

KSS Application Form & Personal Information Collection and Usage Agreement

Based on the Personal Information Protection Act [Article 15], Korea Social Service, Inc. (KSS) is asking your consent to collect, use and share your personal information with third parties in order to provide post adoption services such as finding an adoptee with the cooperation of partner agencies overseas, maintain communication with birth families & foster mother, and/or coordinate a reunion, conduct a DNA test, etc. Your personal information will only be used or disclosed for the purposes for which it was collected. You may refuse to supply the requested information, but such a refusal may lead to limitations in receiving post adoption services. Please review the details of the agreement carefully as shown below.

* **Please note all KSS Post Adoption Services are donation-funded services.**

❖ **Applicant (Adopted Person) Information: *copy of your current photo ID/passport is required if not submitted before***

Current Name			
Korean Name (before adoption)			
Date of Birth (DD/MM/YY)		Adoptee's Case #	
Email Address			

❖ **Post Adoption Services are available for adoptees and/or adoptive parents (*list will be updated according to the adoptees' needs*)**

Requested Post Adoption Services	Check "√"
Visit KSS office & see old photos	[]
Review and/or translation of adoption record (after you obtain copies from NCRC) ➤ <i>must share with KSS via email kssinc@kssinc.org 1-2 weeks prior to due date</i>	[]
(Re)connect with birth family members (if you have old contact information): translation help in communication (i.e. exchanging letters, emails) and/or (face-to-face/virtual) reunion ➤ <i>must complete separate page [Form PAS-1] for this service</i>	[]
Find a (half) sibling (with the help of overseas partner agencies, if there is record)	[]
Reconnect with foster mother (depending on availability) & translation help	[]
Conduct DNA test with a birth parent to verify biological relationship ➤ <i>cost of DNA test must be paid by the applicant (see next page for donation & wire transfer information)</i>	[]
Receive notification if a birth family member seeks contact (leave letters, photos, etc. in KSS archive)	[]
Others: _____	[]

❖ **Details of Personal Information Collection and Usage**

Collected Personal Info	Purpose of Collection and Usage	Retention* Use Period
Name, gender, date of birth, contact number, Email, address, family relations, etc.	Enable the case worker/authorized personnel to obtain & share (with relevant 3 rd parties) information about the applicant in order to carry out the requested post adoption services submitted by the applicant as shown in this form.	5 years from the date of submission/consent or extend period with written/verbal request or retention period can be permanent as seen necessary.
Adoption background, personal record & life story of applicant, photos (past & present), etc.		
Personal info of adoptive parents, etc.		

❖ **Notice to applicants requesting translation service at KSS**

1. KSS only provides Korean to English and English to Korean translation service regarding adoption related record and/or correspondence between adoptee and birth family members.
2. In the case of translating correspondence (letters, text messages, etc.) between the applicant and the birth family members, each will be given both the original and translated version (Korean ↔ English).
3. While KSS will try to complete the requested translations soonest (average 1 to 2-week period) upon date of receipt from applicant, the timeline may vary depending on the amount/types of the item(letters/documents) submitted, the number of prior requests in the queue, and other factors.
4. The letters/documents will be translated by a KSS staff (not a professional translator) with the best of one's ability as a native Korean speaker with years of experience in providing post adoption services to KSS adoptees.
5. Translation requests from applicants may be rejected if the submitted item(s) is untranslatable due to various reasons and you will be notified (via reply email) in such cases.
6. We strongly advise applicants to get professionally certified translation of one's adoption documents through a different channel if you need 100% accurate, professional, and/or legally accepted translation.

I have reviewed and agree to the subject matter of this agreement & understand I may withdraw consent at any time upon written notice to KSS & acknowledge the information submitted on this form is true and correct to the best of my knowledge.

Date (DD/MM/YY)

Signature of Applicant

Your Donation to KSS Matters!

Help us continue to walk along your lifelong journey of adoption.

Support Post Adoption Services for all KSS Adoptees!

For Donation:

- Recipient's Account Name: Korea Social Service, Inc.
- Bank Name: Standard Chartered Bank Korea Limited
- Account Number: 250-20-399662
- SWIFT Code: SCBLKRSE

※ Choose '✓' donation amount (one-time):

US\$25 []

US\$50 []

US\$100 []

Others: US\$ _____ []

