



MINISTRY OF JUSTICE
KOREA IMMIGRATION SERVICE

**Korea Immigration Service
Ministry of Justice**

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The Ministry of Justice of the Republic of Korea presents its compliments to all the Diplomatic Missions based in the Republic of Korea and has the honour to convey the following information regarding General Obligations of aliens residing in Korea, including the obligation to Report Changes in Alien Registration Matters under the Immigration Act of the Republic of Korea.

Under Article 35 of the Immigration Act of the Republic of Korea, registered aliens are required to report changes in Alien Registration Matters, including his/her Name, Gender, Date of Birth, Nationality, Passport Number, Date of Issue, Expiry Date, to the Chief of the Immigration Office having jurisdiction over the place of sojourn within 14 days and in accordance with Article 100 of the Immigration Act, administrative fines of less than 1 million KRW are imposed for violations of the provision of the Act.

The mandatory reporting period is calculated starting 30 days after the issue date of a passport, taking into consideration that there exists difference between the passport issue date and the collection date when aliens' passports are re-issued or renewed while staying in Korea. Thus, the period of imposing fines is calculated starting 44 days after the issue date of a new passport.

Report of Changes in Alien Registration Matters can be made through e-Application services at www.hikorea.go.kr, or Civil Petitions by Fax services (1577-1346), as well as by making in-person visits to the jurisdictional immigration offices. Required documents for Report of Changes are copies of a new passport and an alien registration card. For further inquiries and assistance, please contact the Immigration Contact Center (☎1345).



Additionally, under Article 36 of the Immigration Act, registered aliens are required to report a change in place of stay, to either the office of Si · Gun · Gu, the office of Eup · Myeon · Dong, or the Immigration Office having jurisdiction over the new place of residence within 14 days from the change.

Also, under Article 23 of the Immigration Act, aliens born in the Republic of Korea should obtain Status of Stay within 90 days from the date of his/her birth, by filing an application to the Immigration Office having jurisdiction over the place of residence.(Family members can file an application on behalf of the child born in Korea, with a proper certificate of family relations issued by a consul.)

The Ministry of Justice kindly requests the esteemed Diplomatic Missions to inform the nationals of the respective home country residing in Korea as registered aliens about the aforementioned information when they visit missions so as to prevent them from violating the Immigration Act of the Republic of Korea.

The Ministry of Justice of the Republic of Korea avails itself of this opportunity to renew to all the Diplomatic Missions in the Republic of Korea the assurances of its highest consideration.

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Ministry of Justice
Republic of Korea

All the Diplomatic Missions
in the Republic of Korea