

**If your Korean certificate is issued by a private-run organisation or body**

1. The certificate can be issued either in Korean or English
2. Please bring the record, no matter what language is written, to a recognised notary public office in Korea to have the certificate notarised (with a Golden-Seal on it). In addition if the certificate is written in Korean the certificate should be both translated into English and notarised by a certified translator (or company) and a notary public office.
3. You then bring the notarised document above to the \* Apostille Counter administered by the Ministry of Justice to be apostilled for use in Ireland. Their contact number is +82-(0)2- 720 8027, but an English speaking person may not be available at their counter.

**If your Korean certificate is issued by a national (state) organisation or body**

1. The certificate, again, can be issued either in Korean or English. However, the one issued by a state-run body is not required to be translated or notarised. For use in Ireland, it would be strongly advisable that you get the certificate issued in English and have that English original certificate apostilled.
2. You then bring the original certificate directly to \*Apostille Counter administered by the Ministry of Foreign Affairs and Trade. Their contact number is +82-(0)2-2100 7600, but an English speaking person may not be available at their counter.

\*The both counters are located right beside each other in the office of Passport Division of the Ministry of Foreign Affairs. Map and directions to the office are as below;-



- Passport Division of the Ministry of Foreign Affairs and Trade
- Address: 4F. Korean Reinsurance Building, 80 Soosong-dong, Jongro-Gu, Seoul
- T: (02) 2100 7600 (the building is located next door to Korean Tax Authority Building)
- Opening hours : 09:00-18:00 / come in before noon for the same day service