

NCRC GUIDE TO REQUESTING YOUR ADOPTION FILES

Step-by-Step Guide to Requesting Your Adoption Files

Step 1: Log in to the ENGLISH Portal

Navigate to the official English NCRC portal and log into your account you set up

<https://www.kadoption.or.kr/home/eng/user/login.do?menuPos=25>

On the main navigation or quick menu, click on Adoption Information Disclosure.

Application for Disclosure of Adoption Information

Name(Korea)*	Korean Name on your paperwork
Name(English)	Your Current Name must match your ID
Date of Birth(YYYYMMDD) *	Birthday must match your ID ☒ Check if you do not currently hold South Korean nationality
Residential Address*	☐ Search Address ☒ Enter Manually *Select only if your address is outside Korea Postal Code* Find Address Enter Your Mailing Address City, State, Country and other mailing details
Phone Number*	Your Current Phone Number
Email Address*	Email Address @ domain.com**
Fax Number	Numbers only, incl. country code (no hyphens). e.g.,
Adoptive Country*	Select Country

Step 2: Fill Out the Application Details

Fill out all available information in the disclosure form (red asterisks mean the information is Korean name stated on your adoption file required):

- **NAME (KOREAN):** Input, to the best of your ability, your given **Korean name stated on your adoption file**
- **Name (English):** Input the **adopted/English name given to you**
- **DATE OF BIRTH (YYYYMMDD):** Make sure to check the box stating “**Check if you do not currently hold South Korean nationality**” if applicable
- **RESIDENTIAL ADDRESS:**
 - When inputting your current state of address, you will need to choose between the two checkboxes: “Search Address” and “Enter Manually.”
 - **Applicants currently living in Korea are the only ones who are able to search their address** (the first checkbox) while **all those living outside the country will need to select the alternative checkbox.**
 - *If you do not have a postal code, enter identifiable information from your mailing address, it’s ok to enter the same information on line two of the address.
- **PHONE NUMBER**
- **EMAIL ADDRESS**
 - **This is broken into two boxes, enter your email address and then the hosting/ domain address (i.e. gmail.com, icloud.com, etc.)
- **ADOPTIVE COUNTRY:** where you were adopted to. Not where you are currently living.

☒ Application Type*	☒ New Application ☐ Reapplication
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Adoption Agency*	Select Adoption Agency
	Please enter the name of the adoption agency

- **APPLICATION TYPE:** Select “**New Application**”
- **ADOPTION AGENCY:** the agency you were **originally from in Korea.**

Optional Information (If Known)

* This information helps identify the applicant. If the applicant cannot be identified due to insufficient information, the request may be rejected.

Name Prior to Adoption	Korean or English letters (e.g., Hong Gil-dong / John)	Date of Birth Before Adoption	Date of Birth
Adoptive Father's Name	Korean or English letters (e.g., Hong Gil-dong / John)	Adoptive Mother's Name	Korean or English letters (e.g., Hong Gil-dong / John)
Other Information	Any other known information (e.g., place found, care facility)		
Request Type*	☐ Disclosure excluding information on birth parents *Consent from birth parents will not be requested. ☐ Disclosure including information on birth parents *Consent from birth parents will be requested. Disclosure may be restricted depending on their consent.		

- **REQUEST TYPE (CRUCIAL FIELDS):** You will be given checkboxes regarding what data you want released. To request original documents containing your biological parents' details, check the box that explicitly states "**Disclosure including information on birth parents.**"
 - This means that NCRC will be requesting the consent from **BOTH** birth parents and their approval/disapproval/state of being will depend on whether their information will or will not be disclosed.
 - Note if you do not wish to request your biological parents information, then you can request to "Disclosure excluding information on birth parents,"—this may or may not expedite your application request; however, do note that if you wish to find your birth parents information after receiving your initial paperwork, you will need to refill out this application and start the search process again, putting you back in the queue.

Disclosure Method	☐ Viewing ☐ Copy/Printout ☒ Electronic File ☐ Other
Method of Receipt	☐ In-person Visit ☐ Mail ☐ Fax Transmission ☒ Information & Communication Network (Email, etc.) *The disclosure method and method of receipt may be changed after consultation. ☐ Confirm (Required)
Special Circumstances (e.g., Medical Reasons)	☐ Applicable ☒ Not Applicable * If there are special circumstances such as medical reasons, a medical opinion or diagnosis issued within the last 6 months is required.

* What are "Special Circumstances (e.g., Medical Reasons)"?

- Cases where identifying birth parents is necessary for the diagnosis or treatment of diseases. This includes situations where information is needed for congenital or genetic diseases, rare diseases, or organ transplant-related needs. In such cases, a medical opinion or diagnosis issued within the last 6 months is required. If the document is issued by a hospital or physician outside ea, a ean translation notarization is required.

Disability Status	☐ Applicable ☒ Not Applicable
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- **DISCLOSURE METHOD:** You will choose how you want to receive the files. Select **Electronic File**.
Note: Because international mail delivery to overseas addresses can be slow, unreliable, and expensive, NCRC recommends choosing electronic files to securely receive scanned copies of your original documents.
- **METHOD OF RECEIPT:** Select "**Information & Communication Network (Email, etc.)**"
Note: Both Disclosure Method and Method of Receipt may be changed after consultation.
- **SPECIAL CIRCUMSTANCES (E.G., MEDICAL REASONS):** If you require birth parent identifying information strictly for a critical medical emergency (e.g., diagnosing a congenital/genetic disease, rare illness, or finding an organ transplant match), you can bypass standard consent by uploading an official doctor's medical statement issued within the last six (6) months stating this exact necessity.
- **DISABILITY STATUS**

File Upload

Application Form* (Handwritten signature required)		Attach File
Copy of Identification Document* (Choose one: Resident Registration Card, Driver's License, Passport, or Residence Card)	Select Document Type ☐ Resident Registration Card ☐ Driver's License ☐ Passport ☐ Residence Card 	Attach File
Medical Opinion or Diagnosis		Attach File
Additional File		Attach File

- **APPLICATION FORM:** A hand-signed copy of the Application for Disclosure of Adoption Information. *(You can fill it out digitally but YOU MUST HAND-SIGN THE SIGNATURE BLOCK BEFORE UPLOADING).*
- **COPY OF IDENTIFICATION DOCUMENT:** A clear, color scan of your current, valid foreign passport (photo and detail page), driver's license, resident registration card, or residence card.
Note for Minors: If you are under the age of 18, you must also upload a hand-signed consent form from your adoptive parents, a copy of their IDs, and a legal document proving adoptive parenthood (such as an adoption certificate or family relations document).
- **MEDICAL OPINION OR DIAGNOSIS:** Only for those who have a special circumstance/medical reason (e.g., diagnosing a congenital/genetic disease, rare illness, or finding an organ transplant match) to upload their official doctor's medical statement within the last six (6) months in order to bypass standard consent

IMPORTANT TRUTHS ABOUT THE PRIVACY LAW

It is deeply important to understand Korean privacy law limitations regarding birth parent information so you know what to expect:

- **THE CONSENT REQUIREMENT:** Under the Special Act on Domestic Adoption, the **NCRC cannot legally hand over the unredacted names, resident numbers, or contact details of your birth parents without their explicit, signed consent.**
- **IF CONSENT IS MISSING:** When you submit this request, the NCRC will use the legal details in your archive to attempt to locate your biological parents and ask for their permission to release their data.
- **WHAT YOU RECEIVE FIRST:** Initially, you will receive your **"Adoption Background Information."** This includes everything except their identifying details—such as their ages at the time of your adoption, the general city or region they lived in, and the documented reasons for your adoption.

Viewing Your Original Files in Person your application is approved and you wish to see or review the original physical documents or scanned files, **YOU CANNOT SIMPLY WALK INTO THE NCRC OFFICE IN SEOUL.**

Once your results are processed, you must use the portal to submit a Visit Reservation. You are only allowed to schedule an in-person file review after your initial official information disclosure application has been reviewed and a "Notice of Results" has been officially issued to you.