

International Marriage Checklist

Application Documents – Service Member	Completed	Legal Office Review
USFK Form 163E – Pre-marriage Certification Application		
USFK Form 166 – Affidavit of Acknowledgement		
USFK Form 41 – Immigration Counseling Certificate		
Proof of Citizenship for the Service member (e.g., valid Passport, Birth Certificate, Consular Report of Birth Abroad, or Naturalization Certificate of Citizenship)		
A Report of Medical Examination of the Service member signed by a U.S. Forces Medical Officer ¹ Recorded on DD Form 2808 (on Base)		
Proof of termination of any prior marriages (an original or certified copy of divorce decree, annulment or death – must bear the seal of the court or other agency granting the divorce)		

Application Documents – Intended Spouse	Completed	Legal Office Review
Both proof of Current citizenship and also birth certificate		
Certificate(s) of local police background check(s) ²		
SAC or NAC equivalent ³ IF you have a TS Clearance. (Memo from Security Manager or DISS Screenshot accepted)		
Endorsement by a U.S. Forces Medical Officer indicating that the intended non-US citizen spouse has completed an appropriate health assessment. Will be provided by one of the hospitals listed on page 2 and will be provided to a medical officer on base SEALED for review.		
One Original of one of the following: Certificate of No Impediment to Marriage; OR Certificate of Legal Capacity to Contract Marriage; OR Affidavit of Eligibility for Marriage; OR Certificate from National Statistics of no Record of Marriage		
Parent Advice (<i>differs from country to country, please contact 51 FW/JA</i>)		

Once Application is Approved	Completed
Review and Notarize USFK Form 165 <i>after</i> USFK Form 163E is completed by Verification Authority (O-6 Level Chiefs of Staff, Wing, Center, and Group Commanders, effective 3 June 2024)	

You will undergo a pre-marriage medical examination including serology testing for HIV, Syphilis, Hepatitis B (HBsAg and HBcAb) and a tuberculin skin test. Results will be recorded on DD Form 2808, Report of Medical Examination.

² It is highly recommended to request a “red ribbon” for the local background investigation early in the application process in order to reduce costs and save time. A local police background check is required for any place your intended spouse has lived for over 1 year after the age of 16

³ If you have a Sensitive Compartmented Information clearance, a National Agency Check equivalent *may* be required on your intended non-U.S. citizen spouse. Check with your SSO to verify. Plan for the NAC equivalent to take at least 6 months, and will serve as the background investigation (USFK 600-240, para 2-2.d). Proof of this check must accompany your application for marriage. Regardless, you must still provide a local police background check for your intended spouse.

Obtain Korean Marriage Certificate ⁴	
---	--

⁴ Document will need to be authenticated with an Apostille from the Public Service Office, Diplomatic Center in Seoul; it must also be translated into English and notarized.
All documents should be paced in a binder. NO LOOSE PAPERS WILL BE ACCEPTED.

MEDICAL EXAMINATION: All applicants must complete a medical exam at one of the following authorized hospitals

- Gangnam Severance Hospital (Visa Medical Center): Online Reservation (Korean language only) at gs.iseverance.com, Phone 02-2019-1209, Dogok-ro 235, Gangnam-gu, Seoul (Visa Medical Center, 1st floor)
- Saint Mary's Hospital: Online Reservation (Korean language only) at cmcsungmo.or.kr, Phone 02-3779-1521, 63 Ro 10, Youngdeungpo-gu, Seoul
- Seoul National University Hospital: Phone 02-2072-4918, Daehak-ro 101, Jongno-gu, Seoul
- Severance Hospital: Online Reservation (Korean language only) at sev.iseverance.com, Phone 1599-1004, Yonsei-ro 50-1, Seodaemun-gu, Seoul
- Haeundae Paik Hospital: Phone 051-797-0369, Haeundae-ro 875, Haeundae-gu, Pusan

PRE-MARITAL CERTIFICATION APPLICATION

For use of this form, see USFK Reg 600-240; the proponent agency is USFK J1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY : Title 10, U.S.C. 3013, 5013, 8013
PRINCIPAL PURPOSE : To ensure that the Service member has the necessary information to make an informed decision before entering into an international marriage and comply with U.S. and host nation law.
ROUTINE USES : Information will be used for ensuring the Service member has all the information necessary to make an informed decision and is complying with U.S and host nation law.
DISCLOSURE : Disclosure of information is voluntary; failure to give this information may result in **delay in satisfying the requirements of USFK REG 600-240 prior to marriage.**

INSTRUCTIONS

1. The following supporting documents, as applicable, must be obtained by the Service member and submitted with the application:
 - a. Notarized statement of consent of the parent or legal guardian responsible for the custody of an intended spouse who is below the legal age to marry without such consent in the nation or locality where the marriage is to take place.
 - b. Notarized statement of consent of the parent or legal guardian for the custody of the applicant if under legal age.
 - c. Final divorce decree, annulment or other satisfactory documentary evidence of the termination of any past marriage by divorce, annulment, or death. Copy submitted must be certified or true copy issued by the proper governmental agency or official having custody of such records.
 - d. Birth certificates of the Service member and intended spouse and their dependents. Copies submitted must be certified or true copies issued by the proper governmental agency or official having custody of such records.
 - e. Such other documents as may be required by the commander in order to verify compliance with USFK REG 600-240.
2. When there is not enough space under any item to enter the needed information, reference Section III, "Remarks" and continue information there. Section III, "Remarks" will contain a cross reference to the item being continued. More sheets may be added as needed and should be properly named.

SECTION I - PERSONAL DATA OF APPLICANT

1. APPLICANT (Last name, first name, middle name)		2. SOCIAL SECURITY NUMBER	
3. GRADE	4. ROTATION DATE	5. ETS	
6. COMPLETE MILITARY ADDRESS (Include ZIP code)		7. LEGAL RESIDENCE (Number, Street, City, State, ZIP code, Country)	
8. PLACE OF BIRTH (City, State, Country)		9. DATE OF BIRTH (YYYYMMDD)	
10. CITIZENSHIP		11. NUMBER OF DEPENDENTS	
12. PLACE WHERE MARRIAGE CEREMONIES WILL TAKE PLACE (City, Country)		13. APPROXIMATE DATE MARRIAGE WILL TAKE PLACE	
14. PAST MARRIAGES			
FORMER SPOUSE NAME	DATE TERMINATED	REASON	
15. DEPENDENTS OF APPLICANT			
NAME	DATE OF BIRTH	RELATIONSHIP	ADDRESS (include ZIP Code)

(Complete item 16 if applicant is an E-4 or below with 2 years or less of service)					
16. I have enough funds and/or negotiable assets to pay, if necessary, for transportation to the United States, lodging, food, and other needs for my intended spouse and any other family members. I understand that this need must be met to make sure that my intended spouse and other family members will not become a public charge of the United States Government. I certify that the contents of this form are accurate and complete and understand that knowingly falsifying this document will result in punishment under applicable provisions of the UCMJ.					
SIGNATURE OF APPLICANT		ORGANIZATION		DATE (YYYYMMDD)	
SECTION II - PERSONAL DATA OF INTENDED SPOUSE					
17. INTENDED SPOUSE (Last name, first name, middle name, Maiden name)					
18. PRESENT ADDRESS (include ZIP Code)			19. LEGAL ADDRESS (Permanent address and ZIP Code)		
20. DATE OF BIRTH		21. PLACE OF BIRTH		22. CITIZENSHIP	
23. PAST MARRIAGES OF INTENDED SPOUSE					
FORMER SPOUSE NAME		DATE TERMINATED		REASON	
24. DEPENDENTS OF INTENDED SPOUSE					
NAME	DATE OF BIRTH	PLACE OF BIRTH	RELATIONSHIP	ADDRESS (Include ZIP Code)	
(Complete items 25 thru 42 if intended spouse has not been lawfully admitted in the United States for permanent residence)					
25. NAME as it appears in passport or official documents, such as birth certificate or government-issued ID card					
26. NAME AND ADDRESS OF PRESENT EMPLOYER			27. PASSPORT NUMBER AND PLACE OF ISSUE		
			28. ID NUMBER AND PLACE OF ISSUE (if applicable)		
29. DATES AND PLACES OF RESIDENCE (Since 16 years of age with inclusive dates)					
FROM (YYYYMMDD)	TO (YYYYMMDD)	NUMBER AND STREET	CITY	STATE	COUNTRY
30. HAS INTENDED SPOUSE EVER BEEN CONVICTED OF ANY CRIMES OTHER THAN MINOR TRAFFIC VIOLATIONS: (If "YES" give full details)					

31. FATHER'S NAME (Last name, first name, middle name)		
32. PRESENT ADDRESS (Include ZIP Code)		33. LEGAL ADDRESS (Permanent address; include ZIP Code)
34. DATE OF BIRTH	35. PLACE OF BIRTH	36. CITIZENSHIP
37. MOTHER'S NAME (Last name, first name, middle name, Maiden name)		
38. PRESENT ADDRESS (Include ZIP Code)		39. LEGAL ADDRESS (Permanent address; include ZIP Code)
40. DATE OF BIRTH	41. PLACE OF BIRTH	42. CITIZENSHIP
43. REMARKS (This space is the continuation of information needed in other items where there is no enough space.)		
SECTION III. COMMAND OR STAFF CHAPLAIN COORDINATION		
I certify that counseling has been provided:		
Date:	Grade:	Signature of Chaplain <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
UNIT SECURITY OFFICER COORDINATION		
Date:	Grade:	Signature of Security Officer <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

SECTION IV - STATEMENT OF APPLICANT (Check pertinent paragraphs)

- ☐ 1. I have read and understand USFK REG 600-240.
- ☐ 2. I ☐ am ☐ am not related to my intended spouse by blood.
(If yes, show degree of relationship) _____
- ☐ 3. I have arranged to provide for my intended spouse's dependents to make sure they do not become public charges of the United States or governmental agencies of any other country within the foreseeable future.
- ☐ 4. I understand the United States is not obligated to transport my spouse and other dependents to the United States except as provided in current U.S. Armed Forces directives.
- ☐ 5. I understand travel in connection with leave to and from the country where the marriage is to take place is my responsibility. It will be at no expense to the U.S. Government.
- ☐ 6. I have investigated the conditions which must be met for my intended spouse and other dependents who are not lawful permanent residents of the United States, to gain entry into the United States for permanent residence. I am ready to request such entry for my intended spouse and family members. I understand it is my responsibility to apply for an immediate relative or preference category visa after the marriage. I have all documents needed for completing Immigration and Naturalization Service Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa).
- ☐ 7. I understand verification of this application will not result in my intended spouse and other dependents being granted an immigration visa. Also, I understand, even if a visa is granted, there is no certainty that admittance to the United States will be granted at the port of entry. Further, I understand the Commissioner of Immigration and Naturalization makes the final decision on entry.
- ☐ 8. My intended spouse and other dependents have a valid passport(s) or will have them in time for processing of visa application(s).
- ☐ 9. My intended spouse and other dependents have obtained any necessary exit permit(s). (if applicable).
- ☐ 10. I will comply with the local laws and requirements of the country in which the marriage will take place.
- ☐ 11. Entrance into the United States or its territory is not contemplated by my intended spouse and other dependents for the following reasons:

- ☐ 12. If my intended spouse or I decide not to marry, prior to receipt of application verification, I will inform my commander at once so that processing of this application may be stopped.
- ☐ 13. I understand that marriage to a non-U.S. citizen may result in reduction or loss of security clearance.
- ☐ 14. A list of attachments are contained in SECTION III - Remarks

I SWEAR OR AFFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE (YYYYMMDD)

GRADE

SIGNATURE OF APPLICANT

NOTICE: THE LAW PROVIDES FOR SEVERE PENALTIES WHICH INCLUDE FINE AND IMPRISONMENT FOR THE WILLFUL SUBMISSION OF ANY STATEMENT OR EVIDENCE OF A MATERIAL FACT, KNOWING IT TO BE FALSE

SECTION V - ACTION OF APPLICANT'S BATTALION / SQUADRON OR EQUIVALENT LEVEL COMMANDER

1. THE APPLICANT ☐ HAS ☐ HAS NOT BEEN COUNSELED BY A MILITARY CHAPLAIN.
2. THE APPLICANT ☐ HAS ☐ HAS NOT BEEN BRIEFED BY A LEGAL OFFICER.
3. THE APPLICANT ☐ HAS ☐ HAS NOT BEEN EXAMINED AND COUNSELED BY A MEDICAL OFFICER.
4. THE INTENDED SPOUSE ☐ HAS ☐ HAS NOT BEEN EXAMINED BY A MEDICAL PROFESSIONAL.
5. I ☐ HAVE ☐ HAVE NOT VERIFIED FROM THE APPLICANT'S OFFICIAL MILITARY PERSONNEL RECORDS AND FINANCE RECORDS THAT HE OR SHE IS NOT PRESENTLY MARRIED.
6. I ☐ HAVE ☐ HAVE NOT DISCUSSED WITH THE APPLICANT HIS/HER FINANCIAL OBLIGATIONS IN CONNECTION WITH THE PROPOSED MARRIAGE. HE/SHE HAS SATISFIED ME THAT ADEQUATE ARRANGEMENTS HAVE OR CAN BE MADE FOR THE SUPPORT OF HIS/HER INTENDED SPOUSE.
7. I ☐ HAVE ☐ HAVE NOT VERIFIED THAT THE APPLICANT SATISFIED ALL THE PRE-MARITAL REQUIREMENTS AS SPECIFIED IN USFK REG 600-240.

DATE (YYYYMMDD)

NAME AND GRADE OF BATTALION / SQUADRON OR EQUIVALENT LEVEL COMMANDER

SIGNATURE

SECTION VI - FINAL MEDICAL SUFFICIENCY REVIEW

1. THE APPLICANT ☐ HAS ☐ HAS NOT COMPLETED A PRE-MARITAL EXAMINATION IN ACCORDANCE WITH APPENDIX F.
2. THE INTENDED SPOUSE ☐ HAS ☐ HAS NOT COMPLETED A PRE-MARITAL EXAMINATION IN ACCORDANCE WITH APPENDIX B AND F.
3. THE APPLICANT ☐ HAS ☐ HAS NOT BEEN COUNSELED ON THE RISK OF MARRYING AN INTENDED SPOUSE WHO HAS CERTAIN MEDICAL CONDITIONS AS OUTLINED IN APPENDIX B.

DATE (YYYYMMDD)

NAME AND GRADE OF MEDICAL OFFICER

SIGNATURE

SECTION VII - FINAL LEGAL SUFFICIENCY REVIEW

THIS APPLICATION ☐ IS ☐ IS NOT LEGALLY SUFFICIENT. REMARKS:

DATE (YYYYMMDD)

NAME AND GRADE OF LEGAL OFFICER

SIGNATURE

SECTION VIII - VERIFICATION AUTHORITY

I HAVE VERIFIED THAT THE APPLICANT HAS SATISFIED ALL THE PRE-MARITAL REQUIREMENTS SPECIFIED IN USFK REG 600-240.

DATE (YYYYMMDD)

NAME AND GRADE OF COMMANDER OR APPOINTED REPRESENTATIVE

SIGNATURE

AFFIDAVIT OF ACKNOWLEDGEMENT**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

AUTHORITY : Title 10, U.S.C. 3013, 5013, 8013.

PRINCIPAL PURPOSE : To ensure that the service member has the necessary information to make an informed decision before entering into an international marriage and comply with U.S. and host nation law.

ROUTINE USES : Information will be used for ensuring the service member has all the information necessary to make an informed decision and is complying with U.S. and host nation law.

DISCLOSURE : Disclosure of information is voluntary; failure to give this information may result in delay in satisfying the requirements of USFK Reg 600-240 prior to marriage.

I, _____ do hereby acknowledge that I am aware that entry into a marriage with a non-U.S. citizen for the purpose of conferring immigration eligibility and circumventing the laws of the united states may subject me to prosecution for violating title 18 U.S.C. 1001 (False Statements), 8 U.S.C. 1324 (Bringing in Non-U.S. Citizens), and / or 18 U.S.C. 1621 (Perjury) and may result in a felony conviction which is punishable by fine and / or imprisonment. I am also aware that if I marry less than two years before my spouse enters the U.S., and the marriage ends in divorce or annulment within two years after that, I may be presumed to have committed immigration fraud and be subjected to criminal investigation and prosecution. I am also aware that I may be subjected to criminal investigation and prosecution based on any other evidence of immigration fraud, including but not limited to, failure to cohabitate as husband and wife. Also, I acknowledge the possibility of involuntary extension in Korea to fulfill the administrative requirements of USFK Regulation 600-240.

NAME

RANK

SSN

Sworn before me this _____ day of _____ in the year _____,
at _____, Korea.

BATTALION / SQUADRON OR EQUIVALENT
LEVEL COMMANDER NAME

TITLE

IMMIGRATION COUNSELING CERTIFICATE

DATE

STATEMENT OF APPLICANT AND INTENDED SPOUSE

In accordance with USFK Reg 600-240, the following has been explained to the undersigned:

1. **WARNING:** The fact that a marriage takes place between an U.S. Service member and a non-U.S. citizen does not mean that the non-U.S. citizen spouse is automatically allowed to enter the United States. A visa, issued by the U.S., is required to enter the U.S. lawfully for residence. Other US agencies are responsible to determine whether a visa should be granted.
2. **Entry of Non-U.S. citizens:** A non-U.S. citizen is any person not a citizen or national of the United States. A valid unexpired immigrant visa is required for a non-U.S. citizen to be admitted to the U.S. A valid unexpired passport or other suitable travel document issued by the non-U.S. citizen's country of citizenship is also required (8 U.S.C. § 1101(a)(3) and § 1181(a)).
3. **Criminal Penalties:** The importation into the United States of any non-U.S. citizen for an immoral purpose is a crime punishable by a fine and imprisonment for not more than ten years (8 U.S.C. § 1328).
4. **Legal Presumption That a Marriage of Short Duration is Fraudulent:** A marriage entered into less than two years prior to admission of a non-U.S. citizen into the United States which is judicially annulled or terminated within two years after admission into the U.S. is presumed to be a fraudulent marriage (8 U.S.C. § 1227(a)(1)(G)).
5. **Persons Not Allowed Visas:** Unless otherwise provided by the United States Code, the following persons shall be ineligible to receive visas and shall be excluded from admission to the United States (8 U.S.C. § 1152):
 - a. Non-U.S. citizens afflicted with mental illness, sexual deviation, or who are mentally retarded, insane, or have had attacks of insanity.
 - b. Non-U.S. citizens who are narcotic addicts or alcoholics.
 - c. Non-U.S. citizens who have tuberculosis, venereal disease, or any other dangerous contagious disease.
 - d. Non-U.S. citizens who have any other disease or defect that may affect the person's ability to earn a living.
 - e. Non-U.S. citizens who are paupers, vagrants, or professional beggars.
 - f. Non-U.S. citizens convicted of a crime involving moral turpitude, such as theft, rape, assault and battery.
 - g. Non-U.S. citizens convicted of two or more offenses.
 - h. Non-U.S. citizens who are prostitutes, who have engaged in prostitution, or who have received in whole or in part the proceeds of prostitution.

i. Non-U.S. citizens who, in the opinion of the U.S. Consul Office or the U.S. Attorney General, are likely to become public charges.

j. Non-U.S. citizens who try to obtain or have obtained a visa by fraud or by willfully misrepresenting a material fact.

k. Non-U.S. citizens who have been convicted of a violation of narcotics or marijuana laws.

l. Non-U.S. citizens who are anarchists, opposed to organized government, advocates of violent overthrow of the government, or affiliated with the Communist Party.

6. Right to Appeal Exclusion: When the decision has been made by the U.S. Consulate not to allow a non-U.S. citizen to enter the United States, the non-U.S. citizen has the right to appeal to the U.S. Attorney General.

7. Privileges: The eligibility of dependents for military privileges is outlined in appropriate service regulations.

DATE	NAME AND GRADE OF APPLICANT	SIGNATURE
------	-----------------------------	-----------

INTENDED NON-U.S. CITIZEN SPOUSE NAME, SIGNATURE, AND DATE
--

LEGAL OFFICER CERTIFICATION

I have interviewed _____ and _____ briefing both regarding the requirements and restrictions concerning the Immigration and Nationality Act, together with the other information outlined above. _____ (Signature)
--

DATE	NAME AND GRADE OF LEGAL OFFICER	SIGNATURE
------	---------------------------------	-----------

CF: Intended Spouse Applicant

AFFIDAVIT OF ELIGIBILITY FOR MARRIAGE

(See Privacy Act Statement on next page.)

BRIDEGROOM		BRIDE	
Name in Full: <i>(First-Middle-Last)</i>	SSN	Name in Full: <i>(First-Middle-Last)</i>	SSN
Branch of Service:		Branch of Service:	
Father's Name: <i>(First-Middle-Last)</i>		Father's Name: <i>(First-Middle-Last)</i>	
Mother's Full Maiden Name: <i>(First-Middle-Last)</i>		Mother's Full Maiden Name: <i>(First-Middle-Last)</i>	
Permanent Address: <i>(on Family Census Register or in the U.S.)</i>		Permanent Address: <i>(on Family Census Register or in the U.S.)</i>	
Present Address <i>(including APO/FPO number, if any):</i>		Present Address <i>(including APO/FPO number, if any):</i>	
Date and Place of Birth:		Date and Place of Birth:	
Occupation:		Occupation:	
Citizenship:	Citizenship Proven by:	Citizenship:	Citizenship Proven by:
Number of Children with Spouse of this Marriage:			
Number of Children Prior to this Marriage:		Number of Children Prior to this Marriage:	
Previously Married to:		Previously Married to:	
If Terminated by Death, Date:		If Terminated by Death, Date:	
If Terminated by Divorce,		If Terminated by Divorce,	
Court:		Court:	
Case No.:		Case No.:	
Decree Date:		Decree Date:	
Date Divorce Final:		Date Divorce Final:	
With the United States Armed Forces)) s.s. _____, Republic of Korea)			
We, the above named Bridegroom and Bride, being duly sworn, we depose and say: that we are of marriageable age and the consent of neither parents nor guardian is required, or if required, given; that we are not blood kin to each other in any degree; that we are not now married, that there is no hindrance, legal or otherwise, to this marriage and that all facts concerning us set forth upon this document are true, correct and complete.			
_____ Signature of Bridegroom		_____ Signature of Bride	
Subscribed and sworn to before me, on this _____ date of _____, 20____, at _____, Republic of Korea			
_____ Judge Advocate/Notary Public <i>(Authorized to Administer Oaths, 10 U.S.C. § 936 or 10 U.S.C. § 1044a)</i>			

PRIVACY ACT STATEMENT	
AUTHORITY:	Title 10, U.S.C. 3013, 5013, 8013.
PRINCIPAL PURPOSE:	To ensure that the service member has the necessary information to make an informed decision before entering into an international marriage and comply with U.S. and host nation laws.
ROUTINE USES:	Information will be used for ensuring the service member has all the information necessary to make an informed decision and is complying with U.S. and host nation law.
DISCLOSURE:	Disclosure of information is voluntary; failure to give this information may result in delay in satisfying the requirements of USFK REG 600-240 prior to marriage.

BRIDEGROOM

Previously Married to:

If Terminated by Death, Date:

If Terminated by Divorce,

Court:

Case No.:

Decree Date:

Date Divorce Final:

Previously Married to:

If Terminated by Death, Date:

If Terminated by Divorce,

Court:

Case No.:

Decree Date:

Date Divorce Final:

Previously Married to:

If Terminated by Death, Date:

If Terminated by Divorce,

Court:

Case No.:

Decree Date:

Date Divorce Final:

BRIDE

Previously Married to:

If Terminated by Death, Date:

If Terminated by Divorce,

Court:

Case No.:

Decree Date:

Date Divorce Final:

Previously Married to:

If Terminated by Death, Date:

If Terminated by Divorce,

Court:

Case No.:

Decree Date:

Date Divorce Final:

Previously Married to:

If Terminated by Death, Date:

If Terminated by Divorce,

Court:

Case No.:

Decree Date:

Date Divorce Final:

[양식 제10호]

혼인신고서
(년 월 일)

※ 신고서 작성 시 뒷면의 작성 방법을 참고하고, 선택 항목에는 '영표(○)'로 표시하기 바랍니다.

구분		남편(부)		아내(처)		
① 혼인 당사자 (신고인)	성명	한글	*	(서명 또는 날인)	*	
		한자			(서명 또는 날인)	
	본(한자)		전화		본(한자)	전화
	출생연월일					
	*주민등록번호	-		-		
	*등록기준지					
② 부모 (양부모)	부 성명					
	주민등록번호	-		-		
	등록기준지					
	모 성명					
	주민등록번호	-		-		
	등록기준지					
③ 외국방식에 의한 혼인성립일자		년 월 일				
④ 성·본의 협의		자녀의 성·본을 모의 성·본으로 하는 협의를 하였습니까? 예 <input type="checkbox"/> 아니요 <input type="checkbox"/>				
⑤ 근친혼 여부		혼인 당사자들이 8촌 이내의 혈족 사이에 해당됩니까? 예 <input type="checkbox"/> 아니요 <input type="checkbox"/>				
⑥ 기타 사항						
⑦ 증인	성명	(서명 또는 날인)		주민등록번호	-	
	주소					
	성명	(서명 또는 날인)		주민등록번호	-	
	주소					
⑧ 동의자	남편	부 성명	(서명 또는 날인)	후견인	성명	(서명 또는 날인)
		모 성명	(서명 또는 날인)		주민등록번호	-
	아내	부 성명	(서명 또는 날인)		성명	(서명 또는 날인)
		모 성명	(서명 또는 날인)		주민등록번호	-
⑨ 신고인 출석 여부		① 남편(부)		② 아내(처)		
⑩ 제출인	성명			주민등록번호	-	

※ 타인의 서명 또는 인장을 도용하여 허위의 신고서를 제출하거나, 허위신고를 하여 가족관계등록부에 실제와 다른 사실을 기록하게 하는 경우에는 형법에 의하여 처벌받을 수 있습니다. 눈표(*)로 표시한 자료는 국가통계작성을 위해 통계청에서도 수집하고 있는 자료입니다.

※ 아래 사항은 「통계법」 제24조의2에 의하여 통계청에서 실시하는 인구동향조사입니다. 「통계법」 제32조 및 제33조에 의하여 성실 응답의무가 있으며 개인의 비밀사항이 철저히 보호되므로 사실대로 기입하여 주시기 바랍니다.

※ 첨부서류 및 혼인 당사자의 국적은 국가통계작성을 위해 통계청에서도 수집하고 있는 자료입니다.

신고인	남	여	시	분
증정품	확인서명			

인구동향조사

② 실제 결혼 생활 시작일		년 월 일부터 동거		
④ 혼인 종류	남편	① 초혼 ② 사별 후 재혼 ③ 이혼 후 재혼	아내 ① 초혼 ② 사별 후 재혼 ③ 이혼 후 재혼	
⑤ 최종 졸업학교	남편	① 학력 없음 ② 초등학교 ③ 중학교	아내 ① 학력 없음 ② 초등학교 ③ 중학교	
	(부)	④ 고등학교 ⑤ 대학교 ⑥ 대학원 이상	(처) ④ 고등학교 ⑤ 대학교 ⑥ 대학원 이상	
⑥ 직업	남편 (부)	① 관리직 ② 전문직	아내 (처)	① 관리직 ② 전문직
		③ 사무직 ④ 서비스직		③ 사무직 ④ 서비스직
		⑤ 판매직 ⑥ 농림어업		⑤ 판매직 ⑥ 농림어업
		⑦ 기능직 ⑧ 장치·기계 조작 및 조립		⑦ 기능직 ⑧ 장치·기계 조작 및 조립
		⑨ 단순노무직 ⑩ 군인		⑨ 단순노무직 ⑩ 군인
		⑪ 학생가사무직		⑪ 학생가사무직

작성 방법

- ※ 등록기준지: 각 난의 해당자가 외국인인 경우에는 그 국적을 기재합니다.
- ※ 주민등록번호: 각 난의 해당자가 외국인인 경우에는 외국인등록번호(국내거소신고번호 또는 출생연월일)를 기재합니다.
- ※ (1), (2)란 및 (5), (7)란은 신고인 모두가 기재하며, 나머지 란(3), (4), (6), (8)은 해당되는 사람만 기재합니다.
- ※ 주민등록전입신고는 본 가족관계등록신고와는 따로 하여야 합니다.
- (2)란: 혼인당사자가 양자인 경우 양부모의 인적사항을 기재합니다.
- (3)란: 외국방식에 의한 혼인증서등본제출의 경우 혼인성립일을 기재합니다.
- (4)란: 「민법」 제781조제1항의 단서에 따라 자녀의 성·본을 모의 성·본으로 하는 협의가 있는 경우에는 그러한 사실을 표시합니다.
- (5)란: 혼인당사자들이 「민법」 제809조제1항에 따른 근친혼에 해당되지 않는다는 사실[8촌 이내의 혈족(친양자의 입양 전의 혈족을 포함한다)]을 표시합니다.
- (6)란: 아래의 사항 및 가족관계등록부에 기록을 분명하게 하는 데에 특히 필요한 사항을 기재합니다.
 - 사실상 혼인관계 존재확인의 재판에 의한 혼인신고(양 당사자가 생존한 경우에 소제기자만 신고 가능)의 경우에는 재판법원 및 확정일자
 - 부모의 혼인으로 인하여 혼인 중의 자의 신분을 취득한 자녀가 있을 경우에는 그 자녀의 성명, 등록기준지
- (7)란: 증인은 성년자이어야 합니다.
- (8)란: 미성년자 또는 피성년후견인(2018. 6. 30.까지는 금치산자 포함)이 혼인하는 경우에 동의 내용을 기재합니다.
- (9)란: 제출인(신고인이 작성한 신고서를 신고인이 아닌 사람이 제출할 경우만 기재)의 성명 및 주민등록번호를 기재합니다
[집수담당공무원은 신분증과 대조하여야 함].
- ※ 아래 사항은 「통계법」 제24조의2에 의하여 통계청에서 실시하는 인구동향조사입니다.
- (20)란: 결혼일자과 관계없이 실제 부부가 결혼(동거)생활을 시작한 날을 기입합니다.
- (21)란: 교육부장관이 인정하는 모든 정규교육기관을 기준으로 기재하되 각급 학교의 재학 또는 중퇴자는 최종 졸업한 학교의 해당번호에 '영표(○)'로 표시합니다. <예시> 대학교 3학년 재학(중퇴) → 4 고등학교에 '영표(○)'로 표시
- (22)란: 결혼할 당시의 주된 직업을 기준으로 기재합니다.

- 1 관리자: 정부, 기업, 단체 또는 그 내부 부서의 정책과 활동을 기획, 지휘 및 조정(공공 및 기업고위직 등)
- 2 전문가 및 관련종사자: 전문지식을 활용한 기술적 업무(과학, 의료, 복지, 교육, 종교, 법원, 금융, 예술, 스포츠 등)
- 3 사무종사자: 관리자, 전문가 및 관련 종사자를 보조하여 업무 추진(행정, 경영, 보험, 감사, 상담·안내·통계 등)
- 4 서비스종사자: 공공안전, 신분보호, 돌봄, 의료보조, 미용, 혼례 및 장례, 운송, 여가, 조리와 관련된 업무
- 5 판매종사자: 영업활동을 통해 상품이나 서비스판매(인터넷, 상점, 공공장소 등), 상품의 광고·홍보, 계산·청산 등
- 6 농림어업 숙련 종사자: 작물의 재배·수확, 동물의 번식·사육, 산림의 경작·개발, 수생 동·식물 번식 및 양식 등
- 7 기능원 및 관련 기능 종사자: 광업, 제조업, 건설업에서 손과 수공구를 사용하여 기계 설치 및 정비, 제품 가공
- 8 장치·기계 조작 및 조립 종사자: 기계를 조작하여 제품 생산·조립, 산업용 기계·장비 조작, 운송장비의 운전 등
- 9 단순노무 종사자: 주로 간단한 수공구의 사용과 단순하고 일상적이며 육체적 노력이 요구되는 업무
- 10 군인: 의무복무를 포함하여, 현재 군인신분을 유지하고 있는 경우(국방 분야에 고용된 민간인과 예비군은 제외)
- 11 학생·가사·무직: 교육기관에 재학하며 학습에만 전념하거나, 전업주부이거나, 특정한 직업이 없는 경우

첨부 서류

- ※ 아래 1항은 가족관계등록관에서 전산으로 그 내용을 확인할 수 있는 경우 첨부 서류 생략합니다.
- 1. 혼인 당사자의 가족관계등록부의 기본증명서, 혼인관계증명서, 가족관계증명서 각 1통.
- 2. 혼인동의서[미성년자 또는 피성년후견인(2018. 6. 30.까지는 금치산자 포함)이 혼인하는 경우, 단 신고서 동의란에 기재하고 서명 또는 날인한 경우는 예외] 및 성년후견인의 자격을 증명하는 서면(피성년후견인의 혼인에 성년후견인이 동의하는 경우만)
- 3. 사실상 혼인관계 존재확인의 재판이 확정되어 혼인신고를 하는 경우 그 재판서의 등본과 확정증명서 각 1부[조정, 화해성립의 경우 조정(화해)조서 및 송달증명서 각 1부].
- 4. 혼인신고특별법에 의한 혼인의 경우 심판서의 등본 및 확정증명서 1부.
- 5. 사건본인이 외국인인 경우
 - 한국 방식에 의한 혼인의 경우: 외국인의 혼인성립요건구비증명서(중국인인 경우 미혼증명서) 원본 및 국적을 증명하는 서면(여권 또는 외국인등록증) 사본 각 1부
 - 외국 방식에 의해 혼인한 경우: 혼인증서등본 1부 및 국적을 증명하는 서면(여권 또는 외국인등록증) 사본 1부
- 6. 「민법」 제781조제1항의 단서에 따라 자녀의 성·본을 모의 성·본으로 하는 협의가 한 경우에는 협의사실을 증명하는 혼인당사자의 협의서(가족관계등록예규 제591호 별지1 양식) 1부.
- 7. 신분확인[가족관계등록예규 제600호에 의함]
 - (1) 일반적인 혼인신고
 - 신고인이 출석한 경우: 신고인 모두의 신분증명서
 - 신고인 불출석, 제출인 출석의 경우: 제출인의 신분증명서 및 신고인 모두의 신분증명서 또는 서명공증 또는 인감증명서(신고인의 신분증명서 없이 신고서에 신고인이 서명한 경우 서명공증, 신고서에 인감 날인한 경우 인감증명)
 - 우편으로 제출할 경우: 신고인 모두의 서명공증 또는 인감증명서(신고서에 서명한 경우 서명공증, 인감을 날인한 경우는 인감증명서)
 - (2) 보고적인 혼인신고(증서등본에 의한 혼인신고)
 - 신고인이 출석한 경우: 신분증명서
 - 제출인이 출석한 경우: 제출인의 신분증명서
 - 우편으로 제출할 경우: 신고인의 신분증명서 사본
- ※ 신고인이 성년후견인인 경우에는 7항의 ② 서류 외에 성년후견인의 자격을 증명하는 서면도 함께 첨부해야 합니다.
- ※ 사실상 혼인관계 존재확인의 재판이 확정되어 혼인신고를 하는 경우에는 출석한 신고인(소제기자)의 신분확인으로 불출석한 신고인의 신분확인에 갈음할 수 있습니다.