

**Letter of attorney for inspection of resident registration table
or for issuance of certified copy · abstract**

※ Please write after reading rear notes and mark on relevant [] as √.

(Front page)

Proxy (Applicant)	Name	Resident Registration No.
	Address	
	Tel. No.	Relationship with subject

Mandator (Subject inspection or issuance of certified copy • abstract)	Name	Resident Registration No.
	Address	
	Tel. No.	Name of householder
	Being subject to the exemption of handling charge <input type="checkbox"/> Qualified recipient for national basic living <input type="checkbox"/> Subject of patriots and veterans affairs <input type="checkbox"/> Subject of the other ()	

Contents of delegation (Contents of application)	Inspection	[]Records of certified copy	[]Records of abstract
	※ In order to protect personal information, can apply only necessary records by selection in records of below certified copy・abstract. If you don't mark on selection records, can receive only "Included" records in bold.		
	Issuance of certified copy [] set	1. Address change records of past []Included all []Included the last five year []Not included	
		2. Reason of household make-up []Included []Not included	
		3. Relationship with householder and members []Included []Not included	
		4. Date of moving house of members / Date of change, Reason of change []Included []Not included	
		5. Name of the other members except subject to issue []Included []Not included	
		6. The last digits of resident registration No. of the other members except subject to issue []Included []Not included	
		7. Cohabitant []Included []Not included	
		8. Foreigner spouse []Included []Not included	
	Issuance of abstract [] set	1. Changed contents of personal information []Included []Not included	
		2. Address change records of past []Included all []Included the last five year []Not included	
		3. Name and relationship with householder in address change records of past []Included []Not included	
		4. Military service details []Included []Not included	

Usage and purpose	
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I hereby delegate as above to apply for a inspection of the resident registration table or issuance of certified copy • abstract in accordance with Article 29 Section 2 of the 「Law of Resident Registration」.

Day Month Year

Mandator

(Seal or signature)

TO : Head of si • gun • gu or eup • myeon • dong and local office

Attached documents (We will give you back after confirmation)	1. Identification card of applicant(Proxy)	Handling charge
	2. Identification card of mandator(In case of requirement the public servant in charge for confirmation the truth) 3. The necessary evidential documents in case of being subject to the exemption of handling charge	

NOTES

1. If you apply for a false letter or attorney by forgery or illegal usage of signature or seal of other person, you shall be punished in accordance with 「Criminal Law」 .
2. Applicant can apply for a selection of the "Included", "Not included" of each item on section "Contents of delegation(contents of application)", if you don't select, only deal with the marked "**Included**" records in bold.
3. If you apply for inspection of the resident registration table or for a issuance of the certified copy • abstract in accordance with this letter of attorney, must write name, resident registration No., name of householder and address of person to delegate. If the written contents are not exact, can be required to complement.
4. The mandator must seal or signature on section of "Seal or signature" and can't use fingerprint. In case of signature, must write the handwriting name(Korean or English) and can't use normal sign(foreign, special letter and etc.) or Chinese characters.
5. If the public servant in charge requires to submit the identification card and confirmation evidential documents of subject to the exemption of handling charge of the person to delegate in order to confirm the truth of letter of attorney, you have to submit them.

Letter of attorney for inspection of resident registration table or for issuance of certified copy · abstract

[주민등록표 열람 또는 등 · 초본 교부 신청 위임장]

※ Please write after reading the notes overleaf and check(✓) the relevant spaces [].

(뒤쪽의 유의사항을 읽고 작성하여 주시기 바라며, []에는 해당되는 곳에 ✓ 표를 합니다.)

❖ Proxy (Applicant) 위임 받은 사람(신청인)

- Please write name of the proxy(applicant).
(위임 받은 사람(신청인)의 성명을 쓰세요.)
- Please write resident registration No. of the proxy(applicant).
(위임 받은 사람(신청인)의 주민등록번호를 쓰세요.)
- Please write address of the proxy (applicant).
(위임 받은 사람(신청인)의 주소를 쓰세요.)
- Please write telephone No. of the proxy (applicant).
(위임 받은 사람(신청인)의 전화번호를 쓰세요.)
- Please write relationship with subject and the proxy (applicant).
(대상자와 위임 받은 사람(신청인)과의 관계를 쓰세요.)

❖ Mandator (Subject inspection or issuance of certified copy · abstract)

위임한 사람(열람 또는 등 · 초본교부 대상자)

- Please write name of the mandator (subject inspection or issuance of certified copy · abstract).
(위임한 사람(열람 또는 등 · 초본교부 대상자)의 성명을 쓰세요.)
- Please write resident registration No. of the mandator (subject inspection or issuance of certified copy · abstract).
(위임한 사람(열람 또는 등 · 초본교부 대상자)의 주민등록번호를 쓰세요.)
- Please write address of the person to delegate(Subject inspection or issuance of certified copy · abstract).
(위임한 사람(열람 또는 등 · 초본교부 대상자)의 주소를 쓰세요.)
- Please write telephone No. of the mandator (subject inspection or issuance of certified copy · abstract).
(위임한 사람(열람 또는 등 · 초본교부 대상자)의 전화번호를 쓰세요.)
- Please write name of householder of the mandator (subject inspection or

issuance of certified copy · abstract).

(위임한 사람(열람 또는 등 · 초본교부 대상자)의 세대주의 성명을 쓰세요.)

- Please check on being exempt from any handling charge.

(수수료 면제 대상에 체크하세요.)

[] Qualified recipient of national basic living stipend 국민기초생활수급자

[] National patriot and veteran 국가보훈대상자

[] Other () 그 밖의 대상자

❖ Contents to be delegated(Contents to be applied) 위임 내용(신청 내용)

- Please check on which want to inspect in belows.

(열람하고자 하는 곳에 체크하세요.)

[] Records of certified copy 등본사항

[] Records of abstract 초본사항

※ In order to protect personal information, only fill out the parts you need in records of below certified copy · abstract. If you don't select any, the ones marked in bold will be automatically "Included".

(개인정보 보호를 위하여 아래의 등 · 초본 사항 중 필요한 사항만 선택하여 신청할 수 있습니다. 선택사항을 표시하지 않는 경우에는 “포함”으로 굵게 표시된 사항만 포함하여 교부해 드립니다.)

- Please write numbers[] set of issuance for the certified copy.

(등본 교부수[] 통 를 쓰세요.)

- Please check on which want to issue in belows.

(발급을 원하는 곳에 체크하세요.)

1. Address change records of past 과거의 주소변동 사항

[] Included all 전체 포함

[] Included the last five year 최근 5년 포함

[] Not included 미포함

2. Reason of household make-up 세대구성 사유

[] Included 포함 [] Not included 미포함

3. Relation with householder and members 세대원의 세대주와의 관계

[] Included 포함 [] Not included 미포함

4. Moving-in date of members / Date of change, Reason of change

세대원의 전입일 / 변동일, 변동 사유

[] Included 포함 [] Not included 미포함

5. Name of the other members except subject to issue

교부 대상자 외 다른 세대원의 이름

[]Included 포함 []Not included 미포함

6. The last digits of resident registration No. of the other members except subject
to issue 교부 대상자 외 다른 세대원의 주민등록번호 뒷자리

[]Included 포함 []Not included 미포함

7. Cohabitant 동거인

[]Included 포함 []Not included 미포함

8. Foreigner spouse 외국인 배우자

[]Included 포함 []Not included 미포함

■ Please write numbers[]set of issuance of abstract [] set 초본 교부 [] 통

■ Please check on which want to issue in belows. 발급을 원하는 곳에 체크하세요.

1. Changed contents of personal information 개인 인적사항 변경 내용

[]Included 포함 []Not included 미포함

2. Address change records of past 과거의 주소 변동사항

[]Included all 전체 포함

[]Included the last five year 최근 5년 포함

[]Not included 미포함

3. Name of householder and relation with householder in address change records of past
과거의 주소변동 사항 중 세대주의 성명과 세대주와의 관계

[]Included []Not included

4. Military service records 병역사항

[]Included []Not included

❖ Usage and purpose 용도와 목적

■ Please write usage and purpose. 용도 및 목적을 쓰세요.

※ I hereby delegate as above to apply for a inspection of the Resident
Registration Table or issuance of certified copy · abstract in accordance with Article
29 Section 2 of the 「Law of Resident Registration」 .

(「주민등록법」 제29조제2항에 따라 주민등록표 열람 또는 등·초본 교부 신청을
위와 같이 위임합니다.)

■ Please write the date of application. 신청일을 쓰세요.

■ Please write name with seal or signature of the mandator.

(위임한 사람의 성명을 서명 또는 인과 함께 쓰세요.)

❖ Attached documents 첨부서류

(We will give you back after confirmation.)

1. Identification card of applicant(proxy)

(신청인(위임받은 사람)의 주민등록증 등 신분증명서)

2. Identification card of the mandator

(위임한 사람의 주민등록증 등 신분증명서)

(In case of requirement the public servant in charge for confirmation the truth)

(담당 공무원이 위임장의 진위 여부 확인을 위하여 요청하는 경우)

3. The necessary evidential documents in case of being exempt from any handling charges (위임한 사람이 수수료 면제 대상자인 경우는 필요한 증명자료)

❖ NOTES 유의 사항

1. If you apply to make false letter or attorney by forgery or illegal usage of signature or seal of other person, you shall be punished in accordance with 「Criminal Law」 .

(다른 사람의 서명 또는 도장 등을 위조하거나 부정하게 사용하는 등의 방법으로 거짓의 위임장을 작성하여 신청하는 경우에는 「형법」에 따라 처벌을 받게 됩니다.)

2. Applicant can apply by selection "Included", "Not included" of each item on section "Contents of delegation(contents of application)", if you don't select, only deal with the marked "**Included**" records in bold.

(신청인은 “위임내용(신청내용)”란의 각 항목에 대하여 “포함”, “미포함”을 선택하여 신청할 수 있으며, 선택하지 않은 경우에는 “포함”으로 굵게 표시된 사항만 “포함”으로 처리됩니다.)

3. If you apply to inspect of resident registration table or to issue the certified copy · abstract in accordance with this letter of attorney, must write name, resident registration No., name of householder and address of person to delegate. If the written contents are not exact, can be required to complement.

(이 위임장에 따라 주민등록표의 열람 또는 등·초본 교부를 신청하는 경우에는 위임한 사람의 성명, 주민등록번호, 세대주 성명 및 주소를 정확히 적어야 하며, 기재사항이 정확하지 않을 경우 보완을 요청할 수 있습니다.)

4. The mandator must seal or signature on section of "Seal or signature" and can't use fingerprint. In case of signature, must write the handwriting name(Korean) and can't use normal sign(foreign, special letter and etc.) or Chinese characters. (위임한 사람은 “서명 또는 인”란에 서명을 하거나 도장을 찍어야 하며 지문은 사용할 수 없습니다. 서명을 하실 경우에는 자필 성명(한글)을 써야 하고, 통상적인 사인(외국어, 특수문자 등)이나 한문 등은 사용할 수 없습니다.)

5. If the public servant in charge requires to submit the identification card and confirmation evidential documents of those exempt from any handling charges of the mandator in order to confirm the truth of letter of attorney, you have to submit them.

(담당 공무원이 위임장의 진위를 확인하기 위하여 위임한 사람의 주민등록증 등 신분증명서와 수수료 면제 대상 확인 증명자료를 요구할 경우에는 제시해야 합니다.)