

[Form No.1]

<h2 style="margin:0;">Report of birth</h2> <p style="margin:0;">(..... Day Month Year)</p>	<p>※ Please write after reading the guidelines on the back and, when required to select one option, please circle the number as follows "○".</p>
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① Person of birth (Child)	Name	Korean or English		Place of family origin		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Birth under marriage <input type="checkbox"/> Birth out of wedlock
	Time & Date of birth	 Minute Hour Day Month Year (Korean standard time's : twenty-four hour clock)					
	Place of birth		<input type="checkbox"/> Own house <input type="checkbox"/> Hospital <input type="checkbox"/> The others	Beonji		Dong(Eup, Myeon)	Gu(Gun)	Si(Do)
	Fixed permanent domicile address by parents							
	Address				Householder and relation			

In case the child has dual nationality, please write this fact and the other nationality.

② Parents	Father	Name	(Chinese characters:)	Place of family origin		Resident Registration No.	-	
	Mother	Name	(Chinese characters:)	Place of family origin		Resident Registration No.	-	
	Permanent domicile address of father							
	Permanent domicile address of mother							

On reporting the marriage, did you submit the agreement that your child's surname and place of family origin should follow the mother's surname and place of family origin? Yes No

③ In the event of re-reporting a birth, after having cancelled previously the family relation register because of a declaratory judgement of non-existent real biological relation between a parent and the child.

Particular details of the cancelled register	Name		Resident Registration No.	-
	Permanent domicile address			

④ Others

⑤ Declarer	Name	(Seal or) Signature	Resident Registration No.	-
	Qualification (Relationship)	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Cohabiting relative <input type="checkbox"/> The others (Please state :)		
	Address			
	Telephone No.			E-mail address

⑥ Submitter	Name		Resident Registration No.	-
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※ The following information is needed for establishing population policies, so you are obliged to declare truth fully under Articles 32 and 33 of the Statistics Law. Please only write the truth your privacy will be strictly protected.

	Details of the birth		
⑦ Length of pregnancy	Pregnancy <input type="checkbox"/> <input type="checkbox"/> Weeks <input type="checkbox"/> Days	⑧ New born baby's weight	<input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> kg
⑨ Multiple birth or not and birth order	<input type="checkbox"/> Single birth <input type="checkbox"/> Twin birth (Twins) → <input type="checkbox"/> First <input type="checkbox"/> Second of the twins <input type="checkbox"/> Triple birth of more → No. <input type="checkbox"/> of <input type="checkbox"/>		

	Father's details (of person of birth)	Mother's details (of person of birth)
⑩ Nationality	<input type="checkbox"/> Korean <input type="checkbox"/> Naturalized Korean (Previous nationality:) <input type="checkbox"/> Foreigner (Nationality:)	<input type="checkbox"/> Korean <input type="checkbox"/> Naturalized Korean (Previous nationality:) <input type="checkbox"/> Foreigner (Nationality:)
⑪ Real date of birth	Solar / Lunar Day Month Year	Solar / Lunar Day Month Year
⑫ Level of completed education	<input type="checkbox"/> Uneducated <input type="checkbox"/> Elementary school <input type="checkbox"/> Middle school <input type="checkbox"/> High school <input type="checkbox"/> (College) University <input type="checkbox"/> Graduate school	<input type="checkbox"/> Uneducated <input type="checkbox"/> Elementary school <input type="checkbox"/> Middle school <input type="checkbox"/> High school <input type="checkbox"/> (College) University <input type="checkbox"/> Graduate school
⑬ Occupation	* Please write type and details of main occupation.	* Please write type and details of main occupation.
⑭ Start date of cohabitation	From Day Month Year	
⑮ Total number of children born to the mother	Number of children until this baby <input type="checkbox"/> <input type="checkbox"/> (Surviving <input type="checkbox"/> <input type="checkbox"/> , Died <input type="checkbox"/> <input type="checkbox"/>)	

※ For official use only (Please don't write below details)

읍면동접수	가족관계등록관서 송부	가족관계등록관서 접수 및 처리
	주민등록 번호	
	년 월 일(인)	

Writing method

- ①: Chinese characters of name must be within the bounds of the supreme court' rule(usable Chinese character as name). The name characters haven't to be exceeded 5 characters(not included the surname). Please check the usable characters in the electronic civil service center of the supreme court(www.scourt.go.kr/minwon).
 - : Please write the time and the date of birth according to twenty-four hour clock.
(ex: PM. 2hour 30minute → 14hour 30minute)
 - : In case our nation(people) bore a baby in abroad, please write to convert the local birth time into Korean standard time. If the birth time was during summertime, please write the fact.
 - : In case your baby is dual nationality, please write the fact and the other nationality.
- ②: Regarding to father - Please don't write, in case of registering the mother the baby who was born out of wedlock. Please write "Father was undecided", in case of registering the birth as mother who remarried woman within 100days previous postmarital who has given birth after 200days from establishing remarriage and within 300days after finishing previous marriage.
 - : Permanent domicile address - If parents are all foreigners, please write each parent nationality at birth time and if one side in the middle of parents is a foreigner, please write foreigner father's nationality or foreigner mother's one.
- ③: Please write only in the event of re-registering the birth report, after having cancelled previous the family relation register because of a declaratory judgement of non-existent real biological relations between a parent and the child and the denied decree of real biological relations and etc.
- ④: Please write below facts and especially necessary informations for clarifying the family relation register.
 - In case low priority obligor report the birth register : Please write the reason why high priority obligor can't report.
 - The fact that you recognized the fetus before birth and the government office where you reported the fact.
 - In case of abroad birth : please write the local birth time. If the birth was during summertime, please write "During summertime" beside of the birth time.
 - In case the birth register as Korean name but the person who is registered in father's family as foreign name following the foreign father's surname : The registered name in abroad.
 - In case the agreement that baby's surname and place of family origin follow as the baby's mother's surname and place of family origin according to the Article 781. Section 1. of the "Civil Law", please write the purpose.
- ⑥: Please write submitter's name and resident registration number. (Regardless of declarer).
[접수담당공무원은 신분증과 대조]
- ⑦~⑨ A baby: Details for the baby.
- ⑨: Multiple birth(More than twins) or not has to be marked as "○" on fetus's number at pregnant without real number of birth and marked the birth order on each birth of register in the middler of multiple birth.
- ⑩~⑮ A parents : Details for baby's parents at birth time.
- ⑫: As standard the admitted all regular education institute by Ministry of Education, Science and Technology, if 'in' or 'dropout' of each school, mark as "○" on number of graduate school.
<Ex.>Junior dropout of University : please mark as "○" on high school.
- ⑬: Please write mainly job(occupation)'s type and details with company's name of the parents at birth time.
<Ex.>Detailer of sales department for ○○company, clothes salesperson at ○○shopping store , farmer in our rice paddy
- ⑮: Mother's total number of childbirth-Please write number of childbirth including the child on report and number of the surviving and died childbirth of them. If the mother is second marriage, please include before marriage's childbirth.

Attached documents

1. Birth certificate 1set(One of the belows).
 - Has to be written by Doctor or midwife.
 - If the baby wasn't born in Hospital or the other medical institute, it has to be written by person who know the birth. (This form is fixed separately by Article. 283 of the family relation register established rule).
 - The written by foreign public office the accepted certificate of birth register(or birth certificate) and translation.
- ※ If the details of the below No. 2 and No. 3 is checked by data processing at office of family relation register, the attached certificate for each register case can be omitted.
2. One set the certificate of marriage relation for mother or father of the baby.
 - If the father reports the birth of wedlock, must attach the certificate of marriage relation for mother certainly.
 - If the family relation register of baby's mother isn't existence or the register isn't clearly, please attach the paper to notarize the mother isn't a married woman or guarantee letter of companions for more than two persons.
3. Please attach one set the paper(ex. mother's basic certificate) to prove the mother is Korean at baby birth time.(In case of reporting the birth of the baby was born between foreigner father and Korean mother after 1998. 6. 14.)
4. At baby birth time, if the family relation register of Korean father or mother isn't existence or isn't clearly, please attach one set the copy of official document including personal data with name and date of birth for father or mother issued by our government office.(ex: passport, copy of resident register and the other certificate).
5. If the child is dual nationality, please attach one set the proving documents about the acquired nationality.
6. Identification check [according to Article. 23 of the family relation register established rule]
 - In case of declarer's attendance : Identification card
 - In case of submitter's attendance : Copy of declarer's identification card and submitter's identification card
 - In case of postal submission : Copy of declarer's identification card

Report of birth

[출생신고서]

※ Writing method (작성방법)

■ Permanent domicile address (등록기준지)

If you are a foreigner, please write your nationality.

(각 란의 해당자가 외국인인 경우에는 그 국적을 기재합니다)

■ Resident registration No. (주민등록번호)

If you are a foreigner, please write alien registration No.

(Domestic residence registration number or date of birth).

(각 란의 해당자가 외국인인 경우에는 외국인등록번호(국내거소신고번호 또는 출생연월일)를 기재합니다.)

1. Person of birth (출생자)

※ Writing method (작성방법) :

- Chinese characters of name must be within the bounds of the supreme court' rule (usable Chinese character as name). The name characters haven't to be exceeded 5 characters(not included the surname). Please check the usable characters in the electronic civil service center of the supreme court(www.scourt.go.kr/minwon).

(출생자의 이름에 사용하는 한자는 대법원규칙이 정하는 범위내의 것(인명용 한자)으로, 이름자는 5자(성은 포함하지 않는다)를 초과하지 않아야 합니다.

사용 가능한 인명용 한자는 대법원 전자민원센터(www.scourt.go.kr/minwon)에서 확인할 수 있습니다.)

- Please write person of birth's name in Korean or English and in Chinese characters. (출생자의 성명을 한글과 한자로 쓰세요)

- Please write person of birth's place of family origin. (출생자의 본을 쓰세요)

- Please write person of birth's sex(gender). (출생자의 성별을 쓰세요)

- Please check belows. 아래에 체크하세요.

(Was person of birth born under marriage or not?)

(혼인중의 출생자입니까 아십니까?)

1) Birth under marriage(혼인중의 출생)

2) Birth out of wedlock(혼인외의 출생)

- Please write the time and the date of birth according to twenty-four hour clock of birthplace. (출생일시를 쓰세요 (출생지 시각 : 24시각제))

※ Writing method(작성방법)

- When our nation(people) bore a baby in abroad, please write the local birth time by year of grace and the solar calendar. If the baby was born during summertime, please write "Period of summertime" in the side of the birthplace time.
(우리나라 국민이 외국에서 출생한 경우에는 그 현지 출생시각을 서기 및 태양력으로 기재하되, 서머타임 실시기간 중 출생하였다면 그 출생지 시각 옆에“(서머타임 적용)”이라고 표시합니다.)
- Please check place of birth. (출생장소를 체크하세요.)
 ① Own's house (주택) ② Hospital (병원) ③ Other (기타)
- Please write person of birth's permanent domicile address where is fixed by parents. (출생자의 부모가 정한 등록기준지를 쓰세요)
- Please write person of birth's address. (출생자의 주소를 쓰세요)
- Please write person of birth's householder and relation with person of birth. (출생자의 세대주를 쓰고 출생자와의 관계를 쓰세요)
- In case your baby is dual nationality, please write the fact and the acquired foreign nationality.
(자녀가 이중국적자인 경우 그 사실 및 취득한 외국 국적을 쓰세요)

2. Parents(부모)

※ Writing method (작성방법) :

- Regarding to father (부에 관한 사항)

Please don't write, in case of registering the mother the baby who was born out of wedlock. Please write "Father wasn't decided", in case of registering the birth as mother who remarried woman within 100days previous postmarital who has given birth after 200days from establishing remarriage and within 300days after finishing previous marriage.

(혼인외 출생자를 모가 신고하는 경우에는 기재하지 않으며, 전혼 해소 후 100일 이내에 재혼한 여자가 재혼성립 후 200일 이후, 직전 혼인의 종료 후 300일 이내에 출산하여 모가 출생 신고를 하는 경우에는 부의 성명란에 “부미정” 으로 기재합니다.)

- Please write parents's names in Korean or English and Chinese characters.
(부모의 성명을 한글과 한자로 쓰세요)
- Please write parents's place of family origin. (부모의 본을 쓰세요)
- Please write parents's resident registration numbers.
(부모의 주민등록번호를 쓰세요)
- Please write parents's permanent domicile addresses.
(부모의 등록기준지를 쓰세요)
- When you registered your marriage, did you submit the agreement that your child's surname and place of family origin follow as mother's surname and

place of family origin?

(혼인신고시 자녀의 성.본을 모의 성.본으로 하는 협의서를 제출하였습니까?)

3. In case of re-reporting of birth, after having cancelled previously the family relation register because of a declaratory judgement of non-existent real biological relation between a parent and the child.

(친생자관계 부존재확인판결 등에 따른 가족관계등록부 폐쇄 후 다시 출생신고 하는 경우)

- Please write particular name, resident registration number and permanent domicile address on the cancelled family relation register.

(폐쇄등록부상 특정사항을 쓰세요 - 이름, 주민등록번호, 등록기준지)

4. Other (기타)

※ Writing method (작성방법)

- Please write below facts and especially necessary informations for clarifying the family relation register.

(아래의 사항 및 가족관계등록부에 기록을 분명하게 하는 데 특히 필요한 사항을 기재합니다.)

- In case low priority reporting obligor reports the birth : Please write the reason why high priority obligor(parents) can't report.

(후순위 신고의무자가 출생신고를 하는 경우 : 선순위자(부모)가 신고를 못하는 이유)

- The fact that you recognized the fetus before birth and the government office where you reported the fact.

(출생전에 태아인지 한 사실 및 태아 인지 신고한 관서)

- In case of the birth registration as Korean name but the person who is registered in foreign government office as foreign type following the foreign father's surname :

The registered name in abroad

(외국인이 부의 성을 따라 외국식 이름으로 외국의 등록관서에 등재되어 있으나 한국식 이름으로 출생신고 하는 경우 : 외국에서 신고된 성명)

- In case of the agreement that baby's surname and place of family origin follow as the baby's mother's surname and place of family origin according to the Article 781 Section 1 of the Civil Law, please write the purpose.

(“민법” 제781조제1항 단서에 따라 혼인신고시 모의 성.본을 따르기로 협의한 경우 그 취지)

5. Reporter (신고인)

- Please write reporter's name and resident registration No.

(신고인의 성명과 주민등록번호를 쓰세요)

- Please check reporter's relationship.(신고인의 자격에 체크하세요.)

1 Father(부) 2 Mother(모) 3 Living together relative(동거친족)

4 Other(기타) (Please state(자격) :)

- Please write reporter's address, telephone No. and e-mail address.
(신고인의 주소, 전화번호, 이메일을 쓰세요)

6. Submitter (제출자)

※ Writing method (작성방법)

- Please write submitter's name and resident registration No. (Regardless of declarer)
(제출자의 성명과 및 주민등록번호를 기재하세요)(신고인 여부 불문)
([접수담당공무원은 신분증과 대조])
- Please write submitter's name and resident registration No.
(제출자의 이름, 주민등록번호를 쓰세요)

- ※ The following information is needed for establishing population policies, so you are obliged to declare truth fully under Articles 32 and 33 of the 「Statistics law」. Please only write the truth your privacy will be strictly protected.
(다음은 국가의 인구정책 수립에 필요한 자료로(통계법) 제32조 및 제33조에 따라 성실응답 의무가 있으며 개인의 비밀사항이 철저히 보호되므로 사실대로 기입하여 주시기 바랍니다.)

❖ Details of the birth (출생자에 관한 사항)

※ Writing method (작성방법)

- Please write details of the birth from No. ⑦ to No. ⑨.
(7번~9번은 출생자에 대한 사항을 쓰세요)

7. Please write length of pregnancy. (임신주수를 쓰세요)

8. Please write weight of new born baby. (신생아의 체중을 쓰세요)

9. Please write multiple birth or not and birth order.

(다태아 여부 및 출생순위를 쓰세요)

1) Single birth (단태아)

2) Twin birth (Twins) (쌍태아 (쌍둥이)) - 1. First (첫째) 2. Second (둘째)

3) Triple birth or more (삼태아 (세쌍둥이)) 이상 -

Please write which order in the middle of multiple birth

(쌍둥이 중의 몇째인지 쓰세요)

※ Writing method (작성방법)

- Multiple birth(More than twins) or not has to be marked as "○" on fetus's number at pregnant regardless of real number of birth and marked the birth order on each reporting of birth in the middler of multiple birth.

(다태아(쌍둥이 이상)여부는 실제로 출생한 아이의 수와 관계없이 임신하고 있던 당시의 태아 수에 "○"표시하며, 다태아 중 출생신고 대상 아이마다 출생순위가 몇 번째인지를 표시합니다.)

❖ Parents's details (출생자의 부모에 관한 사항)

※ Writing method (작성방법)

Please write details about parents of the birth at birth time from No.⑩ to No.⑮.
(10번~15번은 출생당시 출생자 부모에 관한 사항을 기재합니다.)

10. Please write nationality. (국적을 쓰세요)

- 1) Korean (한국인)
- 2) Be naturalized as a Korean (귀화한 한국인) : Previous nationality (이전국적)
- 3) Foreigner (외국인) : Nationality (국적)

11. Please write real date of birth. (실제생년월일) :

Solar(양력) / Lunar(음력) Year(년) Month(월) day(일)

12. Please write final graduate school (최종졸업학교)

- 1) Uneducated (무학)
- 2) Elementary school (초등학교)
- 3) Middle school (중학교)
- 4) High school (고등학교)
- 5) University (대학교)
- 6) Graduate school (대학원이상)

※ Writing method (작성방법)

- As standard the admitted all regular education institute by Ministry of Education, Science and Technology, if 'in' or 'dropout' of each school, mark as "○" on number of final graduated school.

<Ex.>Junior dropout of University : please mark as "○" on high school.

(교육과학기술부장관이 인정하는 모든 정규교육기관을 기준으로 기재하되, 각급 학교의 재학 또는 중퇴자는 최종 졸업한 학교의 해당번호에 "○"으로 표시합니다)

<예시> 대학교 3학년 중퇴 : 고등학교에 "○"표시)

13. Please write main occupation's type and details. (직업)

(주된 일의 종류와 내용을 기입하세요.)

※ Writing method (작성방법) :

- Please write type and details of main occupation with company's name of the parents on birth of baby.

<Ex.> Detailer of sales department for ○○company, clothes salesperson at
○○shopping store , farmer in our rice paddy

(아이가 출생할 당시의 부모의 주된 직업을 말하며 주된 일의 종류와 내용을 사업장명과 함께 기재합니다.)

<예시> ○○회사 영업부 판촉사원, ○○상가에서 의류판매, 우리 논에서 논농사)

14. Please write start date of cohabitation.

(실제 결혼생활 시작일을 쓰세요)

Year (년) Month (월) Day (일)

15. Please write total number of children born to the mother including this birth.

(모의 총 출산아 수를 쓰세요) Survivor (생존) / Death (사망)

※ Writing method

Total number of children born to the mother - Please write total number of children including this child on report and the number of surviving and died children of them.

If the mother was second marriage, please include before marriage's childbirth.

(모의 총 출산아수 - 신고서상 아이를 포함하여 모두 몇 명의 아이를 출산했고 그 중 생존아와 사망아 수를 기재하며, 모가 재혼인 경우에는 이전의 혼인에서 낳은 자녀까지 포함합니다.)

For official use only (Please don't write below details).

공용란 (아래사항은 기재하지 마세요)

❖ Attached documents 첨부서류

1. Birth certification 1set(One of the belows). 출생증명서 1통(다음 중 하나).

- Has to be written by Doctor or midwife. 의사나 조산사가 작성한 것.
- If the baby wasn't born in Hospital or the other medical institute, it has to be written by person who know the birth. (This form is fixed separately by Article 283 of the family relation register established rule).

(출생자가 병원 등 의료기관에서 출생하지 않은 경우에는 출생사실을 알고 있는 자가 작성한 것 (이 출생증명서 양식은 가족관계등록예규 제283호에 따로 정함).

- The written by foreign public office the accepted certificate of birth register (or birth certificate) and translation.

(외국의 관공서가 작성한 출생신고수리증명서(또는 출생증명서)와 번역문.)

※ If the details of the below No. 2 and No. 3 is checked by data processing at office of family relation register, the attached certificate for each register case can be omitted.

(아래 2항 및 3항은 가족관계등록관서에서 전산으로 그 내용을 확인할 수 있는 경우에는 등록사항별 증명서의 첨부를 생략합니다.)

2. One set the certificate of marriage relation for mother or father of the baby

(출생자의 부(父) 또는 모(母)의 혼인관계증명서 1통)

- If the father reports the birth of wedlock, must attach the certificate of marriage relation for mother certainly

(부(父)가 혼인외의 자를 출생신고하는 경우에는 반드시 모(母)의 혼인관계증명서 첨부.)

- If the family relation register of baby's mother isn't existence or the register isn't clearly, please attach the paper to notarize the mother isn't a married woman or guarantee letter of companions for more than two persons
(출생자의 모의 가족관계등록부가 없거나 등록이 되어 있는지가 분명하지 아니한 사람인 경우에는 그 모가 유부녀(有夫女)가 아님을 공증하는 서면 또는 2명 이상의 인우인 보증서.)

3. Please attach one set the paper(ex. mother's basic certificate) to prove the mother is Korean at baby birth time

(자녀의 출생당시 모(母)가 한국인임을 증명하는 서면(예: 모의 기본증명서) 1통)

(In case of reporting the birth of the baby was born between foreigner father and Korean mother after 1998. 6. 14.)

(1998. 6. 14. 이후에 외국인 부와 한국인 모 사이에 출생한 자녀의 출생신고를 하는 경우).

4. At baby birth time, if the family relation register of Korean father or mother isn't existence or isn't clearly, please attach one set the copy of official document including personal data with name and date of birth for father or mother issued by our government office

(자녀의 출생당시에 대한민국 국민인 부(父) 또는 모(母)의 가족관계등록부가 없거나 분명하지 아니한 사람인 경우 부(父) 또는 모(母)에 대한 성명, 출생연월일 등 인적사항을 밝힌 우리나라의 관공서가 발행한 공문서 사본 1부)

(ex: passport, copy of resident register and the other certificate)

(예: 여권, 주민등록등본, 그 밖의 증명서)

5. If the child is dual nationality, please attach one set the proving documents about the acquired nationality.

(자녀가 이중국적자인 경우 취득한 국적을 소명하는 자료 1부)

6. Please check the identification 신분확인

[According to Article 23 of the family relation register established rule]

([가족관계등록예규 제23호에 의함])

- In case of declarer's attendance : Identification card
(신고인이 출석한 경우 : 신분증명서)
- In case of submitter's attendance : Copy of declarer's identification card and submitter's identification card
(제출인이 출석한 경우 : 신고인의 신분증명서 사본 및 제출인의 신분증명서)
- In case of postal submission : Copy of declarer's identification card
(우편제출의 경우 : 신고인의 신분증명서 사본)