



## Marriage to be performed in the Republic of Korea

May 2025

### Documents to submit in person to your Swiss representation

Swiss nationals need a 'Certificate of capacity to marry 혼인요건성립증명서' in order to be able to register marriage in the Republic of Korea.

In order to apply for 'Certificate of capacity to marry 혼인요건성립증명서', the bride/groom must visit the Embassy personally, fill out and sign two forms 'Application for a certificate of capacity to marry' and 'Declaration concerning preconditions for entering into marriage'. To fill out the forms, you need to speak either one of the Swiss official languages (German, French, Italian) or English.

Please note that an appointment is required. Please contact the consular section of the Embassy by e-mail [seoul.chancery@eda.admin.ch](mailto:seoul.chancery@eda.admin.ch) or by phone.

### Swiss citizen

#### Swiss citizen, who is registered at the Embassy as Swiss Abroad

- ☐ Valid passport in original
- ☐ Certificate of residence: The Embassy of Switzerland in Seoul will issue a certificate of nationality and registration. The fee for the certificate is CHF 40.00 and has to be paid in cash in the local currency KRW.

#### Swiss citizen, who is not registered at the Embassy

- ☐ Valid passport in original
- ☐ Certificate of residence from the official residency in Switzerland
- ☐ Certificate of civil status (Personenstandsausweis, fiche individuel d'état civil), if available

### Korean citizen

- ☐ Valid passport in original (please make sure that your passport is signed)
- ☐ Passport copy of Swiss citizen and his/her exact address in Switzerland

#### 1) Birth Certificate

- ☐ Identification Certificate, detailed 'Gibon Jungmyungseo-sangsae (기본증명서-상세)' with Apostille\* + copy
- ☐ Family Relation Certificate, detailed 'Gajokgwangye Jungmyungseo-sangsae (가족관계증명서-상세)' with Apostille\* + copy

**Note:** Since December 2019, the Korean authority is issuing "English Language Certificate of Family Relation" (영문 가족관계증명서). This document is not accepted as it does not contain full information from the Korean version.

#### 2) Proof of your civil status

- ☐ Marriage Relation Certificate, detailed 'Honingwangye Jungmyungseo-sangsae (혼인관계증명서-상세)' with Apostille\* + copy

#### 3) Proof of residence

77 Songwol-gil  
Jongno-gu  
Seoul 03165

Phone: 0082 2 739 95 11, Fax: 0082 2 737 93 92  
[seoul@eda.admin.ch](mailto:seoul@eda.admin.ch), [www.eda.admin.ch/seoul](http://www.eda.admin.ch/seoul)

- ☐ Registration Certificate 'Jumindeungnok Deungbon (주민등록등본)' with Apostille\* + copy  
: only if you are residing in Korea; otherwise registration certificate of the residing country.

The original documents are submitted to the civil status authority concerned in Switzerland and **must not be older than three months. They will not be returned.** Photocopies are not accepted. Additional documents may be required if necessary.

## Translation

Korean civil documents will be translated by the Embassy of Switzerland in Seoul.

## Apostille

To obtain 'Apostille' on Korean civil status documents, please contact the following office

### Service and Support center for Overseas Koreans

Twin Tree A bldg, 15fl.

6 Yulgok-ro, Jongno-gu, Seoul 03142

Tel. +82 2 6747 0404

<http://www.oka.go.kr/oka/services/info/apostille/>

How to get Apostille: <http://www.oka.go.kr/oka/services/info/apostille/>

or **E-Apostille**: <https://www.apostille.go.kr/gb/app/applIndex.do>

## Fees

The marriage preparation costs approx. **KRW 800'000 (paid in KRW in cash or by credit card at the Embassy)**. If there is any balance in your favour, this Embassy will reimburse it to your Korean bank account.

The fees of this Embassy are charged according to the *Ordinance of 07.10.2015 regarding the Fees of the Federal Department of Foreign Affairs as well as the Ordinance of 27.10.1999 on Civil Status Fees (CSFO)*.

## Further information

- ☐ Please note that it will take at least 10 weeks until the Embassy of Switzerland in Seoul gets the "Certificate of capacity to marry" from the Swiss authorities. The Embassy has no influence on the delivery time of this document. Once the document arrived, the couple will be informed.
- ☐ Please hand in the contact details and the exact transcription of the names of the Korean citizens' parents in English. The names have to be exact on all documents in accordance with the passports of the parents.
- ☐ The Korean citizen must translate and submit the 'Certificate of capacity to marry 혼인요건성립증명서' to the local office (Gu Cheong 구청) for marriage registration.

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