

Guidance on the Revised Procedures for Applications for Disclosure of Adoption Information

Following the amendment of laws and regulations relating to the **disclosure of adoption information** (effective July 19, 2025), responsibility for handling disclosure of adoption information—previously divided between adoption agencies and the National Center for the Rights of the Child(NCRC)—has been **consolidated under the NCRC**. Accordingly, the revised procedures for applications for disclosure of adoption information are provided below.

Eligible Applicants

A person who has been adopted pursuant to the Special Act on Domestic Adoption (this also applies to persons adopted under the former Special Act on Adoption).

- **Age 18 or older:** The adoptee may directly apply for disclosure of adoption information.
- **Under age 18:** Disclosure of adoption information may be requested with the consent of the adoptive parents.

Application Method

Application via the National Center for the Rights of the Child Website (<https://www.kadoption.or.kr/en/>)

- Applicants should access the website, sign up, log in, and then click "Adoption Information Disclosure – Apply." They must upload the required documents (Application for Disclosure of Adoption Information and identification, etc.).

※ You can apply in person, by mail (including email), or other methods, but applying through the website is recommended as it's the fastest and easiest way to track your application and communicate with the officer.

Information Subject to Application(choose from the following)

- ① **Information on the Background of Adoption:** Age of the birth parents at the time of adoption, name of the residential area of the birth parents at that time [si/gun/gu (city/county/district)], reasons for the birth parents' consent to adoption, and date of adoption
- ② **Information on the Adoptee's Birth:** Name prior to adoption, resident registration number, date and time of birth, place of birth, etc.
- ③ **Information on Protection Prior to Adoption:** Name, address, and contact information of the facility or adoption agency where the adoptee was cared for before adoption
- ④ **Personal Information of the Birth Parents at the Time of Adoption:** The name, date of birth, address, and contact details (including email address) of the birth parents at the time of adoption.)

※ Note: Birth parents' personal information is generally not disclosed without consent. Exception:
If birth parents are deceased or cannot consent, applicants needing the information for medical reasons may access it by submitting a medical certificate or a doctor's statement. (See "Additional Documents" below.)

Required Documents

Category		Required Documents
Common Documents (Mandatory)		• Application for Disclosure of Adoption Information (Form No. 15 attached to the Enforcement Rule of the Special Act on Domestic Adoption) ※ When applying via the website, the application is automatically generated once information is entered online; therefore, there is no need to prepare the form separately. • Copy of an identification document ※ <u>Limited to identification documents that display the date of birth and remain within their validity period.</u> - Domestic adoptee: One of the copies of resident registration card, driver's license, or passport - Intercountry adoptee: One of the copies of passport, alien registration card, or driver's license.
Additional Documents (Only if Applicable)	Adoptee under age 18	① Copy of adoptive parents' identification document: Either resident registration card or passport ② Document proving adoptive parenthood: Certificate of Family Relations, Certificate of Adoption Relations, etc. (one of these) ③ Hand-signed consent form (available for download from the application website)
	Where the birth parents are deceased or unable to give consent for other reasons*, and the adoptee has a medical purpose	• A medical certificate or a doctor's statement issued within 6 months prior to the date of submission of the application. (This refers to cases where identifying the birth parents is necessary for the diagnosis and treatment of a disease. The document must state that information on the birth parents is necessary for the diagnosis or treatment of a condition, such as congenital / genetic diseases, rare diseases, or the possibility of organ transplantation. ※ <u>For medical certificates or doctor's statements issued by hospitals or physicians located outside Korea, the documents must be accompanied by a notarized translation into Korean.</u>

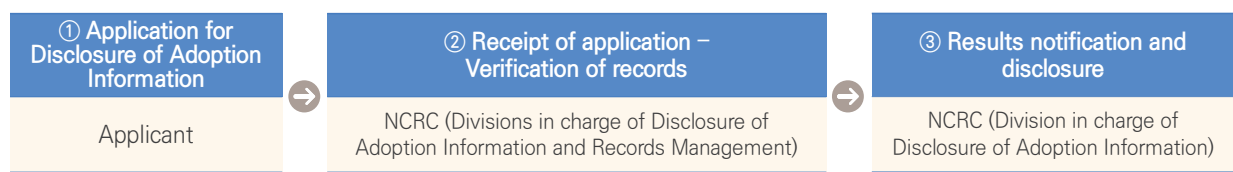
※ **Other reasons:** Cases where the birth parents are unable to express consent due to causes equivalent to death (e.g., being declared missing, dementia, unconsciousness, or physical/mental illness or disability that makes it impossible to communicate intent).

Guide to Completing the Application

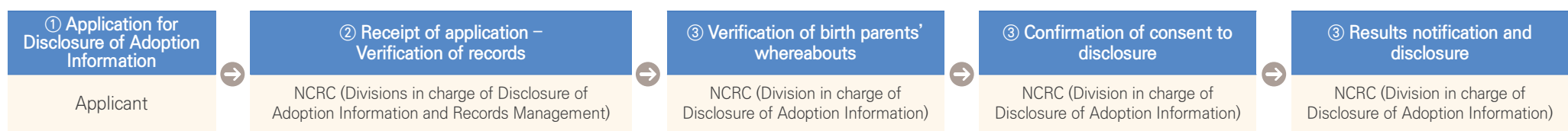
- ① Applicant Information: Full name, address, date of birth, phone number (must be a number that can be directly reached), and email address.
- ② Type of Request: Select either disclosure excluding or including the personal information of the birth parents.
- ③ Requested Information: Mark ' ☒ ' only for the information you wish to obtain.
※ Even if the applicant requests disclosure, information that does not exist in the adoption records will not be disclosed. The personal information of the birth parents will, in principle, not be disclosed if the birth parents refuse consent or if their whereabouts cannot be determined, which makes it impossible to identify their intent.
- ④ Method of Disclosure (※ Mail delivery of copies/printouts may risk loss or data leakage. Please select "Electronic file – Email" if possible.)
 - If you wish to view the original adoption records directly: mark "inspection."
※ Advance reservation is required for inspection (inspection is only possible if a reservation to visit the temporary archives has been made).
 - If you wish to receive the information by mail (post): mark "copy/printout." (※ For overseas applicants, mail delivery and tracking may not be reliable, and postage and related costs must be borne by the individual recipient. Therefore, the choice of "electronic file" is recommended.)
 - If you wish to receive the information by email or via the website: mark "electronic file."
※ To receive an explanation of the electronic adoption records (scanned copies of the original documents), a reservation for an in-person visit to the NCRC office is required.
- ⑤ Method of Receipt
 - If the method of disclosure is "inspection": mark "in-person visit."
 - If the method of disclosure is "copy/printout": mark "mail."
 - If the method of disclosure is "electronic file": mark "information and communications network (e.g., email transmission)."

Processing Procedures

- ① Where the request is for **"disclosure excluding the personal information of the birth parents"**: Results notification and disclosure **within 15 days (up to 45 days** if unavoidable, e.g., for confirmation of adoption information).



- ② Where the request is for **"disclosure including the personal information of the birth parents"**: Results notification and disclosure **within 45 days (up to 75 days** if unavoidable, e.g., for confirmation of adoption information or verification of consent from the birth parents).



Inquiries

E-mail: familysearch@ncrc.or.kr

※ Please note that phone inquiries may not always be connected promptly if the person in charge is unavailable. For this reason, inquiries are handled exclusively by email. We will review your inquiry as quickly as possible and respond in order of receipt.

Guidance on Reservations for Visiting the NCRC Office and Temporary Archives of Adoption Records

Visits to the National Center for the Rights of the Child (NCRC) office and the temporary archives of adoption records are available by reservation only. Services cannot be provided without a reservation, so please make sure to schedule a reservation in advance according to the guidance below.

Eligible Applicants for the Service

Individuals who have become adoptees under the Special Act on Domestic Adoption (or under the former Special Act on Adoption) (Where the adoptee under the Act is a minor (under 18 years of age), the adoptive parents may make the reservation and visit on behalf of the adoptee.)

Required Checks Before Reservation and Required Documents at Visit

- **Only those who have received a Notice of Results of Disclosure of Adoption Information** (Form No. 17 under the Enforcement Rule of the Special Act on Domestic Adoption) **from the NCRC may apply for inspection of original adoption records or explanation of digital copies (electronic files).** Applicants who have never applied to the NCRC for disclosure of adoption information (including those who only applied through an adoption agency) or whose application is still pending (i.e., before receiving the Notice of Results) must complete the process first. Only after obtaining the Notice of Results may they make a reservation.
- **Inspection of original adoption records is permitted only if the applicant,** when submitting the application for disclosure of adoption information, **requested "inspection" as the method of disclosure and has made a reservation to visit the temporary archives.**
- Reservations and visits must be made **directly by the adoptee** (for minors, the adoptive parents may act on their behalf).
- When visiting, applicants must bring **valid identification showing date of birth** (e.g., resident **registration card, passport**) **that has not expired.** **Original identification** must be presented **on site for verification.**

Services Provided

Location	Services / Requirements
NCRC Office	• Explanation of adoption record copies (digital files scanned from original adoption records) provided at the time of disclosure (※ <u>Service available only to applicants who have received a Notice of Results of Disclosure of Adoption Information from the NCRC</u>) • Response to inquiries regarding other services (procedures for application for disclosure of adoption information, Genetic Testing for Adoptees without Identifiable Birth Parents, issuance of Certificate of Adoption Verification)
Temporary Archives of Adoption Records	• Inspection of original adoption records (※ <u>Service available only to applicants who have received a Notice of Results of Disclosure of Adoption Information from the NCRC</u>)

※ **The scope of consultations** related to inspection of original records or explanations of electronic files is **limited to providing information based on the records themselves, such as literal translation of entries written in Korean.** Inquiries or requests regarding information not contained in the records—such as questions about the authenticity of the content, requests for correction of the content, or requests to compare with records of other adoptees—will not be answered. (This restriction is in place to prevent the provision of inaccurate information; your understanding is appreciated.)

Reservation Method

Applications for reservation through the NCRC website (<https://www.kadoption.or.kr/en/>)

- Access the website, sign up as a member, and log in. Then click "Visit Reservation" and enter details such as the place of visit, reason (purpose) for the visit, date and time, whether an interpreter will accompany you, and the staff member you have been in contact with.*
* If you have not been in contact with any NCRC staff member, select "Unknown." If you have, select the appropriate staff member.
- Once the reservation application is submitted, NCRC will review the details and either approve or decline the reservation. A reservation is not complete until it has been marked as "approved," so please make sure to check the status.
* Reasons for decline may include errors in selecting the place of visit (e.g., reserving a visit to the NCRC main office when the purpose is to inspect original records at the temporary archives), or applying for record inspection without any prior application history. In such cases, the reason will be explained, and you will be guided to reapply.
- For more detailed information regarding reservation and cancellation methods, please refer to the instructions available on the visit reservation website.

Notes

- To allow sufficient time for reviewing the reservation details and preparing adoption records for inspection, please make your reservation at least five (5) business days before the intended visit (Saturdays and public holidays are not included in this period). Reservations can be made up to two months in advance.

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Location (Address)

- **NCRC Office(Headquarters):** (G Square, 7th Floor) 12, Sejong-daero 22-gil, Jung-gu, Seoul, ROK (Postal Code 04525)
- **Temporary Archives for Adoption Records:** (Samsung Fresh Logistics, 4th Floor) 55, Sammak 2-gil, Deogyang-gu, Goyang-si, Gyeonggi-do, ROK (Postal Code 10575)

Route: Jichuk Station (Line 3 Exit 1, 3 minutes on foot) ➡ Jichuk Station Exit 1 Bus Stop (Village Bus No. 052A – 9 stops, 11 minutes) ➡ Get off at Goyang Duclass Knowledge Industry Center / Ogeum-dong Gogae Bus Stop (5 minutes on foot) ➡ Temporary Archives

※ For assistance finding the temporary archives on the day of your visit, please contact 02-6454-8859

