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# 외국인 대상자 서류 제출 안내

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## □ 신원조사 제출 서류

### 1. 보안업무규정 시행규칙 제57조(요청절차)제2항제5호

- 자기소개서(별지 제22호서식), 여권사본, 자국 공안기관이 발행한 범죄기록증명원(한글로 작성되지 않은 경우에는 공증된 한글 번역본을 첨부한다. 이하 이 조에서 같다.) 외국인등록사실증명원(국내 등록시) 각 1부 및 최근 6개월 내에 촬영한 상반신 반명함판 사진 또는 여권용 사진 1장(자기소개서에 붙인다)

\* 별지 21호 서식으로도 사용 가능

### 2. 개인정보 제공동의서

서식은 ↓ 붙임 첨부

## PERSONAL QUESTIONNAIRE

[PHOTO]

or photo file

(3cm×4cm) ·

(3.5cm×4.5cm)

\* FOR OFFICIAL USE ONLY

NAME	Last/First/Middle		GENDER		
DATE OF BIRTH	Month/Day/Year				
NATIONALITY (Include any dual nationality)		PLACE OF BIRTH	City/Country		
ALIEN REGISTRATION NUMBER		DATE & PLACE OF ENTRY TO KOREA	Month/Day/Year	City/Country	
RESIDENTIAL ADDRESS IN KOREA					
WORKPLACE		JOB/TITLE			
TELEPHONE NUMBERS (Include Area Code)	OFFICE : MOBILE :				
EDUCATION	SCHOOL NAME	PERIOD (MM/YY-MM/YY)	TYPE OF DEGREE	MAJOR	LOCATION (City/Country)

EMPLOYMENT HISTORY & PARTICIPATION IN CIVIC/POLITICAL ASSOCIATION	EMPLOYER/ VERIFIER NAME		PERIOD (MM/YY-MM/YY)		JOB TITLE/ POSITION	LOCATION (City/Country)	REWARD & PUNISHMENT (MM/YY)
FAMILY INFORMATION	RELATION	NAME Last/First/Middle	DATE OF BIRTH		FINAL ACADEMIC DEGREE	CAREER	ADDRESS
RELATIVES & ASSOCIATES IN KOREA	RELATION		NAME Last/First/Middle	CAREER		JOB TITLE/ POSITION	TELEPHONE NUMBER
<p>I declare that statements made in this form are true and correct, and agree if false information is knowingly or willingly provided on this form, I can be penalized in accordance with the relevant statute.</p> <p style="text-align: center;">DATE :</p> <p style="text-align: center;">SIGNATURE :</p>							

### Consent to the Collection and Use of Personal Information

The National Intelligence Service, Ministry of National Defense, and National Police Agency intend to collect and use personal information, sensitive information, and personally identifiable information of the applicant for the conduction of background check pursuant to Article 46 (Processing of Personally Identifiable Information) of the "Regulations on Security Work," and Article 15 (Collection and Use of Personal Information), Article 23 (Limitation to Processing of Sensitive Information), and Article 24 (Limitation to Processing of Personally Identifiable Information) of the "Personal Information Protection Act."

#### ■ Collection and use of personal information

Items	Name, gender, photo, nationality, place of birth, alien registration number, date & place of entry to Korea, residential address in Korea, workplace, job/title, telephone numbers(including office, mobile), education (including school name, period, type of degree, major, location), employment history & participation in civic/political association(including employer/verifier name, period, job title/position, location, reward&punishment), family information(including relation, name, date of birth, final academic degree, career, address), relatives & associates in Korea(including relation, name, career, job title/position, telephone number)
Purpose of collection/use	Background check and verification
Retention/use period	2 years

※ The above is the minimum information required to carry out background check and the applicant has **the right to refuse the collection and use of personal information**. However, **in case of refusal**, there **may be restrictions in appointment (employment) and security clearance**, as background check cannot be carried out pursuant to "Regulations on Security Work."

☐ I agree to the collection and use of personal information as described above.    I agree [   ]    I do not agree [   ]

#### ■ Processing of sensitive information

Items	Participation in civic/political association
Purpose of collection/use	Background check and verification
Retention/use period	2 years

※ The above is the minimum information required to carry out background check and the applicant has **the right to refuse the processing of sensitive information**. However, **in case of refusal**, there **may be restrictions in appointment (employment) and security clearance**, as background check cannot be carried out pursuant to "Regulations on Security Work."

☐ I agree to the processing of sensitive information as described above.    I agree [   ]    I do not agree [   ]

#### ■ Processing of personally identifiable information

Items	Alien registration number
Purpose of collection/use	Background check and verification
Retention/use period	2 years

※ A separate consent is not required under subparagraph 1 of Article 24-2 (1) of the "Personal Information Protection Act" and Article 46 of the "Regulations on Security Work."

☐ I have read and understood that personally identifiable information will be processed as described above. [   ]

We comply with personal information protection regulations that personal information processors are required to follow under the "Personal Information Protection Act." We will protect the rights of the information provider in accordance with relevant laws, and the collected information will not be used for purposes other than reasons agreed to by the information provider.

mm dd, yyyy

Applicant (representative): (seal or signature)

Legal representative (if needed): (seal or signature)

Contact information:

# 개인정보 제공 동의서

■ 본인은 보안업무규정 제36조에 따른 신원조사 대상자임을 요청기관으로부터 고지받고 신원조사기관이 본인에 대한 신원조사를 실시할 필요가 있다는 것을 이해하였으며, 이를 위해 신원조사 기관에서 「개인정보보호법」 등에 의해 보호되고 있는 본인의 개인(고유식별)정보를 동법 제15조(개인정보의 수집·이용) 및 제17조(개인정보의 제공)의 규정 등에 따라 본인의 개인정보를 처리(제공·조회)하는 것에 동의합니다.

## ■ 개인정보 제공 · 조회 안내

동의	고유식별정보 제공	동의함[    ]	동의하지 않음[    ]
여부	개인(신용)정보 조회	동의함[    ]	동의하지 않음[    ]

※ 본인이 서명한 동의서 복사본은 원본과 동일하게 유효하다는 것을 인정합니다.

■ 귀하께서는 본인의 개인정보를 제3자에게 제공하는 것에 대한 동의를 거부할 권리가 있습니다. 그러나, 동의를 거부하는 경우 신원조사를 진행할 수 없어 신원조사를 요청하는 기관으로부터 임용·출입·비밀취급인가 등에 제한을 받을 수 있음을 알려드립니다.

년                  월                  일  
 성명                  (자필서명)

제공 · 조회 목적	신원조사 사실관계 확인을 위한 자료 조회
제공받는 기관	교육부, 법무부, 행정안전부, 국토교통부, 경찰청, 병무청, 국민건강보험공단, 한국신용정보원
보유 · 이용 기간	신원조사 종료 시까지

제공 · 조회 항목 (해당기관)	제공	<ul style="list-style-type: none"> <li>▪ 주민등록번호 · 외국인등록번호(고유식별정보)</li> </ul>
	조회	<ul style="list-style-type: none"> <li>▪ 검정고시합격증명서, 고등학교졸업증명서(교육부)</li> <li>▪ 출입국기록, 국적, 국내거소신고사실증명(법무부)</li> <li>▪ 주민등록등·초본(행정안전부)</li> <li>▪ 자동차등록원부(국토교통부)</li> <li>▪ 범죄경력·수사경력자료, 국내·외 수배자료, 운전면허(경찰청)</li> <li>▪ 병적자료(병무청)</li> <li>▪ 건강보험자격득실내역(국민건강보험공단)</li> <li>▪ 개인신용정보(한국신용정보원)</li> </ul>