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**THE CURRENT STATUS OF VITAL STATISTICS
AND CIVIL REGISTRATION SYSTEMS
IN THE REPUBLIC OF KOREA**

by

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I. General Background

1. The Republic of Korea occupies the southern half of the Korean peninsula, having an area of 38 thousand square miles (99 thousand km²), or 0.07 percent of the world. The peninsula, which is largely mountainous, is situated at the far eastern part of the Asian continent. It separates the Yellow Sea on the west from the Sea of East on the east. On the south it is bounded by the Korea Strait and on the north the Democratic People's Republic of Korea (North Korea) shares its border with China and Russia.

2. The Korean people is composed of only one race, namely Han race, which is academically classified as the Tungusic sect of the Mongolian, and its language is also one with little dialectic variations. The Korean people has been long influenced by the Confucism of which the principles are true loyalty to friends, relatives especially parents, the aged, rulers, etc. In recent years, the Korean traditional values have however become weakened in the society, along with its industrialization which has been accompanied by the introduction of western life style. Nevertheless, such traditional values are still spiritual props of Koreans.

3. The Republic of Korea had faced adverse effects of dislocation of the national economy due to the divided Koreas and pervasive destructions of the Korean War, in addition to its enormous population pressures and unfavorable natural resource endowments. With the initiation of the First Five Year Economic Development Plan in 1962, Korean economy began a shift from its traditionally stagnant agriculture based economy. The economic structure was totally altered with an increasingly rapid economic growth during the Development Plan periods. These were accompanied by an overall development of Korean society such as urbanization, modernization of the social system and change in value orientations.

4. The rapid growth of the economy has inevitably been accompanied by changes in the industrial structure. During the period 1954-61, primary industry contributed 44 percent to the GNP and secondary industry, composed of manufacturing and mining, contributed only 12 percent. The primary industry share has continuously declined since then, and the opposite is true for secondary industry. The share of tertiary industry, which consists of social overhead capital and other services, increased gradually. Korean economic growth has been led by

secondary industry since the early 1970s. The economic growth is usually evaluated as the most crucial factor in this overall societal transformation since 1960.

5. The country consists of nine Dos (provinces) and six special cities(Shis) which have the same status as Dos. The six special cities are Seoul-tukpyolshi the capital of Republic of Korea and the other 5 Jikalshis such as Pusan, Taegu, Incheon, Kwangju, and Taejon. The six special cities are subdivided into wards(Gus) which encompass a number of sub-wards(Dongs). The nine Dos, which comprise both rural and urban areas, are Kyonggi-do, Kangwon-do, Chungchongbuk-do, Chungchongnam-do, Chollabuk-do, Chollanam-do, Kyongsangbuk-do, Kyongsangnam-do, Cheju-do. Each Do contains cities(Shis) and counties(Guns). The county is subdivided into collections of townships(Myons) and towns(Eps). The Ep comprises both urban and rural characteristics but the Myon is considered as the pure rural areas.

6. The most of Shis under each Do are composed of Dongs. However, the large Shis which have usually 500 thousand population and more are divided into Gus, which contain Dongs as in case of the six special Shis. The difference is that the Gus under the special Shis have the rights of personal management, budget compilation, etc., while those under the large Shis are not given such rights. In all, there are 6 special Shis, 68 Shis, 136 Guns, 74 Gus, 175 Eps, 1234 Myons, and 2243 Dongs as of the end of June 1993.

II. Demographic Profile

7. The Republic of Korea is one of the most densely populated countries in the world. According to the censuses, there were 25.0 million people in 1960, 31.5 million in 1970 and 37.4 million in 1980. In the 1990 round, the population was enumerated as 43.4 million, a density of 437 people per square kilometres.

8. A typical population phenomena developed along with the changing political situation. With the liberation and division of the country in 1945, the Republic of Korea experienced historically unprecedented rapid population growth as a result of a heavy repatriation of Koreans from Japan and Manchuria and a large influx of refugees from the North. During the Korean War(1950-1953), the death rate rose sharply, but the loss

of population was offset by a second surge of refugees from the North. The population showed the rapid increasing pattern, influenced by the post-war baby-boom.

9. With the initiation of a national family program which was launched as an integral part of national development in 1962, fertility started declining. The crude birth rate was 42.1 in 1960 but declined drastically to 15.6 in 1990. The total fertility rate stood at 6.0 in 1960, which continued to lower to reach the replacement level of 2.1 births in the mid-1980s and further declined to 1.6 level in 1990. Concomitant with the fertility decline, there was a great reduction in the annual rate of population growth. The rate declined drastically from 3.0 percent in 1960 to less than one percent in the beginning of 1990s.

10. Such decline in fertility was in great part led by the decline in mortality and improvement in women's status. The mortality decline was more stabilized than the fertility decline. The crude death rate was 12.1 in 1960 but declined to 9.5 in 1970, 6.7 in 1980 and 5.8 in 1990. As a result, the expectation of life at birth increased from 51.4 years for male and 53.7 years for female during the period 1955-60 to 66.9 years and 75.0 years in 1989, respectively. Equally or more important factors in the recent mortality decline were a rapid expansion of health and medical services throughout the country. This steady increase has been primarily attributable to the marked reduction in the IMR over the period. Adoption of the National Family Planning Programme in 1962 is known to have contributed greatly to the improvement of maternal and children's health. The IMR was 53 in 1970. It sharply fell to 32 in 1980 and further declined to 12.8 in 1990.

11. The overall sex composition of population has been insignificantly changed over the periods. The sex ratio was 100.7 in 1990 which is not quite changed from those in the past years. However, the sex structure by age group is quite distinctive. The sex ratio at the 0-4 age group was 111.2 in 1990, increased from 108.0 in 1985. The high sex ratios at younger ages resulted from the strong son preference of Korean people which has been long influenced by the Confucism. The quite low sex ratios at older age groups are also true for the Korean people. The reason for the relatively high ratios of older population in Korea can be explained by the bigger difference in mortality rates between adult males and females, which have been greatly favorable for the females.

12. The change in the spatial structure of population has coincided with economic development and modernization. The industrialization process strategy Korea employed in its initial stage was export-oriented light manufacturing. The light industry located in the urban area absorbed the population from the rural areas. The massive migration from rural areas to urban industrial centers in turn accelerated the transformation of the typical agricultural base society to the industrial one. To accommodate the large influx of rural population, major cities expanded their boundary as well as facilities.

13. There were only 12 major cities in 1945. The number of cities increased to 74 in 1990. Due to the increase in the number of cities and the expansion of city itself by pulling population, the degree of urbanization as measured by the proportion of population living in the urban areas(cities) has rapidly increased. The urban population accounted for only 28.0 percent of the total in 1960. However, it doubled to 57.3 percent in 1980 and further increased to 74.4 percent in 1990.

14. The urbanization process in Korea has been distinctively characterized by the high concentration of population into a few cities. In particular, Seoul has been the main center of population concentration since 1960s. Seoul comprised 2.4 million in 1960, which is increased to 10.6 million in 1990 by more than four-folds, accounting for one fourth or 24.4 percent of the total population. Seoul's surrounding satellite cities have experienced the most population growth. Consequently, the Seoul metropolitan area including Seoul, Incheon and Kyonggi-do comprised 42.8 percent of the total population. However, the adverse effects of excessive concentration discouraged migration to the megapolities. From the early 1980s, the population concentration in the megapolities began to show a slowdown trend while the medium and small size of cities grew faster.

15. Koreans have put high values on education since they believe education not only provides prestige and respect but also is the most important means for levelling up their social and economic status. Such high aspirations for education rooted from the traditional culture. According to the 1955 census, the illiteracy rate for the population aged 20 and over was 26.3. However, it was reduced to 14.8 in 1970. Among the population aged 20 and over, the proportion of population who have never attended the school decreased from 29.0 percent in 1970 to 9.3 percent in 1990. The proportion of population with high educational attainment of college and over appeared 23.6 percent for the population aged 25-29 according to the 1990

census, although it decreased with age. Such a trend was facilitated by the introduction of compulsory primary school education and the continuous expansion of the educational system in addition to the high inspirations of Korean people.

III. The Civil Registration System

1. Legal frame of the system

16. The civil registration in the Republic of Korea is not a recent development. The history of civil registration dates back to the era of Three Kingdoms(BC 57-AD 668). Its main purposes were to accommodate the Government's tax collection, conscription, compulsory labor, etc. In the era of United Silla Kingdom(AD 668-935), there was also a systematic registration of population and households, which was supposed to be updated every three years.

17. The civil registration system was continued to the Koryo Dynasty(935-1392). The system in this era took the different registration forms according to the status of registrants; one form was designed to record the compulsory military and labor duties of the common men aged 16 and over and another form to record kinship and their slaves.

18. During the Chosen Dynasty(1392-1909), the civil registration was reinforced by consolidating the system. As one of such efforts, the regulation of Hogusung Kup Gyuchi was enacted in 1428. The system was put under the responsibility of the Ministry of Justice and the local administrative offices were imposed to collect the registration forms and update the registers which contained address, date of registration, name, age, occupation, family name, relation to the head of household, name and age of slaves, etc. The local offices were also responsible for identifying births, deaths and migrants. The registration forms which were collected by the head of the lowest administrative unit(Yi) were submitted, through Gun and province, to the central Government.

19. The system was further evolved by the promulgation(Royal Decree, 61) of Decree on Household and Population Survey(Hogu-Josa-Gyuchic) in 1896(1st of Sept.). Its bylaws were published by the Ministry of Home Affairs Order 8. The frequency for updating registers and counting population and households was

transferred from triennial to annual basis. Creation of new households, replacement of household head, occurrence of birth and death, etc. were to be registered within 20 days after their occurrence. The Hogu-Josa-Gyuchic was replaced by Minjeock Law (Civil Registration Law) enacted and promulgated as the Code 8 in 1909 (March) and enforced from the third of April, 1909. It is believed that it is by this law that the civil registers started playing a role as an official document verifying the family relationship and persons's social status.

20. Under the Japanese rule, the Chosen Hojeock Ryung (Chosen Civil Registration Regulation, Governor General of Korea Order 154) was promulgated in 1922 (18th of Dec.) and enforced in 1923 (5th of July), replacing the previous Minjeock Law. This law stipulated newly the followings:

- (1) The registration was put under the responsibility of the Ministry of Justice (the local courts) which was transferred from the Ministry of Home Affairs (the provincial governor and the county chief).
- (2) An origin of register was to be stored within the Do or Myon offices and a copy of register was to be submitted to and stored in the sub-office of local court.

21. The legal frame of the current civil registration system was established by the Act 535 which was enacted in 1960 (1st of Jan.). It was firstly revised to provide for the legal separation of a family in 1962 (29th of Dec. Act 1238). In its second revision in 1963 (31st of Jul., Act 1377), the registrations on marriages by justice and divorces by agreement were added. Through the third revision in 1975 (31st of Dec., Act 2817), the registration could be corrected by the authority of chiefs of various local offices. The fourth revision in 1978 (6th of Dec. 1978, Act 3157) was devoted to preparing the system on ascertaining the decision of divorce by agreement. The 5th revision was done in 1990 (31st of Dec., Act 4298), by which the civil registration form was changed but not much.

22. The law provides for nation-wide compulsory registration of vital events such as births, marriages, divorces, foetal deaths and deaths. The current civil registration law provides for kind of vital events, compulsory registration for entire population and area, place of registration, legal informants, time allowance, late registration and penalties, registration method, procedures of registration, channel of form transmission, storage and maintenance of forms, correction and withdrawal of registration, definition of vital events, designation of agencies responsible for registration, certificate issuing, document

attachment, registration forms. In addition, the details of the registration process are provided by the Ministry of Court Administration Order.

2. Administrative arrangements of the system

23. In the Republic of Korea, two governmental agencies are directly involved with the civil registration system; the administration of civil registration is under the jurisdiction of the Ministry of Court Administration. However, the actual registration is performed by the civil registration sections (CRSs) under local governments which are directed by the Ministry of Home Affairs. The CRSs in Gus (in the large or special Shis), Shis (without Gus), Eps and Myons under Guns serve as primary registration units (PRUs). Although Dong offices under Shis or Gus are not identified as the PRUs since they do not store family registers, they only receive and transmit death and birth forms to the PRUs of Shi or Gu offices.

24. The PRUs receive two copies of forms from the informants, one copy of which is sent to the sub-offices of local courts and another to the National Statistical Office (NSO). In case that the vital events occur to the Koreans living abroad, the Korean embassies or consuls in the foreign countries are responsible for receiving and transmitting the forms. Except the agencies in the foreign countries and Dongs (2243), there are 1543 PRUs including 74 Gus, 60 Shis, 175 Eps and 234 Myons. There are no secondary units authorized to perform registration. In the Republic of Korea, there are three levels of administrative divisions; namely, Shi (special cities) or Do (provinces), Gu, Shi (ordinary cities with or without Gus) or Gun, and Dong, Ep or Myon. Eps and Myons as the PRUs are identical to those as the smallest administrative division. However, the Gus and Shis (ordinary) as the PRU are identical to those as the second level of administrative divisions.

25. The average population living per type of PRUs is calculated using the results from the 1990 Population and Housing Census and presented in Table 1. Among PRUs the Gu PRU covers the biggest population which is, on average, 344,549. It is followed by the Shi PRU which covers the average population of 119,282. Such big population sizes covered by these PRUs are attributed to their characteristics of urban densed areas; it is particularly truer for the Gu which composes the special and large Shis (cities). The average population served by the Ep PRU is 20,020. The Myon PRU which is characterized by the rural area, on average, serves for the least population (5,994).

26. Regardless of the served population size, only one staff (registrar) who is an official of the local Government is assigned to one PRU. However, several staff are actually assigned to perform or assist registration to each PRU. The staff work for eight hours per day from Monday to Friday but for only 4 hours on Saturday. Since birth and death are to be registered within one month and marriage and divorce are legally effective when registered, such work hours per day is not considered inconvenient for the informants.

27. The Table 2 shows the number of events registered by type of PRUs and type of vital events in 1992. The number of events registered per type of PRUs is in proportion to the population each type of PRUs served. Accordingly, the registrar in the Gu office covered the largest number of vital events, which is followed by Shi, Ep and Myon.

28. The Ministry of Court Administration(MCA) is the agency responsible for administering and technically guiding a civil registration. The MCA gives the regular training course to the registrars on an annual basis. The training course covers all procedures set up for registration of vital events. The MCA carries out several times inspections per year on the registration work of PRUs. In addition, the inquiries on registered forms are, on a continuous basis, sent back to correct the detected errors. Especially to improve the registrars' morals, the MCA, once per year, gives a recognition for the registrars who are considered to perform the registration work the most successfully.

3. Procedures for registration

29. The procedures set up for registration of vital events are uniformly applied to the whole country. The standardized loose-leaf forms of documents are used to record vital events. The white vellum paper is used for the form, which requires no special quality of ink and which size is B5 (8Cm×10Cm). The informant should make two copies in one registration. The samples of vital records in current use are attached. The National Statistical Office(NSO) is the agency responsible for printing the documents since 1970 when two different forms for civil registration and vital statistics reporting were combined into one unified form. One copy of the form is sent to the NSO for compiling vital statistics, while its origin is sent to the Local Court of Justice for updating or retrieving the family registers.

30. Births and deaths are registered by place of occurrence,

by place of permanent domicile of the birth's or the dead's or by place of residence of the informant's. In case of marriages, registration is done by place of permanent domicile of either of the bride or the bridegroom or the place of residence of either of the bride or the bridegroom. For divorces, registration is done either by the place of residence or the place of permanent domicile of husband's since the wife's permanent domicile becomes the same as the husband's by marriage.

31. Time allowed for registration of births and deaths is one month inclusive of the day of occurrence. For marriage and divorce, no time is limited for registration, since marriage and divorce are legally effective only when registered. Such time allowances for registration of vital events are considered adequate with regard to complete registration. However, the reduction of time allowed for registration of deaths may be needed in order to remove the informant's memory lapse errors on cause of death.

32. No registration fee is required to pay. Its main aim is to encourage the registration of vital events. For registration of death, a medical certificate should be attached. In case the medical certificate is not available due to unavoidable circumstances, the certificate by two laymen (witnesses) can substitute for the medical one. Registration of birth is also required to attach a certificate by a physician, a midwife, or others who are involved in taking care of delivery. In addition, the identity number of informant is required to be filled in the registration form.

33. In case of delayed registration of birth and death beyond time allowances, the penalty of 50,000 won is imposed. According to the level of living, educational level and reason for delay, the informants can be exempted from penalty or pay a reduced amount of the penalty. No penalty is applied to registration of marriage and divorce since they have no time limit for registration. The penalty provision is strictly complied by local registrars. Nevertheless, it has been appraised that such a penalty tends to discourage the full registration and to lead to the distorted registration.

34. There is a possibility for the duplication of registration of vital events. The causes for duplication of registration are as follows;

- One vital event can be registered both in the place of residence and the place of permanent domicile.
- The PRU in the place of permanent domicile can process, as

to the new ones, the forms transmitted from the other PRU in the place of residence for updating or retrieving the family registers.

- The registrars can receive the copies of registration forms more than required.
- The registrars can duplicate the copies of forms more than needed.

4. The local registrars

35. The registrars appointed by the MCA are municipal secretaries at relatively low positions. Since only one registrar is assigned to one PRU, the registrar has usually several assistants. Registrars and assistants do the actual work of registration. The MCA gives a training to the registrars every year, which covers all procedures set forth for civil registration. They are also given a training, on an annual basis, on statistical matters of registration by the NSO. Handbooks on legal and statistical matters from MCA and NSO are available for registrars.

36. The registrars's posts are subject to the personnel change within the office or between the offices. If they are shifted to the other posts or duties, the replaced personnels are newly appointed as registrars. Since the personnel change takes place rather irregularly, the term of appointment for registrars can be short or long. It is often pointed out that such a frequent change of registrars in some offices hampered career development and as a result caused mistakes and errors in registration. All registrars do work on a full-time basis. However, it is often that they are given the other duties in addition to registration.

5. The informant

37. The Civil Registration Law provides for informants and alternative informants by the type of vital events as follows;

- Birth: (1) father or mother, (2) legal head of family, (3) relatives living in the same household, (4) physician, midwife or other persons looking for delivery, in this order
- Death: (1) legal head of family, (2) relative, (3) any other person living in the same household, (4) the person who owns or who takes responsibility for the house and/or premises in which death occurred, in this order
- Marriage: bride or bridegroom
- Divorce: husband or wife

In case the informant of birth is rather than its father or mother, the quality of vital records seems to be relatively poor.

6. Civil registration archives

38. As noted, Shi, Gu, Ep and Myon offices serve as the PRUs. The PRUs store the family registers on the bookshelves. Once updating the family registers is completed, the civil registration records (forms) are bound, on a monthly basis, in a file and with sequence numbers and covers. The Korean alphabetical indexes are also attached to the file. The files, if necessary, together with the copies of updated family registers are sent to the sub-office of local court.

39. The sub-office of local court plays a role as the central archive of civil registration records. The received civil registration records and copies of family registers are separated by the family. After confirmation and indexation, the civil registration records are stored on the bookshelves. However, the copies of civil registration records sent to the NSO for statistical purpose are input in the tape through the mainframe computer and are abolished after 1 year passed.

7. Assessment of the civil registration system

40. The current Civil Registration Law is considered strong enough to effectively enforce the registration of vital events. However, the law itself is too complicated and difficult for the informants to understand. Moreover, the law is not publicized sufficiently among the public.

41. Administratively, the civil registration system is systematically organized throughout administrative hierarchies and hence supervision and inspection for the registration work of PRUs are facilitated. However, in many local offices there are too frequent changes of registrars, which result in hampering registrars' career development. That neither incentives nor priorities are given to the registrars, also discourages their morals and efficiencies.

42. From the technical viewpoint, unifying both civil registration and vital statistics reporting forms facilitates the registration. However, use of difficult legal words for the questions in the form causes the informants to answer incorrectly.

43. As for the population attitude, most of population

perceive the duty of registering vital events. It is particularly true for marriage and divorce since they are legally effective when registered. However, some people intentionally delay the registration of death for their legal benefits, for example, delaying inheritance taxation. For the birth, its registration is often delayed due to the practices of naming it. Many people register the date of occurrence differently from the actual date for various reasons.

44. The PRUs are to report the number of registration of vital events to the NSO before sending the forms themselves. When compared with the number of registration records (vital events) sent to the NSO, most of vital events registered in the PRUs were transmitted. For the years of 1990 and 1991, 99.9 percent of the registered forms for all types of vital events were transmitted. It is found that such percentages were almost equal to every region and every PRU. The only few differences might occur due to failure of counting the registered forms, missing of the forms during administrative procedures, loss of the forms, or duplication of registration.

8. Uses of registration records

45. The civil registration records are used only for the individual's legal purpose. As noted, the registration records are used to update or retrieve the family registers. If the contents on the family register are different from those the informants registered, the registration records stored in the sub-office of local court are referenced to correct the errors.

IV. The National Vital Statistics System

1. The legal frame of the system

46. The current vital statistics reporting has its legal basis in the Statistics Law promulgated in 15th of Jan., 1962 (Law 980) which has been twice revised in 12th of Dec., 1962 (Law 1215) and 31st of Dec., 1975 (Law 2799). Along with the Statistic Law, its Enforcement Ordinance was stipulated in 10th of Mar., 1962 (Cabinet Order 512) which has been six times revised; the first revision in 25th of Feb., 1963 (Cabinet Order 1214), the second in 2nd of Apr., 1964 (Presidential Order 1763), the third in 2nd of May, 1966 (Presidential Order 2505), the fourth in 27th of Oct., 1969 (Presidential Order 4182), the fifth in 8th

of May, 1976 (Presidential Order 8116), the sixth in 24th of Apr., 1991 (Presidential Order 13361). The details on vital statistics reporting is provided for by the Regulation on Vital Statistics Reporting which was enforced in 16th of Sept., 1970 (Economic Planning Board Order 57) and has been revised twice in 18th of Mar., 1971 (EPB Order 66) and 29th of Jun., 1976 (EPB Order 78). These legal bases provide for nation-wide compulsory reporting of births, deaths, marriages and divorces.

47. According to the Statistics Law, imprisonment of six months or more or a fine of 50,000 won is to be imposed on non-compliance of regulation. The regulations consist of 16 articles which are concerning purpose of vital statistics (article 1), type of vital statistics reporting (article 2), definition of reporting (article 3), the informant (article 4), distribution of reporting forms (article 5), time allowance (article 6), receipt of form (article 7), correction (article 8), submission (article 9), delay (article 10), confirmation (article 11), printing of the forms (article 12), dissemination of the forms (article 13), and additional amount of forms (article 14), compilation and publication of the vital statistics (article 15), and storage of the forms (article 16). The articles 7, 8 and 9 lay down responsibility onto the offices of Gu, Shi, Ep and Myon for receiving and transmitting the registration forms.

2. Administrative arrangements of the system

48. Vital statistics reporting and civil registration are done in one unified form and hence those primary civil registration offices are responsible, at the same time, for vital statistics reporting. The PRUs are to bind and transmit the registration forms to the Population Statistics Division of NSO via the administrative hierarchies (Gu, Shi or Gun and then Special Shis or Dos). As noted, these units are under the direction of the Ministry of Home Affairs, while the civil registration is under the jurisdiction of the MCA and the vital statistics reporting is under the jurisdiction of the NSO.

49. The Population Statistics Division of NSO is exclusively devoted to the vital statistics, responsible for designing, printing and distributing the forms for civil registration as well as vital statistics reporting, compiling, analyzing and releasing the vital statistics, and publishing and disseminating the reports. The Population Statistics Division consists of 5 sections such as Administration, Census, Census Mapping, Migration, and Vital Statistics. The vital statistics section is the main one responsible for administering the vital statistics reporting

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system. The data processing for vital statistics including consolidation and entry of individual records and development of programmes for tabulations is done by the other divisions including Data Processing and System Development Divisions.

50. Nine staff are assigned to the vital statistics section of Population Statistics Division. Since the staff is administratively assigned to the section rather than by their knowledge or skills, they need to be trained intensively. However, only a few are trained in abroad training institutes but not within the country and most of them have never been trained on a formal basis. Hence, it is quite needed for the NSO to establish or find the training centers (institutes) for the staff as well as the local registrars to be trained.

3. Procedures for reporting and monitoring

51. Each type of vital events is to be reported in a single form for vital statistics reporting as well as civil registration. Of each form, the vital statistics reporting is designed on the bottom part and the civil registration on the upper part. The guidelines to complete the form is put on the backside of the form. The four types of forms for vital events are standardized countrywide, respectively.

52. Although the common items for both civil registration and vital statistics reporting such as age, address of the informants, etc. are designed to be filled only in the civil registration part of the form, they are dealt with as for vital statistics reporting and input into the computer devices. All questions are laid out in sequence for being captured onto the disks. Most of questions are designed to be marked on the relevant number and hence can be directly captured onto the disks or tapes. However, the questions on address and occupation for all types of vital events and cause of death for the death are designed to be described and hence needed to be encoded by the coders. This inconvenience is inevitable in order to obtain more accurate information.

53. The registered forms are classified by the registrars according to the title of 'for statistical reporting purpose' or 'for civil registration purpose' printed on the top of form. The forms are arranged and bound with sequence number by type of vital events and then sent to the higher levels of administrative offices, namely Guns (from Eps and Myons) and Shis (from Dongs), which in turn arrange those forms by the administrative unit and recheck against their duplication and omission. The

forms are again sent to the offices of special Shis or Dos, where the forms are arranged by Gu(for special cities) and Shi or Gun(for Dos) to be sent to the NSO.

54. Although the administrative procedures set up for each level of administrative offices are intensively carried out, there are still duplications or omissions of the forms, particularly during the processing by the PRUs. In order to prevent duplications or omissions of the forms, it is regularized for the PRUs to report the number of registrations per type of vital events to the NSO on a monthly basis.

55. In addition, the NSO returns the copies of forms which are detected wrong, omitted or ambiguous in answering to the the questions. To minimize duplications and omissions of the forms and errors in answers to the questions, the NSO gives the training to the registrars on the overall procedures set forth for vital statistics reporting once per year and also carries out twice inspections per year on the PRUs and higher level of relevant administrative units with regard to their work performance.

4. Procedures of statistical processing

56. Once the Population Statistics Division of NSO receives the forms, the staff count the forms bound in files(each file contains 100 forms) in comparison with their number previously reported. The Population Statistics Division sends the checked forms to the Data Processing Division where the staff manually edit as well as encode them according to the manuals provided by the Population Statistics Division. However, the death form are after their manual editing and encoding, sent back to the Population Statistics Division where two medical record technicians encode cause of death according to the International Classification of Disease(10th revision) published by the World Health Organization.

57. The forms manually edited and encoded are captured onto disks by the key-entry method in the Data Processing Division. This Division has around 30 staff for keying-entry who together with staff for manual editing and coding(around 30 staff) are recruited on a regular basis(a few on a temporary basis) and trained. The System Development Division performs the computerized editing by the programs developed for itself according to the instructions prepared by the Population Statistics Division. After the computerized editing, the individual records on disks are processed for tabulations, through the main computer of IBM3090.

58. The statistical tables are designed by the Population Statistics Division. The programs for tabulating the statistical tables are developed by the System Development Division. The Population Statistics Division has emphasized the importance of compiling the vital statistics and the meanings of the vital statistics in the course of training to the registrars for their effective performance of registration work. Such training is also given to the personnels involved in the processing of vital records to help reduce errors in their work.

5. Publication and dissemination of vital statistics

59. The 17 kinds of tabulations composed the Annual Report published annually in around the end of a year. However, the year of issue covered the data for the previous year; while the last report was issued and disseminated in Dec. 1992, its vital statistics referred to the year of 1991. Thus, almost one year was spent in processing and publishing the vital statistics. Such long duration for processing data and publishing reports has been criticized for hampering the timeliness of vital statistics, and hence the Population Statistics Division is making efforts to reduce the duration lapsed for publishing and disseminating the vital statistics; such efforts include carrying out prompt manual editing, coding and computerized editing, increasing the number of staff involved in compiling and processing the vital statistics, intensifying the training to registrars to reduce the errors on the forms, etc. The duration to be reduced by such efforts is expected to be 6 months.

6. Assessment of the vital statistics system

60. The evaluation on the coverage of vital events derived from the civil registration system can be made by two methods according to the type of vital events. For marriage and divorce, the past pattern of delayed registration is used to estimate the total number of vital events by year of occurrence. Under this method, it is assumed that the total number of vital events is equal to the number of vital events which have been registered throughout 20 years after the year of occurrence.

61. However, the year of occurrence which has the duration of 19 years up to the year of estimation for delayed registration can not include the registration delayed by the 20 years after their occurrence. To estimate the vital events to be registered for the 20th year after their occurrence, it is assumed that the cumulative proportion of vital events for the specified

year of occurrence which have been registered throughout 19 years after their occurrence to those registered throughout 20 years after their occurrence is same as the proportion for the previous year of occurrence. The assumed cumulative proportion is used to estimate the total number of vital events for the specified year of occurrence by dividing the cumulative number of vital events actually registered throughout 19 years after their occurrence by the estimated cumulative proportion.

62. The number of vital events expected to be registered in the 20th year after their occurrence can be obtained by subtracting the actual registered number of events throughout 19 years after their occurrence from the estimated total number of vital events for the specified year of occurrence. For the specified year of occurrence, the cumulative proportions by the duration given for the delayed registration can now be calculated. For the following years of occurrence, the cumulative proportions of vital events registered throughout the available duration to the unknown total number of vital events can be estimated in the same manner using the cumulative proportions for the past years of occurrence.

63. Table 3 and 4 show the estimated total numbers of marriages and divorces and the proportions of the actually registered by the duration of registration, respectively. For the marriage, the coverage rate, if only one year is allowed for the delayed registration, would be 71.1 percent for the year of 1990. If the cut-off is 3 years, it would be 85.9 percent for the year of 1988. If the cut-off year of 5 years is accepted, the coverage rate would be 90.8 percent for the year of 1986. For the divorce, the coverage rates would be 77.1 percent in 1990 for the cut-off of 1 year, 96.5 percent in 1988 for the cut-off of 3 years, and 98.0 percent in 1986 for the cut-off of 5 years. In this method, the numbers of marriages and divorces estimated using the events registered throughout 5 years and more are not to be subject to changes by the following estimations.

64. However, this method is inapplicable for estimating births and deaths, since most of infant deaths which were not registered within the legal time allowance will not be registered for ever. For this reason, the numbers of births and deaths derived from the most recent population projection which was made in 1991 are directly used to estimate the coverage rates for death and birth registration.

65. According to the Table 5 and 6, the coverage rates for the occurrence year of 1990 would be 93.7 percent for the birth

and 94.7 percent for the death, if the cut-off of one year is adopted. For the adoption of cut-off of 3 years, the coverage rates for the occurrence year of 1988 would be 90.3 percent and 94.5 percent, respectively. In case the cut-off of 5 years is assumed, the coverage rates for the occurrence year of 1988 would be 92.9 percent and 94.8 percent, respectively. The incomplete coverages for death and birth are mostly attributable to too delayed registration and omission of registration (particularly of infant deaths). For the omission of registration for the infant deaths, most of informants perceive not necessary for registering them legally, neglecting the importance for its statistical use.

66. For checking the quality of answers to the questions, the comparisons between vital statistics and population census and the time series analyses of vital statistics are made on Table 7, 8, 9 and 10. No significant differences between two sources of data and the systematically changed patterns of vital statistics can be found, assuring the high quality of answers to the vital statistics questions.

7. Users of vital statistics

67. The main consumers of vital statistics are policy-makers, research institutes, the related associations, universities, political enterprises, individuals, etc. The consumers as policy-makers include central and local government organizations, National Assembly, other public organizations for administration purpose; the consumers for the research purpose include university institutes, public research institutes such as Korea Institute for Social Affairs and Health, Korean Society of Health Statistics, etc.; the related associations as consumers of vital statistics are National Family Planning Association, Korean Population Association, Korean Family Association, Korean Statistical Association, etc.; individuals as consumers of vital statistics are member of statistical committee and technical committee, students, etc.

68. In general, the vital statistics is provided for those consumers in the form of printed materials, namely the annual reports. The special tabulations are often provided for the consumers. However, it is strictly prohibited from providing the individual raw data for the consumers.

69. On an annual basis, NSO convened the Members of Statistical Council (sub-committee on population and social statistics) to review and discuss the major findings of vital statistics before

their publishing. In the meanwhile, the vital statistics to be added or changed and the date of dissemination in the future were discussed during the meeting.

V. Coordination Among Government Institutions

70. Two agencies responsible for civil registration and vital statistics systems, namely Ministry of Court Administration and National Statistical Office, have frequently had meetings on the operation of two systems which are actually operated in an integrated manner. The subjects discussed during the meetings include the solutions of problems inherent in the system operation, especially supervision of local registration offices, the administrative channels for effective system operation work, the revision of the registration form such as the change or addition of questions, training to the registrars, inspection on the PRUs, etc. Within the Population Statistics Division, the vital statistics system is incorporated with the population census in projecting population, evaluating both vital statistics and census, improving both systems, etc.

71. With regard to supervision and inspection of local registration offices, there have been meetings between Ministry of Court Association and Ministry of Home Affairs, and between National Statistical Office and Ministry of Home Affairs. However, the above meetings have been held on the informal and temporary basis since there is no the regular and formal Inter-Agency Government Committee, although its establishment has been often demanded for improving civil registration and vital statistics reporting.

VI. Conclusion and Recommendations

72. The main problems inherent in the current civil registration and vital statistics systems in the Republic of Korea can be summarized in the following three major categories;

- i) Due to administrative and legal factors

73. There is no one unified organization or committee which members are drawn from the government agencies related to civil

registration and vital statistics systems to ensure co-operative and coordinative work among the agencies participating in these systems.

74. There have been few efforts to specialize the personnels responsible for civil registration and vital statistics reporting. Since the post of registrars is too often changed according to the inner-regulations of the local registration offices, the registrars tend to lack of professional knowledge on and techniques of dealing with civil registration and vital statistics reporting, which in turn degrades their quality. It is also problematic that the trained and well-experienced registrars have few attempts at handing down their knowledge and experience to their successors.

75. There has been no intensive criteria to choose the personnels for the registrars. Appointing the personnels who are too old or too inexperienced often degrades the quality of registration and reporting.

76. Too heavy burdens in addition to registration work are often imposed on registrars.

77. The registrars have neither incentives nor high priorities within the local offices. Hence, they are discouraged and strongly want not to be appointed to registration(reporting) work.

78. The laws pertaining to civil registration and vital statistics reporting are overlapped. Civil Registration Law and Statistics Law provide for the compulsory obligation of the informants to register vital events in the PRUs and Residential Law provides for the informants to register birth and death in the local offices. However, the executive agencies for the three laws are different; Civil Registration Law is executed by the MCA, Statistics Law by the NSO and Residential Law by the Ministry of Home Affairs. The problems due to overlapping of the current laws are as follows;

- Although vital events are to be registered in accordance with not only Civil Registration Law but also Statistics Law, the primary purpose of registration is considered as only updating the family registers and hence answering to the statistical questions is often neglected or lazy.
- The penalties for the non-conformance and delay of registration are different according to the laws; on the Civil Registration Law 20,000 won or less is imposed, while on the Statistics Law either imprisonment of six months or less or

the fine of 50,000 won or less is imposed.

79. None of the current laws pertaining to registration provides for incentives or benefits for the informants.

80. Once the registration forms transmitted to the sub-office of local court, the revision(or correction) of registration is very difficult; it should be done by judgement in the court.

ii) Due to technical factors

81. Since birth and death are allowed to be registered(or reported) either in place of residence or in place of permanent domicile and copies of marriage and divorce registered(reported) in the place of husband's permanent domicile should be reported to the place of wife's permanent domicile, there have been duplication in registration.

82. Due to too late dissemination, vital statistics loses its timeliness.

83. Due to the change of questions in registration and the change in administrative boundaries, it is difficult to compile the consistent vital statistics.

84. The frequent change of personnels for manual editing and coding often degrades the quality(consistence) of vital statistics.

85. Since the questions themselves are from Chinese words and hence difficult to be understood, this tends to mislead to incorrect answers or to omission of answers to a certain questions.

iii) Due to the public

86. The importance of registration for both legal and statistical purposes has been not publicized; many informants often disregard the registration of vital events, especially births who died immediately after born, or are lazy in registration.

87. The informants are often not acquainted with questions themselves and do not know how to fill out the form; in this case, they tend to give optional answers or to leave them in blank.

88. The actual date of occurrence of vital events tends to differ from the date reported in the forms, especially in the case of the delayed registration or intentional report of the different date.

89. Housewives usually tend to have misconception that they do not have any duty to register the events but either their husband or eldest son is responsible for the registration. So, they and the other informants who are low in legal rank order do not have any interest in the registration.

90. There are some problems incurred by the socio-cultural factors; i. e., consuming custom in naming the birth or conscious delay for confirming the birth may outlive to a certain stage.

91. There has been intended avoidance due to the cost of time and money in registering.

Recommendations

1. To solve the problems due to overlapping of laws pertaining to registration of vital events, those systems should be integrated under the single law.
The new law should meet the objectives of the three different systems and laws.
2. Administrative supervision, personnel and budget with regard to the system should be under the control of single ministry.
3. Reporting death and birth should be transmitted to the medical doctors in hospital, clinics and health centers.
It shall solve the problems of omission of birth and infant deaths and incorrectness of cause death, etc. For the long run, the curriculum for medical personnels should include programs on reporting birth and death.
4. Penalty for delayed, distorted or omitted registration should be strengthened. For this purpose, the penalty should be unified for the different laws.
5. The registrars should be designated according to the strict criteria and should work for the certain fixed duration.

In addition, the incentives, for example, priority for promotion, should be provided for the registrars and they should be free from responsibilities other than registration. For the above, the regulation on the registrars should be made.

6. Regular campaign activities would be useful for enhancing the sense of duty for vital registration. Local group meetings and local leaders could be utilized for the improvement of reporting vital events.
7. Opportunities to check the registration status of the events should be included in the administrative procedures for handling death by accidents, burying permission, insurances related to vital events.
8. It is desired to allow and encourage the local offices to process(edit, code and input) the individual records and to compile vital statistics for their administrative boundary, which should be reported to the NSO within the specified period for the vital statistics of whole country.
9. To improve timeliness of vital statistics, imputation programmes should be developed, the personnels involved in manual editing, coding and inputting should be trained more intensively, and the system for data processing should be more developed.
10. The questions in the registration form should be designed to help the informants understand and fill out by means of easing, rearranging, and reducing the questions.

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Table 4. Coverage Rates for Divorces

Year of occurrence	Estimated divorce rates	Estimated No. of divorces	Divorces registered within			
			1 year	3 years	5 years	10 years
1980	0.65	24,604	14,195(57.7)	19,695(80.0)	21,710(88.2)	23,665(96.2)
1981	0.66	25,517	16,128(63.2)	21,347(83.7)	23,081(90.5)	24,543(96.2)
1982	0.71	27,985	17,547(62.7)	23,621(84.4)	25,335(90.5)	- (-)
1983	0.77	30,744	19,085(62.1)	26,123(85.0)	27,794(90.4)	- (-)
1984	0.93	37,607	25,858(68.8)	32,187(85.6)	34,092(90.7)	- (-)
1985	0.99	40,380	27,867(69.0)	34,640(85.8)	36,676(90.8)	- (-)
1986	1.01	41,556	28,678(69.0)	35,611(85.7)	37,744(90.8)	- (-)
1987	1.07	44,585	31,311(70.2)	38,283(85.9)	- (-)	- (-)
1988	1.06	44,435	31,558(71.0)	38,154(85.9)	- (-)	- (-)
1989	1.08	45,678	32,474(71.1)	- (-)	- (-)	- (-)
1990	1.13	48,290	34,331(71.1)	- (-)	- (-)	- (-)

Note : • Figures in parentheses are the coverage rates (proportions to the estimated number of divorces) for the respective cut-off year(s).

• The year of estimation is 1990.

Source : Annual Report on Vital Statistics, 1991, NSO.

Table 1. Average Population Covered by the Type of PRUs in 1990

Type of PRU	Total Population ¹)	Number of PRUs	Average Population
<u>Urban</u>			
Gu	25,152,057	73	344,549
Shi(ordinary)	7,156,913	60	119,282
(Dong)	(32,308,970)	(2,129)	(15,176)
<u>Rural</u>			
Ep	3,603,647	180	20,020
Myon	7,498,282	1,251	5,994
<u>Total</u>	43,410,899	1,564	27,756

Source : ¹) 1990 Population and Housing Census, NSO

Table 2. Average Number of Vital Events per Type of PRUs in 1990

Type of PRU	No. of PRUs	Vital events per PRU			
		Birth	Death	Marriage	Divorce
Gu	73	5,990	1,307	2,292	295
Shi	60	2,275	613	823	104
(Dong)	(2,129)	(270)	(62)	(-)	(-)
Ep	180	99	87	140	15
Myon	1,251				
<u>Total</u>	1,564	457	154	267	31

Note : The numbers are the registered vital events during the specified year of registration.

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Table 3. Coverage Rates for Marriages

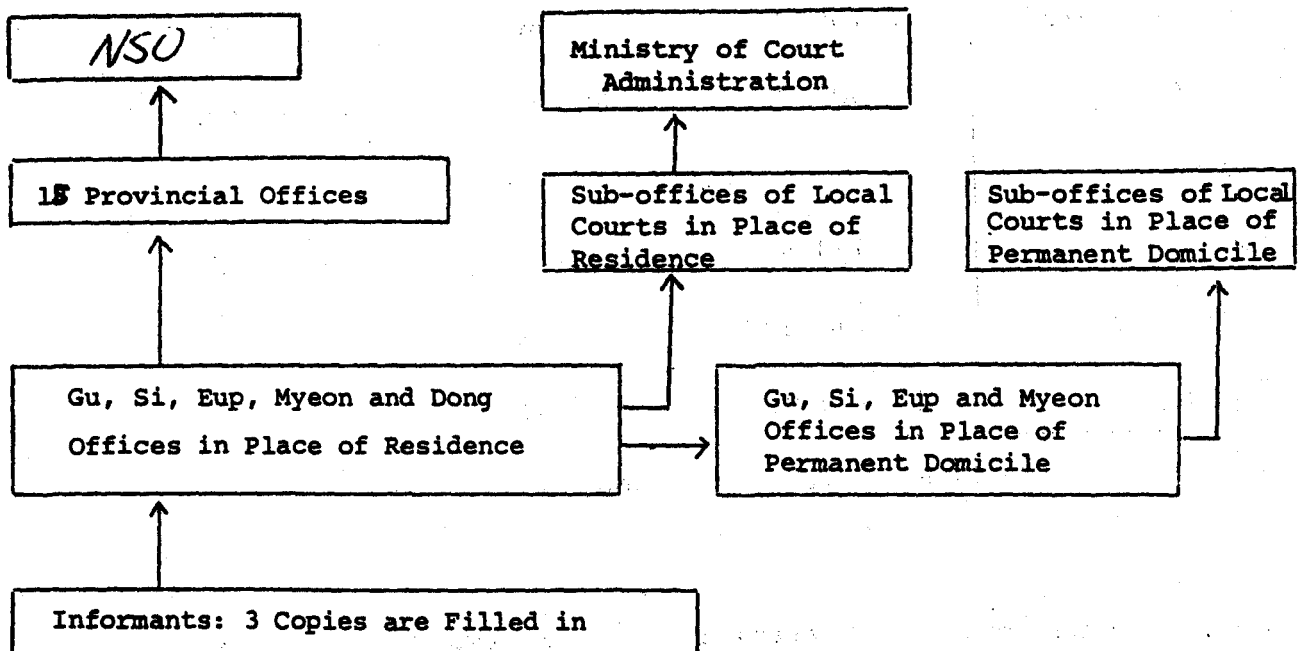
Year of occurrence	Estimated marriage rates	Estimated No. of marriages	Marriages registered within			
			1 year	3 years	5 years	10 years
1980	10.6	405,559	195,566(48.2)	369,871(91.2)	392,453(96.8)	403,031(99.4)
1981	9.5	367,178	199,763(54.4)	347,120(94.5)	358,588(97.7)	364,889(99.4)
1982	9.3	364,543	204,305(56.0)	346,947(95.2)	355,966(97.7)	- (-)
1983	9.3	371,605	228,464(61.5)	355,056(95.6)	363,337(97.8)	- (-)
1984	9.0	364,001	252,407(69.3)	348,264(95.7)	356,760(98.0)	- (-)
1985	9.3	379,318	265,115(69.9)	362,767(95.6)	371,892(98.0)	- (-)
1986	9.3	381,340	272,731(71.5)	367,408(96.4)	373,875(98.0)	- (-)
1987	9.2	380,220	282,060(74.2)	366,937(96.5)	- (-)	- (-)
1988	9.3	391,793	296,179(75.6)	378,106(96.5)	- (-)	- (-)
1989	9.5	401,759	309,872(77.1)	- (-)	- (-)	- (-)
1990	9.5	404,931	312,319(77.1)	- (-)	- (-)	- (-)

Note : • Figures in parentheses are the coverage rates (proportions to the estimated number of marriages) for the respective cut-off year(s).
 • The year of estimation is 1990.

Source : Annual Report on Vital Statistics, 1991, NSO.

Figure 1. Flow of Civil Registration and Vital Statistics Reporting

(1) In case of registration in the place of current residence



(2) In case of registration in the place of permanent domicile

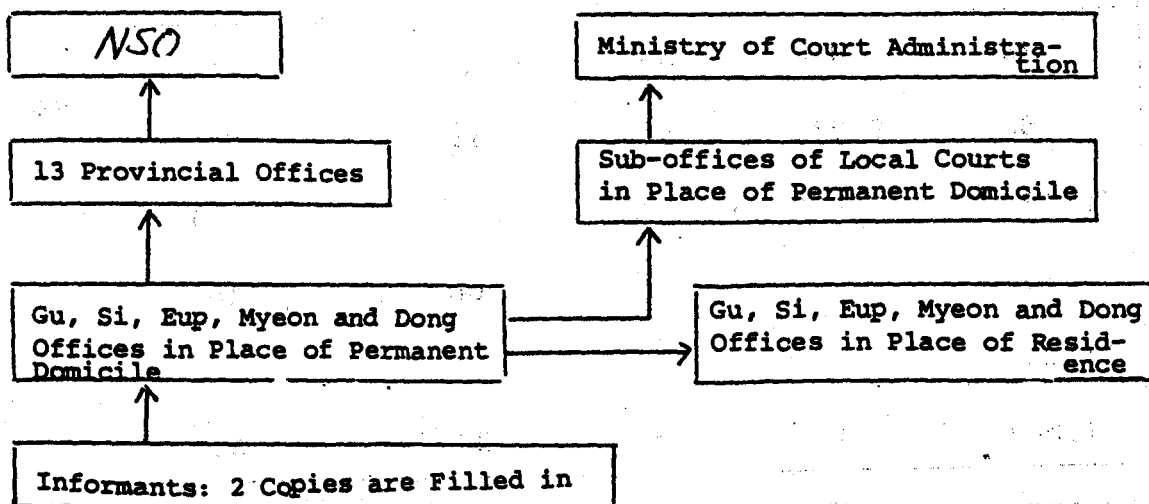


Table 7. Comparison of the Vital Statistics with the Population Census Results

	from Vital Statistics(Births)			from Census
	1990	1991	(1990+1991)	Population aged 0
<u>Sex ratio</u>	116.9	112.9	114.8	112.5
<u>Distribution by province</u>	100.0	100.0	100.0	100.0
Seoul	26.0	25.4	25.7	24.8
Pusan	8.6	8.5	8.5	8.2
Taegu	5.1	5.0	5.1	5.2
Inchon	5.4	5.8	3.1	5.6
Kwangju	2.7	2.8	2.7	2.8
Taejon	2.4	2.6	2.5	2.6
Kyonggi	17.7	18.5	18.1	18.7
Kangwon	2.9	2.7	2.8	3.0
Chungbuk	2.7	2.7	2.7	2.8
Chungnam	3.2	3.1	3.1	3.2
Chonbuk	3.6	3.4	3.5	3.6
Chonnam	4.1	3.9	4.0	4.1
Kyungbuk	5.6	5.4	5.5	5.3
Kyungnam	8.8	9.1	8.9	9.0
Cheju	1.0	0.1	1.1	1.1
Others	0.2	0.2	0.2	-

Table 8. Percentage Distribution of Births by Birth Order and Year of Occurrence

Birth Order	Year of Occurrence			
	1988	1989	1990	1991
<u>Total</u>	100.0	100.0	100.0	100.0
1st Order	54.1	53.7	53.5	53.0
2nd Order	38.3	39.1	39.2	40.3
3rd Order	5.8	5.7	5.9	5.5
4th+	1.8	1.5	1.4	1.2

Table 9. Trends in Sex Ratio of Death

	Year of Occurrence			
	1988	1989	1990	1991
Sex Ratio	139.0	139.1	135.7	133.4

Table 10. Differences in Age at First Marriage between Vital Statistics and Population Census

	1980		1980		1980	
	M	F	M	F	M	F
Population Census (Hajnal Method)	27.3	24.1	27.8	24.8	28.6	25.5
Vital Statistics	26.9	23.7	27.5	24.6	28.3	25.3

Table 6. Coverage Rates for Deaths

Year of occurrence	Estimated death rates	Estimated No. of deaths ¹)	Deaths registered within ²)			
			1 year	3 years	5 years	10 years
1980	6.7	255,431	221,629(84.6)	255,179(97.4)	259,571(99.0)	263,580(100.1)
1981	6.4	247,827	197,892(79.9)	220,007(88.8)	222,801(89.9)	225,514 (91.0)
1982	6.5	255,619	209,543(82.0)	232,032(90.8)	233,609(91.4)	- (-
1983	6.8	271,388	229,235(84.5)	250,779(92.4)	252,334(93.0)	- (-
1984	6.2	250,517	227,410(90.8)	232,909(93.0)	234,460(93.6)	- (-
1985	6.2	252,997	231,771(91.6)	236,549(93.5)	238,283(94.2)	- (-
1986	6.1	251,222	231,940(92.3)	236,501(94.1)	238,057(94.8)	- (-
1987	6.1	253,608	235,632(92.9)	240,663(94.9)	- (-)	- (-
1988	5.9	247,653	229,335(92.6)	233,908(94.5)	- (-)	- (-
1989	5.8	245,804	230,207(93.7)	- (-)	- (-)	- (-
1990	5.8	248,640	235,380(94.7)	- (-)	- (-)	- (-

Note : Figures in parentheses are the coverage rates (proportions to the estimated number of deaths) for the respective cut-off year(s).

Source : ¹) Population Projection, 1991, NSO.

²) Annual Report on Vital Statistics, 1991, NSO.

Table 5. Coverage Rates for Births

Year of occurrence	Estimated birth rates	Estimated No. of births ¹)	Births registered within ²)			
			1 year	3 years	5 years	10 years
1980	23.4	892,102	671,020(75.2)	846,270(94.9)	874,982(98.1)	889,544(99.7)
1981	23.0	890,629	683,915(76.8)	834,498(93.7)	853,648(95.9)	868,869(97.6)
1982	22.2	873,037	691,176(79.2)	823,414(94.3)	835,113(95.7)	- (-)
1983	19.8	790,218	643,250(81.4)	746,375(94.5)	757,930(95.9)	- (-)
1984	17.2	694,983	618,938(89.1)	653,925(94.1)	665,670(95.8)	- (-)
1985	16.4	669,218	604,070(90.3)	636,621(95.1)	648,320(96.9)	- (-)
1986	16.5	679,536	593,429(87.3)	621,992(91.5)	631,021(92.9)	- (-)
1987	16.5	685,988	587,772(85.7)	613,556(89.4)	- (-)	- (-)
1988	16.5	692,588	602,500(87.0)	625,468(90.3)	- (-)	- (-)
1989	16.5	699,270	613,240(87.7)	- (-)	- (-)	- (-)
1990	15.6	668,756	626,861(93.7)	- (-)	- (-)	- (-)

Note : Figures in parentheses are the coverage rates (proportions to the estimated number of births) for the respective cut-off year(s).

Source : ¹) Population Projection, 1991, NSO.

²) Annual Report on Vital Statistics, 1991, NSO.

(양식 제6호)

혼 인 신 고

장 귀하

19 년 월 일

①	구 분	남 편				처			
②	당	본 적	호 주 성 명	호 주 와 의 관 계	호 주 성 명	호 주 와 의 관 계	호 주 성 명	호 주 와 의 관 계	
			세 대 주 성 명	세 대 주 와 의 관 계	세 대 주 성 명	세 대 주 와 의 관 계	세 대 주 성 명	세 대 주 와 의 관 계	
③	사	주 소	세 대 주 성 명	세 대 주 와 의 관 계	세 대 주 성 명	세 대 주 와 의 관 계	세 대 주 성 명	세 대 주 와 의 관 계	
④	자	성 명	()		본	()		본	
			출 년 월 일	주 민 등 록 번 호	출 년 월 일	주 민 등 록 번 호			
⑥	부 모 성 명 및 본 적	부	본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	
			모	본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	
	양 친 성 명 및 본 적	양 부		본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	
			양 모	본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	본 적 성 명	
⑧	혼 인 해 소 년 월 일								
⑨	신 본 적								
⑩	수 반 입 적 자	성 명	출 생 년 월 일	부 모 성 명	분 가 자 와 의 관 계				
		()	()						
⑪	폐 가 합 가								
⑫	기 타 사 항								
⑬	중 본 적	기 명 날 인							
		주 소	출 생 년 월 일	주 민 등 록 번 호					
	인 주 소	기 명 날 인							
		출 생 년 월 일	주 민 등 록 번 호						

(뒷면계속)

④ 의 자	남편의 부 기명날인		출 생 년 월 일	
	남편의 모 기명날인		출 생 년 월 일	
	처 의 부 기명날인		출 생 년 월 일	
	처 의 모 기명날인		출 생 년 월 일	
⑤ 신고인	남 편 기명날인	전 화	처 기명날인	전 화
	인 구 동 태 사 항			
⑥	실제결혼년월일	서기 년 월 일부터 동거		
⑦	성 혼 과 정	① 자유(연애) ② 중 매 ③ 절 충		
⑧	혼 인 장 소	① 차 택 ② 예식장 ③ 종교시설 ④ 기 타		
⑨ 직 업	남편		처	
	남편	① 불취학 ② 국민학교 ③ 중학교 ④ 고등학교 ⑤ 대학이상	처	① 불취학 ② 국민학교 ③ 중학교 ④ 고등학교 ⑤ 대학이상
⑩ 혼 인 종 류	남편	① 초혼 ② 사별후 재혼 ③ 이혼후 재혼	처	① 초혼 ② 사별후 재혼 ③ 이혼후 재혼

기 재 요 령

남편 또는 처의 본적지에 신고할 경우에는 신고서 3통, 기타의 곳에 신고할 경우에는 4통을 작성 제출하고, 법정분가할 자일 경우에는 각1통을 추가작성 제출하고 남편과 처의 호적등본 각1통을 첨부하여야 합니다. 신고서는 한글과 아라비아 숫자로 기재합니다. 다만 사건본인의 성명과 본은 한자로 기재하고 성명의 한글 표기를 ()안에 기재합니다.

처의 가(家)에 입적하는 혼인인 경우에는 그 사실을 신고명칭에 기재합니다.

제9란 신분적에는 법정분가 장소를 기재합니다.

제11란은 여호주가 폐가하고 혼인하는 경우에 기재합니다.

제12란 기타사항은 다음과 같은 사항을 기재합니다.

가. 혼인당사자들이 동성동본이나 동일혈족이 아닌 때에는 “혼인당사자들은 각 시조를 달리함”이라는 취지. 나. 당사자의 일방이 혼가로부터 재혼하는 때에는 친가의 호주성명, 호주와의 관계 및 그 본적. 다. 재혼금지기간 내에 재혼하는 여자가 전혼관계의 종료후 해산을 하였거나 임신하지 아니한 증명을 하여 혼인신고하는 경우에는 그 사유.

라. 처의 가(家)에 입적하는 혼인인 경우에는 그 취지.

마. 여호주가 폐가하고 혼인하는 경우에는 그 취지.

바. 기타 호적에 기재하여야 할 사항을 명료하게 하는데 필요한 사항.

제17란, 제18란, 제20란, 제21란은 해당번호에 ○표시를 합니다. (예 : ③)

제20란의 “교육정도”는 교육부장관이 인정한 모든 정규교육기관을 기준으로 기재하되 각급 학교의 재학, 중퇴자도 해당학교의 번호에 ○표시를 합니다.

제19란의 직업은 실제 결혼당시의 직업을 구체적, 서술적으로 기재하여야 합니다. (예 : 전화기를 제조하는 ○○회사 경리사원)

"Divorce"

(양식 제 7 호)

이혼(친권자지정)신고

장 귀하

19 년 월 일

①	구 분	남 편				처			
②	달	본 적	호 주 성 명	호 주 와 의 관 계	호 주 성 명	호 주 와 의 관 계			
③	사	주 소	세 대 주 성 명	세 대 주 와 의 관 계	세 대 주 성 명	세 대 주 와 의 관 계			
④	자	성 명	()		본	()		본	
⑤	출 생 년 월 일	주 민 등 록 번 호		주 민 등 록 번 호					
⑥	부 모 성 명 및 본 적	부 모	본 적 성 명	본 적 성 명					
			본 적 성 명	본 적 성 명					
⑦	양 친 성 명 및 본 적	양 부 모	본 적 성 명	본 적 성 명					
			본 적 성 명	본 적 성 명					
⑧	복 적 합 가	본 적	호 주 성 명						
⑨	신 본 적								
⑩	일 가 창 립 원 인				장 소				
⑪	부 흥 장 소								
⑫	수 반 입 적 자	성 명	출 생 년 월 일	부 모 성 명	분 가 자 와 의 관 계				
		()							
⑬	기 타 사 항								
⑭	재 판 확 정 년 월 일				법 원 명				
⑮	친 권 자 지 정	미 성 년 자 성 명	()		미 성 년 자 성 명	()			
		본 적	호 주		본 적	호 주			
		주 소	주 소						
		생 년 월 일	주 민 등 록 번 호		생 년 월 일	주 민 등 록 번 호			
		친 권 행 사 자	친 권 행 사 자						
		년 월 일	원 인		년 월 일	원 인			

(뒷면계속)

⑫	증인	본적	기명날인				
		주소	출생년월일	주민등록번호			
	인	본적	기명날인				
		주소	출생년월일	주민등록번호			
⑬	동의자	남편의 부기명날인	출생년월일				
		남편의 모기명날인	출생년월일				
		처의 부기명날인	출생년월일				
		처의 모기명날인	출생년월일				
⑭	신고인	남편	전	처	전		
		기명날인	화	기명날인	화		
인 구 동 태 사 항							
⑮	실제결혼년월일	서기	년	월	일부터 동거		
⑯	실제이혼년월일	서기	년	월	일부터 이혼		
⑰	성혼과정	① 자유(연애)		② 중매	③ 절충		
⑱	20세미만자녀수	명	이혼의 종류		① 협의 ② 재판		
㉑	이혼사유	① 부부불화 ② 가족간 불화 ③ 건강상		④ 경제문제 ⑤ 기타			
㉒	교육정도	남편	① 불취학	② 국민학교	처	① 불취학	② 국민학교
			③ 중학교	④ 고등학교		③ 중학교	④ 고등학교
			⑤ 대학이상			⑤ 대학이상	

기재요령

1. 신고명칭중 해당하지 아니하는 사항을 삭제합니다.
2. 본적지에 신고할 경우에는 신고서 3통, 본적지 아닌 곳에 신고할 경우에는 4통을 작성, 제출하여야 합니다.
3. 복적을 원할 경우 협의이혼일 경우에는 처가 복적할 가(家)의 호적등본 1통과 협의이혼의사확인서 1통을 첨부하여야 하고 재판에 의한 이혼일 경우에는 처가 복적할 가(家)의 호적등본 1통과 이혼심판정본 및 그 확정증명 각 1통을 첨부하여야 합니다.
4. 신고서는 한글과 아라비아 숫자로 기재합니다. 다만, 사건본인의 성명과 본은 한자로 기재하고 성명의 한글 표기를 ()안에 기재합니다.
5. 제9란 신본적은 법정분가 장소를 기재합니다.
6. 혼가를 떠나는 자가 복적하고자 할 경우에는 제8란을, 일가창립하고자 할 경우에는 제10란을, 친가부흥하고자 할 경우에는 제11란을 각 기재합니다.
7. 제13란 기타사항에는 다음과 같은 사항을 기재합니다.
 - 가. 혼가를 떠나는 자가 일가를 창립하는 경우에는 그 사유.
 - 나. 친가를 부흥하는 때에는 그 취지.
 - 다. 신고사건으로 인하여 신분의 변경이 있게되는 자가 있을 경우에 그 자의 성명, 출생년월일, 본적 및 신분변경의 사유
 - 라. 친권을 행사할 자가 정해진 때에는 그 취지.
 - 마. 재판상이혼의 신고시 호적법 제79조 제1항 제1호 내지 제4호의 사항을 기재할 수 없다는 취지 및 친가가 없거나 본적불명일 때의 그 취지.
 - 바. 기타 호적에 기재하여야 할 사항을 명료하게 하는데 특히 필요한 사항.
8. 제14란은 이혼판결(화해, 조정)에 의한 경우에만 기재하고, 협의이혼의 경우에는 이를 기재하지 아니합니다.
9. 제15란은 민법 제909조 제4항의 규정에 의하여 친권을 행사할 자가 정하여진 때에 기재하고, 그 내용을 증명하는 서면을 첨부하여야 합니다.
10. 제19란과 제20란은 호적상 신고일이나 재판확정일과는 상관없이 실제로 결혼생활을 시작한 날과 사실상 이혼한 년월일을 기재합니다.
11. 제21란, 제22란중 이혼의 종류란, 제23란, 제24란은 해당번호에 ○표시를 합니다(예 : ③)

"Death"

(양식 제 15호)

사망(호주승계)신고

장 귀하

19 년 월 일

①	사	본 적	호주성명		호주와의 관계		읍면동접수	
		주소	세대주성명		세대주와의 관계			
②	망	주소	세대주성명		세대주와의 관계		세대별주민등록표정리	월 일(인)
		자	성명 ()	성별 ① 남 ② 여	주민등록번호	개인별주민등록표정리	월 일(인)	
③	성명	주민등록번호				주민등록증회수	월 일(인)	
④	사망년월일시	년 월 일 시 분						
⑤	사망장소	① 자택 ② 병원 ③ 기타						
⑥	기타사항							
⑦	호주승계인	본 적					관할시구청접수	
		성명	()		전호주와의 관계			
⑧	신고인	본 적			호주성명		본적지송부	월 일(인)
		주소	자격		전화		본적지접수	
	인	기명날인	출생년월일	주민등록번호				
인 구 동 태 사 항								
⑨	사망직업(발병당시)							
⑩	사망진단자	① 의사 ② 한의사 ③ 기타						
⑪	혼인상태	① 미혼 ② 유배우 ③ 이혼 ④ 사별						
⑫	교육정도	① 불취학 ② 국민학교 ③ 중학교 ④ 고등학교 ⑤ 대학이상						
⑬	사망의종류	① 병사 ② 의인사 (㉠ 교통사고 ㉡ 불의의 중독 ㉢ 불의의 사고 ㉣ 자살 ㉤ 타살 ㉥ 기타)						
⑭	사망원인	① 직접사인						
		② 중간선행사인 (①의원인)						
		③ 선행사인 (②의원인)						

● 뒷면의 기재요령에 의하여 기재하여 주시기 바랍니다

기 재 요 령

1. 사망자의 본적지에서 신고할 경우에는 신고서 2통, 기타의 곳에서 신고하는 경우에는 3통을 작성 제출하여야 합니다.
2. 신고서는 한글과 아라비아 숫자로 기재합니다. 다만, 사망자와 호주승계인의 성명은 한자로 기재하고 한글표기틀 ()안에 기재합니다.
3. 신고명칭중 해당하지 아니하는 사항을 삭제합니다.
4. 제3란중 성별란, 제5란중 장소구분란, 제10란, 제11란, 제12란, 제13란은 해당번호에 ○표시를 합니다. (예 : ㉒)
5. 제3란 중 주민등록번호는 반드시 사망자의 주민등록번호를 정확히 기재합니다.
6. 제6란에는 다음과 같은 사항을 기재합니다.
 - 가. 호주승계인이 전호주와 호적을 달리하는 경우 그 취지.
 - 나. 선순위외의 호주승계인이 호주승계권을 포기한 경우 그 취지 및 포기자의 성명과 본적.
 - 다. 기타 호적에 기재하여야 할 사항을 명료하게 하는데 특히 필요한 사항.
7. 제7란 호주승계인란은 호주승계인이 전호주의 사망신고와 호주승계신고를 동시에 할 때에만 기재합니다.
8. 제8란 중 자격란에는 동거하는 친족, 호주, 친족, 동거자, 사망장소를 관리하는 자 등 신고인의 해당자격을 기재하고 호주승계를 동시에 신고할 경우에는 "호주승계인"이라 기재합니다.
9. 제9란 사망전 직업은 사망전 또는 사망의 원인이 되는 질병이 발생한 때의 직업을 구체적, 서술적으로 상세히 기재하여야 합니다. (예 : 운동화를 제조하는 ○○회사의 경리사원)
10. 제12란 교육정도는 교육부장관이 인정하는 모든 정규교육기관을 기준으로 기재하되 각급학교의 재학 또는 중퇴자도 해당학교의 번호에 ○표시를 합니다.
11. 제13란과 제14란의 기재는 사망진단서 또는 검안서에 기재된 내용과 동일하게 기재하여야 합니다.

"Birth"

(양식 제1호)

출 생 신 고

장 귀하

19 년 월 일

①	출	본 적				읍면동 접수				
		호주성명			호주와의 관계					
②	생	주 소				세대별주민 등록표정리	월	일(인)		
		세대주성명			세대주와의 관계		월	일(인)		
③	자	성 명	()	본	혼인중의 자	혼인외의 자	월	일(인)		
		출 생 년월일	년	월	일	시	분	월	일(인)	
④	자	출 생 년월일	년	월	일	시	분	월	일(인)	
		출생장소				① 자택 ② 병원 ③ 기타	주민등록번호 부여			
⑤	부	모	부	본	모	본	대 장 정 리			
								월	일(인)	
⑥	기	타					번 호			
								월	일(인)	
⑦	신	본 적				관할시구청 접수	주민등록지 관 합시구청송부			
		주 소			전화		자격	월	일(인)	
⑧	인	기명날인			출생년월일					
						주민등록번호				
인 구 동 태 사 항										
⑨	부	모	부	년	월	일	모	년	월	일
								본적지 송부	월	일(인)
⑩	부	모				본 적 지 접 수				
⑪	부	모	① 불취학 ② 국민학교 ③ 중학교 ④ 고등학교 ⑤ 대학이상			① 불취학 ② 국민학교 ③ 중학교 ④ 고등학교 ⑤ 대학이상	호적부정리			
								월	일(인)	
⑫	부	모	년 월 일부터 동거			호적부에주민 등록번호기재				
								월	일(인)	
⑬	모	출	산	명	생	존	명	사	망	명
								주민등록지 통 보	월	일(인)
⑭	조	산	사			인구동태신 고서 송부				
								월	일(인)	

● 뒷면의 기재요령에 의하여 기재하여 주시기 바랍니다

기 재 요 령

1. 본적지에 신고할 경우에는 신고서 2통, 본적지가 아닌 곳에서 신고할 경우에는 3통을 작성 제출하여야 합니다.
2. 신고서는 한글과 아라비아 숫자로 기재합니다. 다만, 출생자 성명과 본은 한자로 기재하고 성명의 한글표기틀 ()안에 기재합니다. 출생자의 이름에 사용하는 한자는 대법원규칙이 정하는 범위내의 것이어야 합니다.
3. 제1란 본적에는 출생자가 들어가야 할 가(家)의 본적을 기재합니다.
4. 제3란 중 남녀 구분은 해당번호에 ○표시를 하고, 제5란 출생장소에는 실제 출산한 장소를 기입하고 해당번호에 ○표시를 합니다. (예 : ㉑)
5. 혼인외의 출생자를 모가 신고하는 경우에는 제6란 부(父)의 성명과 본은 기재하지 않습니다.
6. 재혼금지기간중에 재혼한 여자가 재혼 성립후 200일 이내에 출산했거나 혼인 종료후 300일 이후에 출산하여 모가 출생신고를 하는 경우에는 제6란 부(父)의 성명란에 "부미정"이라 기재합니다.
7. 출생신고서에는 의사, 조산사, 기타 분만에 관여한 자의 출생증명서를 첨부하여야 하며, 부득이한 사유로 첨부하지 못하는 때에는 그 취지를 기타사항란에 기재합니다.
8. 제7란 기타사항에는 다음과 같은 사항을 기재합니다.
 - 가. 혼인외의 출생자를 부(父)가 신고하는 경우에는 모의 본적 및 호주와의 관계.
 - 나. 출생자가 출생신고에 의하여 일가를 창립하는 경우에는 그 취지, 원인과 창립장소.
 - 다. 선순위자(부모)가 출생신고를 할 수 없는 경우에는 그 선순위자의 성명, 출생년월일, 본적 및 신고할 수 없는 이유.
 - 라. 기타 호적에 기재하여야 할 사항을 명료하게 하는데 특히 필요한 사항.
9. 제8란 중 자격란에는 부, 모, 호주, 동거하는 친족, 분만관여의사 등 신고인의 자격을 명시하여야 합니다.
10. 제9란 부모의 생년월일은 호적상 생년월일과 실제의 생년월일이 다른 경우에는 실제의 생년월일을 기재합니다.
11. 제10란 부모의 직업을 구체적·서술적으로 상세히 기재하여야 합니다.
(예 : 운동화를 제조하는 ○○주식회사의 영업부 판촉담당사원)
12. 제11란은 해당번호에 ○표시를 합니다. (예 : ㉓)
13. 제12란 부모의 결혼년월일은 호적상 혼인신고일과는 관계없이 실제로 결혼생활을 시작한 년월일을 기재합니다.
14. 제13란 중 태수란, 제15란은 해당번호에 ○표시를 합니다. (예 : ㉑)
15. 제14란은 모가 재혼인 경우에는 전·후혼 또는 혼인외의 출산아도 기재합니다.