**Form for the Diplomatic List**

**Embassy of , or**

**Consulate (General) of , or**

**Korean Office of (name of the organization), etc.**

**Note 1.** Please check all the information carefully to ensure that it is accurate and **up to date**.
(Missions will receive the draft of the diplomatic list via e-mail and be able to check the information.)

**Note 2.** Information provided by the Missions can be used by the Korean government and distributed to other organizations (e.g., for invitations to official events).

**Note 3.** If your country has an honorary consul in the Republic of Korea, please make sure to fill out Section 3.

|  |  |
| --- | --- |
| Chancery | e.g., 6th Floor, Wonseo Building, 60, Sajikro 8-gil, Jongno-gu, Seoul 03172 |
| Telephone No. | e.g., (02) 738-4970, (02) 720-4428 |
| Fax No. | e.g., (02) 738-4974 |
| Email | e.g., braseul@brasemb.or.kr |
| Website | e.g., http://www. brasemb.or.kr |
| Office Hours | e.g., 09:30-12:30 & 14:00-17:00 (Mon-Fri) |
| National Day | e.g., September 7 (Independence Day) |

**1. Ambassadors or Heads of Missions**

|  |  |  |  |
| --- | --- | --- | --- |
| 대사 성명(Name) | e.g., His Excellency Leo TOLSTOY | 신임장 제정일(Date of the Presentation of Credentials) | dd/mm/yyyy |
| 배우자 성명 (Name of Spouse) | e.g., Mrs. Sophia TOLSTOY |

※ Please use all-caps for surnames. Middle names can be omitted.

※ For ambassadors, please use His/Her Excellency. For spouses, use Mr., Mrs., Ms.

※ For heads of missions or representatives of international organizations, use Mr., Mrs., Ms.

**2. Diplomats**

|  |  |  |  |
| --- | --- | --- | --- |
| 외교관 성명(Name) | e.g., Mr. Leo TOLSTOY | 부임일자(Date of Arrival) | dd/mm/yyyy |
| 직위(Position) | e.g., second secretary |
| 배우자 성명(Name of Spouse) | e.g., Mrs. Sophia TOLSTOY |

※ Please use all-caps for surnames. Middle names can be omitted.

 ※ Please ensure that all the information in this section is accurate and up to date.

**3. Honorary Consul**

**Note 1.** Please fill out this form if your government has established an honorary consul in the Republic of Korea.

**Note 2.** Please ensure that all the information is accurate and up to date.

|  |  |
| --- | --- |
| 국가명(Country) | e.g., Republic of Korea |
| 명예영사 성명(Name) | e.g., Mun-se LEE |
| 직위(Position) | e.g., honorary consul/honorary consul general |
| 인가일자(Date of Authorization) | dd/mm/yyyy\* Please use the date on the exequatur from the Ministry. |
| 임기(Term) | e.g., until 2025/ 5 years/ until further notice |
| 명예영사관 주소(Address)  | e.g., 501, Enigmaville, 202, Dogok-dong, Gangnam-gu, Seoul |
| 전화번호 (Phone No.) | e.g., (02) 3462-6484 |

※ Please use all-caps for the surname.

**Guidelines on Completing the Form**

**1. Instructions on making the list of diplomats, consular officers, and representatives of international organizations**

* All members of the diplomatic staff and consular officers who hold diplomatic ID cards or consular ID cards issued by the Ministry should be included.
* For international organizations, representatives and high-level officers (rank equivalent to UN P-5 or higher) should be included.
* Administrative and technical staff members and agents who hold class “A” ID cards are **not** to be included.

**2.** **How to download and submit the form**

* The form can be downloaded from DIPLONET or the Ministry’s website, [www.mofa.go.kr](file:///C%3A%5CUsers%5Cmofa%5CDesktop%5C2017%20%EC%99%B8%EA%B5%90%EA%B4%80%20%EB%AA%85%EB%8B%A8%2B%EA%B3%B5%EA%B4%80%EC%9E%A5%20%EC%82%AC%EC%A7%84%ED%91%9C%5CAppData%5CLocal%5CTemp%5CLocal%20Settings%5CTemp%5CLocal%20Settings%5CTemp%5CDEXT5Temp%5C%EC%99%B8%EA%B5%90%EA%B4%80%EB%AA%85%EB%8B%A8%5C%EC%96%91%EC%8B%9D%20%EC%88%98%EC%A0%95%5C%EC%99%B8%EA%B5%90%EA%B4%80%EB%AA%85%EB%8B%A8%5Cwww.mofa.go.kr), by following these steps.
1. *Go to the English website.*
2. *Click on “About the Ministry” on the top left corner of the website.*
3. *Click on “Foreign Missions in ROK” on the left side of the page.*
4. *Click on “Guide for Foreign Missions in Korea” on the left side of the page.*
5. *Download “Form for Diplomatic List 2022.”*
* Fill out the form and send it to the Ministry via email ([protocol@mofa.go.kr](file:///C%3A%5CUsers%5Cmofa%5CDesktop%5C2017%20%EC%99%B8%EA%B5%90%EA%B4%80%20%EB%AA%85%EB%8B%A8%2B%EA%B3%B5%EA%B4%80%EC%9E%A5%20%EC%82%AC%EC%A7%84%ED%91%9C%5CAppData%5CLocal%5CTemp%5CLocal%20Settings%5CTemp%5CLocal%20Settings%5CTemp%5CDEXT5Temp%5C%EC%99%B8%EA%B5%90%EA%B4%80%EB%AA%85%EB%8B%A8%5C%EC%96%91%EC%8B%9D%20%EC%88%98%EC%A0%95%5C%EC%99%B8%EA%B5%90%EA%B4%80%EB%AA%85%EB%8B%A8%5Cprotocol%40mofa.go.kr)).

**3. Date of the presentation of credentials and arrival**

For ambassadors, please provide the date when the ambassador presented **his/her credentials** to the President of the Republic of Korea.

For representatives of international organizations, heads of consular posts, and other mission staff members, clearly state his or her **date of arrival** in the Republic of Korea. /END/