only you or a person authorized by you can be issued the certificate of your personal seal. Describe what you are applying for in the "Description for Application" section, referring to the following examples.

[Examples]

 - ① Do not issue the certificate of personal seal to anyone but myself.
 - ② Do not issue the certificate of personal seal to anyone except myself and my spouse (name, resident registration number).
 - ③ Do not issue the certificate of personal seal to anyone except myself, my spouse (name, resident registration number), and my mother (name, resident registration number).
 - ④ The certificate of my personal seal shall only be issued at (the city/county/district/town/local government relevant to the address); do not issue at other locations of government office.
 - ⑤ Other description that is necessary for the protection or cancelling the protection of personal seal.
4. If you are not able to affix your thumbprint, affix any other fingerprint instead; the print must be neatly and clearly affixed.
5. If an overseas Korean national, a person residing (visiting) abroad, or a prisoner designates a representative to apply on his/her behalf, the applicant must receive a confirmation from one of the following organizations as applicable.
 - a. Overseas Korean national, person residing (visiting) abroad: Diplomatic mission (Consul); or
 - b. Prisoner: Prison (Prison Officer).
6. Check where appropriate to indicate whether you are applying for the protection or cancelling the protection of a personal seal. If the applicant is a minor, limited wards or adult wards, also check the legal representative • limited guardian • adult guardian section.
7. Check where appropriate to indicate whether the organization is a diplomatic mission or a prison.

Procedure

This application form will be processed as follows.

