

Application for Change or Exemption from Military Service

Processing period for livelihood hardship: 90 days
Other reasons: Within 3 days (detailed criteria are in accordance with the Civil Complaint Processing Standards Table)

※ Please read the instructions and precautions below before filling out the form, and mark [] with a √ if applicable. (Front)

Classification	☐ Reduction of service period ☐ Exemption from or release from alternative service ☐ Military service exemption	☐ Transfer to supplementary service ☐ Transfer to wartime labor service ☐ Change in military service disposition
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Person Subject to Military Service	Name		Birthdate
	Home Phone Number	Mobile	E-mail
	Address		

Military service details	☐ Persons subject to military service physical examination or re-examination ☐ Persons subject to enlistment as active duty soldiers (including full-time reserve soldiers)
	☐ Persons currently serving as active duty soldiers (including full-time reserve soldiers)
	☐ Persons subject to conscription as a social service agent ☐ Persons currently serving as a social service agent
	☐ Persons subject to call-up for alternative service ☐ Persons currently serving as alternative service personnel ☐ Persons subject to call-up for reserve alternative service
	☐ Reserve Officers for Shipboard Service, Specialized Research Personnel/Technical Industrial Personnel (Called for Military Training, Currently in Service) ☐ Reserve Forces ☐ Others()

Application details	Military service exemption, etc.	☐ Application for reduction of service period	☐ Reason for difficulty in maintaining livelihood ☐ Person of National Merit
		☐ Application for transfer to supplementary service	☐ Persons of National Merit ☐ Persons with physical deformities, diseases, mental or physical disabilities, etc. ☐ Convicts
		☐ Application for transfer to Wartime Labor Service	☐ Reasons for difficulty in maintaining a livelihood ☐ Persons with physical deformities, diseases, mental or physical disabilities, etc. ☐ Convicts ☐ Middle school dropouts or lower ☐ Persons whose gender has been legally changed from female to male ☐ Naturalized citizens ☐ Orphans (including those residing in child care facilities, etc. for 5 years or more)
		☐ Application for military service exemption	☐ Persons with physical deformities, diseases, mental or physical disabilities, etc. ☐ Persons who migrated from the area north of the Military Demarcation Line
		☐ Alternative station call-up exemption or application for discharge from military service	☐ Reasons for difficulty in maintaining a livelihood ☐ Persons with physical deformities, diseases, mental or physical disabilities, etc. ☐ Naturalized citizens ☐ Persons whose gender has been legally changed from female to male ☐ Orphans (including those residing in child care facilities, etc. for 5 years or more)
	Desired service	☐ Application for Change of Military Service Disposition	☐ Healed from disease ☐ Person with disability ☐ Overseas emigrant ☐ Orphan ☐ Naturalized citizen ☐ Change in educational background () ☐ North Korean defector - Active duty[], Social service agent[] (Desired enlistment date: Year Month Day) ☐ Social Service Agent's Desire for Active Duty Service ☐ Preference for Active Duty Service among Social Service Agent conscription candidates - Preference for Full-time Reserve Service [], No preference [] * If not selected for Full-time Reserve Service, enlist as an active duty soldier (refer to the precautions at the back)
			☐ Select physical examination location

I hereby apply as stated above in accordance with Articles 62, 63, 63-2, 64, 65, and 65-2 of the Military Service Act.

Year Month Day

Applicant
Relationship

(Signature or Seal)

To the Head of the ○○Regional Military Manpower Administration (Military Manpower Branch Office)

Please refer to the back of the attached document s.	*There is no separate fee for submitting the application.
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Attached documents

Classification		Documents submitted by the applicant (representative)	Items to be confirmed by the official in charge
Reason for difficulty in maintaining a livelihood (the family's livelihood cannot be maintained without themselves).		1. One copy of the Consent Form for Providing Property and Income Details and Financial Transaction Information, etc. 2. One copy of the Report on Household Situation 3. One copy of the Family Register (to be submitted only if the reason cannot be verified through a certificate regarding family relationship records) 4. One copy of the Medical Certificate for Military Service (to be submitted only if there is a family member who has lost the ability to work due to illness or mental or physical disability) 5. Other documents required for military service exemption ※ Please note that among the items to be verified by the official in charge, document No. 2 through 4 and No. 8 through 10 can be verified without the applicant's consent.	1. Certified Copy of Resident Registration 2. Land (Forest) Register 3. Confirmation of Individual Officially Assessed Land Price 4. Register of General/Collective Buildings 5. Vehicle Registration Certificate (Type A/B) 6. Certificate of Use for Motorcycles 7. Construction Machinery Registration Certificate (Type A/B) 8. Certified Copy of Building Register 9. Certificate of Corporate Registration 10. Certified Copy of Land Register 11. Documents Proving Business Suspension 12. Business Registration Certificate (Referring to a Business Registration Certificate excluding Resident Registration Numbers) 13. Documents Proving Business Closure 14. Certificate of Income 15. Certificate of National Basic Livelihood Support Recipient 16. Certificate of Disability 17. Documents Proving Payment of Industrial Accident Compensation Insurance Benefits 18. Certificate of Family Relations Records 19. Employment Insurance Insured Status History (Permanent) 20. Employment Insurance Daily Worker History
Person of National Merit (one person in cases where a parent, spouse, or sibling is a fallen soldier or died in the line of duty, or is disabled due to a war injury or service-related injury).		One copy of the Certified Copy of the Family Register (to be submitted only if the reason cannot be confirmed by a Certificate of Family Relations)	1. Documents proving status as a person of national merit 2. Certificate of Family Relations Records
People with physical deformities, diseases, mental and physical disabilities, etc.		One copy of documents proving the fact, such as full-body or upper-body photographs taken within the last three months	1. Certificate of Disability 2. Documents proving status as a person of national merit (if the disability level is from 1st to 7th level)
People who emigrate abroad with their families			1. Confirmation of Overseas Emigration Declaration 2. Certificate of Family Relations Records
Convict (a person sentenced to 6 months or more)		One copy of the judgment or one copy of the certificate of finality of criminal judgment (to be submitted only if the finality of the sentence cannot be confirmed from the copy of the judgment).	None
People who migrated from the area north of the Military Demarcation Line		One copy of a confirmation of facts issued by the head of a relevant agency, such as a city, county, district, or police station	Certificate of Family Relations Records
Orphan	A person whose parents are unknown on the family register	One copy of the Transcript of Deregistration (in cases where the reason cannot be confirmed by a Certificate of Family Relations).	Certificate of Family Relations Records
	A person whose parents died before the age of 13 and who has no family to support	One copy of the Certified Copy of the Family Register (to be submitted only if the reason cannot be confirmed by a Certificate of Family Relations)	Certificate of Family Relations Records
	Persons who have been protected in child care facilities, etc. for 5 years or more	One copy of the Confirmation of Protection at a Child Care Facility, etc.	1. Certified Copy of Resident Registration 2. Certificate of Family Relations
A person whose gender has been corrected from female to male		1. One copy of the judgment 2. One copy of the medical certificate for military service (to be submitted only if verification is not possible via the copy of the judgment)	Certificate of Family Relations Records
A person who has acquired South Korean nationality through naturalization.		Copy of Naturalization Permit, copy of Official Gazette, Certificate of Acquisition of Nationality or Basic Certificate. 1 copy	Family Relation Certificate
Persons who have not graduated from middle school (only those born before December 31, 1992)		A certificate of academic qualification for military service purposes, or documents proving that one has not graduated from middle school or that academic qualifications equivalent to or higher than those of a middle school graduate are not recognized. 1 copy	None

People with diseases, people who have been cured of diseases.	Medical Certificate for Military Service 1 copy	None
Persons who wish to undergo a physical examination at the competent regional military manpower office, such as their place of actual residence.	Documents proving school enrollment, academy enrollment, employment, etc. 1 copy	None
A person whose educational background has changed.	Academic transcript 1 copy	None
North Korean defectors (persons exempted from military service under Article 64, Paragraph 1, Subparagraph 2 of the Military Service Act)	None	None

Consent Form for Joint Use of Administrative Information

I agree that, in connection with the processing of this matter, the public official in charge may verify the above matters confirmed by the public official in charge through the joint use of administrative information pursuant to Article 36, Paragraph 1 of the Electronic Government Act. * Failure to agree will require the applicant to personally submit the related documents.

Applicant

(Signature or Seal)

Instructions and Precautions

1. Mark check[√] for the type of change in military service or exemption, and then write the relevant details in the person subject to military service.
2. Mark check[√] for the applicable reason among your military service details and the types of changes in military service or exemptions (reduction of service period, transfer to supplementary service, transfer to wartime labor service, military exemption, exemption from alternative service mobilization or release from mobilization, change in military service disposition).
3. Write the application date, the applicant, and the relationship with the person subject to military service, then sign.
4. Important Notice
 - Ga. To receive a military service reduction disposition due to the reason of difficulty in maintaining a livelihood, the assets and income of you and your family must be verified through computerized data from relevant agencies, such as the National Tax Service and financial institutions.
 - Na. If a person with a physical grade of 4 who falls under Article 65, Paragraph 8, Subparagraph 1 of the 「Military Service Act」 is transferred to Industrial Technical Personnel after being assigned to active duty, the service period of an Industrial Technical Personnel in active duty status will apply.
 - Da. If a person subject to conscription as a social service agent who applies for a change in military service disposition wishes to serve as a full-time reserve soldier, they will be enlisted as a full-time reserve soldier in the year following the year of the application for change, provided that they are selected as a full-time reserve soldier in the year of the application for change. However, if there is no demand for full-time reserve soldiers in their place of residence or if the number of applicants exceeds the limit and they are not selected as a full-time reserve soldier, they will be enlisted as an active-duty soldier starting from the year following the year of the application for change.
 - Ra. A person who flees or hides their whereabouts, or injures their body or uses deception, for the purpose of evading or receiving a reduction in military service obligation pursuant to Article 86 of the 「Military Service Act」 shall be sentenced to imprisonment for not less than one year and not more than five years, and shall be restricted from military service reduction pursuant to Article 68 of the same Act.