



Getting Married While Stationed in Korea

Soldier to Foreign National



Before a Soldier assigned to USFK can marry a non-U.S. citizen, he or she must comply with the requirements set out in USFK Reg. 600-240. This regulation is punitive and must be followed *regardless* of where the marriage actually takes place.

The following information may be found at:

<http://8tharmy.korea.army.mil/sja/clientlegalsvc/LegalServices/LegalServices.htm#Marriage%20Services> (Forms & Instructions)

http://seoul.usembassy.gov/getting_married.html (General Information)

I. Required Documents for an American to Marry in Korea

1. **Proof of U.S. Citizenship**, such as a Birth Certificate, Consular Report of Birth Abroad, Naturalization Certificate or U.S. passport. (Original or Certified Copy).
2. A completed **Affidavit of Eligibility for Marriage**. (USFK Form 165). (4 Copies).
3. **Proof of identity**: for example, a driver's license, military I.D., etc.
4. **Proof of termination of any prior marriage(s)**, including an original or certified copy of a divorce decree, annulment or death certificate for your previous spouse.
5. If the American Citizen is under the age of 18, **written permission to marry from both parents** is required.

II. Requirements for the Korean Partner

1. Three copies in Korean and one in English of the **Family Census Register** (*Hojuk Dungeon*) issued within three months of the proposed date of marriage. This will include **Proof of Termination of any Prior Marriage(s)**.
2. **Valid Korean identification card** (*Jumin Deungnok Jeung*) and name stamp (*Tojang*).
3. If the Korean spouse is under the age of 20, **written permission to marry from both parents** is required.

III. Requirements for Non-Korean Citizens (Documents obtained from individual's Embassy)

1. Certificate of No Impediment to Marriage (1 original), **QR** Certificate of Legal Capacity to Contract Marriage, **QR** Affidavit of Eligibility for Marriage.
2. **Russian Embassy Phone**: (02) 318-2116/ 2134. **Take the following documents!**
 - a. International Passport (must be original),
 - b. Russian Passport (or photo copy of entire passport),
 - c. Original Birth Certificate, and
 - d. W30,000.
3. **Philippine Embassy Phone**: (02) 796-7387~9. **Take the following documents!**
 - a. Valid Passport;
 - b. Birth Certificate;
 - c. Parental Affidavit of Singleness;
 - d. Certification from National Statistics Office of no Record of Marriage;
 - e. If under 25, Parental Advice; and
 - f. \$75.00 or W120,000.

IV. Getting Married in Korea

1. **Gather the documents** listed above for each partner. Be sure to prepare one original and four copies of the **Affidavit of Eligibility for Marriage** (USFK Form 165).
2. Take the completed Affidavit of Eligibility for Marriage (USFK Form 165) to the Legal Office to be notarized. **YOU MUST SIGN THESE FORMS IN THE PRESENCE OF THE NOTARY!**
3. Take the notarized copies of the Affidavit of Eligibility for Marriage along with three copies of the completed Report and Certificate of Marriage and **W10,000** to your local ward office (*Gu Cheong*) for approval and signature by a Korean government official. (*See map of the ward office closest to the Embassy*).
4. Finally, bring the two copies of the Report and Certificate of Marriage signed at the ward office to the Embassy for authentication. The Embassy does not charge service members for this authentication. **Make sure to take your military ID.**

V. Instructions for USFK Forms 165

- These instructions will help you complete the documents required by the Korean government, as you will be married under the laws of Korea. The documents replace the Family Census Registry that a Korean citizen presents to get married.
- You'll need to complete three "Report and Certificate of Marriage" forms and four "Affidavit of Eligibility for Marriage" forms.
- The forms should be completed on the Internet if possible.**
 - **NAME**: Full name.
 - **FATHER'S NAME**: Full name.
 - **MOTHER'S MAIDEN NAME**: Full name.
 - **PERMANENT ADDRESS**: U.S. citizens must provide their address in the U.S. Korean citizens must provide the address as it is on their Family Census Register.

- **PRESENT ADDRESS:** This must be an address in Korea. The address in Korea for U.S. citizens must be preceded by the words "c/o U.S. Embassy, Seoul". For Korean citizens, the address must be the same as the one on file at the registry office (dong office) even though it may not be their actual present address.
- **DATE/PLACE OF BIRTH:** Please write the date as "June 14, 1960", not "6-14-60".
- **OCCUPATION:** If you have no current occupation, please provide your most recent occupation (do not write "none"). This information must be supplied for both partners. If you've never been employed, write "unemployed."
- **CITIZENSHIP PROVEN BY:** U.S. citizenship is demonstrated by writing "U.S. Passport No. xxxxx"; "Certificate of Naturalization No. xxxxx" or "U.S. Birth Certificate xxxxx". At least one of these documents must be provided. Korean citizenship is demonstrated by the Family Census Register. Other foreign nationals must provide acceptable proof of citizenship.
- Be sure to also answer the queries about **PREVIOUS MARRIAGE** and **NUMBER OF CHILDREN**

VI. Things to REMEMBER

- ❑ A common misunderstanding is that you will be married at the Embassy; in fact, you and your fiancé/fiancée 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 bring the whole packet to the local ward office located in Jongro and provide the documents to a Korean Government Official. The ward office will provide you with a "Verification of Registration of Marriage". You may contact the ward office at 02-731-1568. When both of the marriage partners are U.S. citizens, they will receive this verification form right away. However, if one spouse is a Korean citizen, this process can take up to 3-5 days, and will be reflected on the Korean marriage certificate.
- ❑ The "Verification of Registration of Marriage" document will be in Korean. If you need to have the "Verification of Registration of Marriage" document translated into English and notarized, please note that the Embassy cannot provide this service. However, the Embassy can authenticate a document that has been translated and notarized by a local notary that is registered with the Embassy. Authentication means that the Embassy is confirming that the notarization was performed by a competent authority known to the Embassy. If you would like to have your translated and notarized document authenticated, please make an appointment or come by the Embassy during their walk-in hours (U.S. citizens only). You may have an unlimited number of copies of your translated and notarized "Verification of Registration of Marriage" document authenticated for a **fee of USD \$50** for each copy. (Notary services are provided free of charge to active duty service members of USFK by the Embassy, but authentications are NOT free, so the fee listed above will be charged for each document for which the Embassy authenticates the notary's signature.)
- ❑ Your marriage now becomes legal.
- ❑ You may contact the embassy at DSN 721-4441 or DSN 721-4406.
- ❑ And don't forget, once you get married you need to go to your S1 or personnel office to update your SGLI and emergency data card.
- ❑ USFK Reg. 600-240 is **punitive**, meaning if you do not comply with the regulation you can be subject to UCMJ or other disciplinary action.
- ❑ The regulation applies whenever a Service Member stationed in USFK marries a non-US citizen, regardless of where the marriage actually takes place.
- ❑ Local Ward office is located in Jongro. You may contact the ward office at 02-731-1568.



VII. Hours of Operation:

	Ward Office	U.S. Embassy
Mon	0930 - 1630	0930-1530
Tue	0930 - 1630	0930-1530
Wed	0930 - 1630	CLOSED
Thur	0930 - 1630	0930-1530
Fri	0930 - 1630	0930-1530

All offices are closed on weekends and holidays (Korean and American).



THE 12 + 1 STEPS TO FULFILLING YOUR OBLIGATIONS



UNDER USFK REG. 600-240

- **Step 1:** Soldier informs his Chain of Command.
 - **Step 2:** First counseling with Battalion (BN) level CDR (with potential spouse).
 - **Step 3:** Second counseling with BN level CDR (without potential spouse).
 - **Step 4:** Soldier notifies security officer (S2). Potential spouse may require a background check. Consult with S-2 for more information.
 - **Step 5:** Pre-marriage counseling with chaplain.
 - **Step 6:** Pre-marriage counseling with legal assistance officer at Camp Casey Legal Center, Maude Hall. These are held **Thursdays at 1300**. Please bring USFK Form 41. If marriage will take place in Korea and potential spouse is NOT Korean, potential spouse must bring certificate of No Impediment to Marriage or country equivalent. See III(1) “Requirements for Non-Korean Citizens” on the front of this handout for further information.
 - **Step 7:** Medical examinations for Soldier and potential spouse (visa exam for spouse, at authorized hospital).
 - **Step 8:** Soldier submits complete packet to BN CDR for review.
 - **Step 9:** BN CDR conducts packet review.
 - **Step 10:** Attorney at brigade reviews the packet and signs off on Section VII of USFK Form 163E.¹
 - **Step 11:** Verification authority (Brigade CDR) reviews packet for approval.²
 - **Step 12:** Once marriage packet is approved, Soldier and fiancée bring packet and USFK Forms 163 and 165 to the Camp Casey Legal Center for notarization.³
 - **Step 13:** Soldier and intended spouse first go to local ward office to get married, then to US Embassy to authenticate the marriage. Next, Soldier files I-130 petition with USCIS (\$355), and when petition is approved, couple applies for immigration visa (\$400) with U.S. Department of State. Soldier keeps Chain of Command updated on all progress.⁴
- ***A complete International Marriage packet contains these forms from USFK Reg. 600-240 at*** <http://www.2id.korea.army.mil/services/legalservices/legalassistance:>
 - ✓ **USFK Form 163E**, Pre-Marital Certification Application
 - ✓ **USFK Form 165**, Affidavit of Eligibility for Marriage
 - ✓ **USFK Form 166**, Affidavit of Acknowledgement
 - ✓ **USFK Form 41**, Immigration Counseling Certificate
- ***A complete International Marriage packet also includes the following:***
 - ✓ **Original or certified copies of birth certificates** of Soldier and intended spouse.
 - ✓ Proof of citizenship for both the Soldier and the intended spouse, such as certification of citizenship or a valid passport (birth certificates may also be used to satisfy this requirement).
 - ✓ **Original or certified copies of the birth certificate** of any additional dependents of Soldier or intended spouse.
 - ✓ Evidence of termination of any previous marriage by either party. **Divorce documents must bear the original seal** of the court or other agency granting the divorce.
 - ✓ Parental consent of the parents of either party if either party is under 20 years of age (Korean citizens), or under 25 years of age (Filipina Citizens). This consent must be notarized.

- ✓ **All required background checks** for intended spouse.
- ✓ Report of medical examination (SF Form 88) for Soldier.
- ✓ Record of medical examination of intended spouse.

FURTHER INSTRUCTIONS FOR THE SOLDIER:

¹STEP 10: Legal Assistance Attorneys at Maude Hall at Camp Casey do not conduct the legal sufficiency review.

Soldiers at CRC go to the Office of the Staff Judge Advocate, Administrative Law, located at Freeman Hall (732-9529). Soldiers from 1HBCT go to their Brigade Judge Advocate at Camp Hovey (730-5183). Soldiers from 210th Fires go to their Trial Counsel (730-1288).

²STEP 11: Soldier forwards the entire packet to the verification authority (the 0-6 Brigade CDR or the CofS for DSTB Soldiers)

- Prior to forwarding your packet, replace original documents with photocopies. You should always assume that the packet will get lost.
- Verification authority will sign USFK Form 163, Section VIII.

³STEP 12: After Soldier receives the approved packet from the verification authority, Soldier and potential spouse bring packet and USFK Forms 163 and 165 to the Camp Casey Legal Center for notarization of USFK Form 165 (form must be signed in front of notary).

⁴STEP 13: The couple may now go to the ward office (the town hall around the corner from the US Embassy) to get married. Although a civil marriage in the ROK is referred to as a “ceremony” it is a clerical procedure: the recording of the marriage on the family register and signing of the Report and Certificate of Marriage. (A Soldier who desires a religious ceremony, in addition to the required civil one, may contact a military chaplain or civilian clergy person of his or her faith). Next, the couple takes the signed USFK Form 165 to the U.S. Embassy for authentication.

▪ **Post-Marriage**

- After getting married, Soldier should immediately file an I-130 Petition for Alien Relative, the first step in getting the spouse an Immigration Visa (IV). The Soldier will keep his/her Battalion CDR informed of the date the IV is filed, and the date the IV is approved.
- Contact Army Community Services (ACS), DSN 730-3107, to attend their Immigration Workshop for instructions on filing the I-130 petition and Immigrant Visa.
- For more information on filing the I-130 petition, see www.USCIS.gov, click on “Immigration Forms,” then “Petition for Alien Relative I-130.”
- For more information on the IV, see <http://seoul.usembassy.gov/index.html>, click on “Visas,” then “Immigrant Visas.”

	Camp Casey Legal	
	Maude Hall Rm. 235, 730-3660	
<p><i>This information paper is one of a series of informative handouts containing general information on topics that legal assistance attorneys frequently advise on. Information provided is general in nature and does not constitute legal advice. Consult an attorney for specific legal advice for your particular situation. This information paper is distributed to persons eligible for legal assistance under 10 USC 1044.</i></p>		