

# Authenticating Background Checks at your Embassy

## I) Procedure

The procedure for authenticating a background check at your home country's embassy in Korea is generally the same for all applicants. The only major differences arise in the name and format of the legal statement used.

For Canadian citizens, the legal form is called a **statutory declaration**. The Canadian Embassy in Seoul spells out the procedure on their website:

### Quote:

For criminal record check, RCMP or local police certificate will be acceptable. Once a police certificate is received, one has to bring it to the Canadian Embassy in Seoul or to the Honorary Consulate in Busan with a statutory declaration (The form can be obtained both at the Embassy and at the Consulate) to have it notarised.

(<http://www.dfait-maeci.gc.ca/world/embassies/korea/menu-en.asp>, "Korea tightens visa rules for foreign instructors")

For American citizens, the process is similar, but the legal form is an **affidavit**. Once you receive the background check (issued by federal, state, or local authorities per Immigration regs), bring it to the U.S. Embassy and ask to fill out an affidavit—they have blank forms available. On that affidavit, you will state that you obtained the attached background check from (name of agency), and that the attached document is authentic, true, correct, unaltered, etc. Attach your background check to that form, sign it before the consular officer, and have them notarize it. The fee is \$30.00.

([http://seoul.usembassy.gov/notarial\\_services.html](http://seoul.usembassy.gov/notarial_services.html), "Administration of Oath")

## II) Contacts

If you encounter any difficulties in this process, there are several points of contact available to assist you.

At the U.S. Embassy, Mr. **Hale VanCoughnett** is familiar with Korean Immigration's regulations and has been in contact with them regarding this matter.

If a local immigration office is reluctant to accept a background check authenticated by this method, contact Mr. Namil Choi (최남일) at the Korea Immigration Service. According to Mr. Lee at Immigration, Mr. Choi's opinion is the final word on E-2 visa matters—he trumps the officers in the branch offices. His office number is (02) 500-9068.

<http://forums.eslcafe.com/korea/>