

# Mailing Disclaimer

## 1. Basic Information of the Mailing Applicant:

\*Name: \_\_\_\_\_

\*Passport Number: \_\_\_\_\_

\*Application Form No: \_\_\_\_\_

\*Visa Application Certificate No:

\_\_SEL\_\_\_\_\_

\*Tel: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*You have mailed the following materials and quantities to the Visa Center (please mark √ to confirm and indicate the quantity; for items not listed, please mark √ in "Other" and specify the content and quantity):

(1) ☐ Passport \_\_\_\_\_ (quantity)

(2) ☐ Visa Application Certificate (       ) sheet(s)

(3) ☐ Other, please specify the content and quantity:

\_\_\_\_\_

The applicant understands, agrees, and accepts that visas, passports, and other documents will be mailed via third-party services such as Korea Post. In the event of any delay, misdelivery, loss, damage, or any resulting losses during the mailing process, CHINA VISA SERVICE CENTER (KOREA) CO., LTD. and its employees shall not be held liable.

\*Signature: \_\_\_\_\_

\*Date: \_\_\_\_\_

## 2. Note:

- (1) Before submitting a mailing application, applicants must visit the Center's website, complete the online application form, and ensure they have received the "Visa Application Confirmation Email" and "Visa Application Confirmation Certificate." Subsequently, download, print, and complete the Mailing Disclaimer from the "Download" section of the Center's website (\* indicates mandatory fields; incomplete forms will not be processed).
- (2) Mailing services are only available for regular applications; Express or urgent services

are not provided. Applicants must notify the Center after payment has been made. The application will be processed after a confirmation of payment (business hours: Monday to Friday, 9:00 AM – 3:00 PM; Closed on Saturdays, Sundays, and public holidays). Generally, mailed applications require 7 business days from the date the center begins processing (excluding mailing time; some applications may require additional review time, and the center will provide separate notification if necessary).

(3) As the two-way mailing process involves multiple steps, applicants are strongly advised to visit the Center's website in advance, carefully review the relevant requirements, or contact the Center beforehand.

**E-mail : [namsansquarecenter@visaforchina.org](mailto:namsansquarecenter@visaforchina.org)**

**Customer Service Hotline: 02-750-9600**

### **3. Return Mailing Information:**

(1) The Center will cut out the box below and affix it to the return envelope. Please complete the following information carefully and neatly. The applicant shall be responsible for any loss or misdelivery resulting from incorrect or illegible information.

(2) To apply for mailing services, you must provide a Korean telephone number. The Korean postal service will not process mailing requests without this information, as the postal office requires phone contact to ensure delivery to the applicant personally or to their designated recipient. Return mailing addresses are limited to those within the Republic of Korea.

(3) When the center returns your passport and visa by mail, each return envelope will contain no more than 5 passports (inclusive). If the number of passports exceeds 5, an additional return envelope will be used, and so on. According to the post office's fee standards, a postage fee of 5000₩ will be charged for each return envelope.

Recipient's Name:

Recipient's Address:

Telephone Number: