

Reading Administrative Application Forms

A practical field-by-field guide · English | Japanese | Korean
LANGLOBE · 2026

Who this is for

For people completing a form in an unfamiliar language, asking another person to submit it, or trying to understand what they are agreeing to. This reference helps identify the right question to ask; it is not a substitute for the instructions of the agency that receives the form.

Start with the form, not the dictionary

Before writing, check the exact service, recipient agency, applicant eligibility, current form version, submission channel, required attachments, and who is allowed to sign. The same English word “representative” can refer to an authorized agent or a legal guardian, with different proof requirements.

Practical illustration: Korea’s Government24 guidance for housing-benefit applications distinguishes the applicant from a proxy applicant and specifies identity evidence and authorization documents for proxy filing. It also distinguishes applicant-provided documents from information the officer may confirm through administrative data-sharing with consent. These are procedure-specific conditions, not universal rules.

Identity and applicant

English	日本語	한국어
Applicant	申請人（しんせいにん）	신청인
Representative	代理人（だいにんにん）	대리인
Legal representative	法定代理人（ほうていだいにんにん）	법정대리인
Person granting authority	委任者（いにんしゃ）	위임인
Person receiving authority	受任者（じゅにんしゃ）	수임인
Applicant signature	申請人署名（しんせいにんしよめい）	신청인 서명
Name as shown on identity document	本人確認書類記載の氏名（ほんにんかくにんしよるいきさいのしめい）	신분증 기재 성명
Current address	現住所（げんじゅうしょ）	현주소

Why these fields matter

Applicant — The person seeking the service; not necessarily the person handing in the form.

Representative — A person acting on behalf of the applicant; authorization may need proof.

Legal representative — Authority arising under law, not simply a signed permission slip.

Person granting authority — The person who authorizes another person to act.

Person receiving authority — The person receiving specified authority.

Applicant signature — Check whose signature is required; do not sign for another person without authority.

Name as shown on identity document — Preserve spacing/order as required by the particular procedure.

Current address — Distinguish present residential address from registered or correspondence address.

Consent, permission and disclosure

English	日本語	한국어
Authorization letter / power of attorney	委任状（いにんじょう）	위임장
Consent to collection and use of personal information	個人情報の収集・利用に関する同意（こじんじょうほうのしゅうしゅう・りょうにかんするどうい）	개인정보 수집·이용 동의
Consent to information sharing	情報提供への同意（じょうほうていきょうへのどうい）	정보 제공 동의
Mandatory field	必須項目（ひっすこうもく）	필수 항목
Optional field	任意項目（にんいこうもく）	선택 항목
Declaration of truth	申告内容の確認（しんこくないようのかくにん）	기재 사실 확인
Seal / signature	押印・署名（おういん・しょめい）	날인·서명

Why these fields matter

Authorization letter / power of attorney — Specify the task authorized, date, parties and any required signatures.

Consent to collection and use of personal information — Read purposes, recipients and retention rather than treating every checkbox as mandatory.

Consent to information sharing — Distinct from allowing an agent to sign or submit an application.

Mandatory field — If a seemingly irrelevant field is mandatory, ask how the office wants it completed.

Optional field — Leaving it blank may be acceptable; distinguish from a required declaration.

Declaration of truth — A certification should not be signed until the statements can be checked.

Seal / signature — Do not presume a seal or stamp is interchangeable with a signature.

Documents and evidence

English	日本語	한국어
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Supporting document	証明資料（しょうめいしりょう）	증빙서류
Original document	原本（げんぼん）	원본
Photocopy	写し（うつし）	사본
Certified copy	認証された写し（にんしょうされたうつし）	인증 사본
Translation attached	訳文添付（やくぶんてんぷ）	번역문 첨부
Issue date	発行日（はっこうび）	발급일
Date of submission	提出日（ていしゅつび）	제출일
Receipt number	受付番号（うけつけばんごう）	접수번호

Why these fields matter

Supporting document — Evidence for a particular fact; a list of examples is not always exhaustive.

Original document — Ask whether it is inspected, retained, or returned.

Photocopy — A plain copy is not necessarily a certified copy.

Certified copy — Check which body must certify it; terminology varies by procedure.

Translation attached — Ask the accepted language and translator requirements.

Issue date — Different from submission date; may affect document validity.

Date of submission — Different from receipt/acceptance date.

Receipt number — Save screenshots or receipts; an upload confirmation may not mean formal acceptance.

Money, notices and follow-up

English	日本語	한국어
Applicant bank account	申請人名義の口座（しんせいにんめいぎのこうざ）	신청인 명의 계좌
Household members	世帯員（せたいいん）	가구원
Dependent	扶養家族（ふようかぞく）	부양가족
Notification address	通知先住所（つうちさきじゅうしょ）	통지받을 주소
Deadline	提出期限（ていしゅつぎげん）	제출기한
Correction request	補正依頼（ほせいいらい）	보정 요청
Fee waiver	手数料免除（てすうりょうめんじょ）	수수료 면제
Official confirmation	受付証明・受理確認（うけつけしょうめい・じゅりかくにん）	접수 증명·수리 확인

Why these fields matter

Applicant bank account — Payment ownership requirements may differ; never publish full account numbers in inquiries.

Household members — Household definitions vary with the program and jurisdiction.

Dependent — Do not substitute a tax-law dependent definition into welfare eligibility.

Notification address — Where notices are sent may differ from residence address.

Deadline — Ask whether receipt by the agency or dispatch by the applicant counts.

Correction request — May request missing information rather than reject the application outright.

Fee waiver — Do not assume exemption is automatic; verify eligibility.

Official confirmation — Exact document and legal effect depend on the agency.

Ten questions worth asking before signing or submitting

1. Am I listed as the applicant or as the representative?

私は申請人（しんせいにん）ですか、それとも代理人（だいにん）ですか。

저는 신청인으로 기재해야 하나요, 아니면 대리인으로 기재해야 하나요?

2. Does this application permit filing by a representative?

この申請は代理人（だいにん）による提出が認められていますか。

이 신청은 대리인 제출이 가능한가요?

3. Whose signature is required in this box?

この欄には誰の署名（しよめい）が必要ですか。

이 칸에는 누구의 서명이 필요한가요?

4. Is this consent optional, and what happens if I decline it?

この同意（どうい）は任意（にんい）ですか。同意しない場合、どうなりますか。

이 동의는 선택 사항인가요? 동의하지 않으면 어떻게 되나요?

5. Will you check this record directly, or must I submit it?

この書類は行政機関側で確認できますか。それとも私が提出する必要がありますか。

이 서류는 기관에서 직접 확인하나요, 아니면 제가 제출해야 하나요?

6. Will my original document be returned, and when?

原本（げんぽん）は返却されますか。いつ返却されますか。

원본을 돌려받을 수 있나요? 언제 반환되나요?

7. What translation or certification is required for this specific document?

この書類に必要な翻訳（ほんやく）や認証（にんしょう）の条件を教えてください。

이 서류에 필요한 번역·인증 요건을 알려주세요.

8. Does the deadline mean you must receive it by that date?

提出期限（ていしゅつぎげん）までに到着している必要がありますか。

제출기한까지 기관에 도착해야 하나요?

9. Can I receive written confirmation of what remains missing?

不足している書類を文書（ぶんしょ）で確認できますか。

부족한 서류를 서면으로 확인할 수 있나요?

10. Can you explain this field in plain language or arrange interpretation?

この項目をやさしい言葉で説明するか、通訳（つうやく）を手配していただけますか。

이 항목을 쉬운 말로 설명하거나 통역을 지원해 주실 수 있나요?

Source notes and limitations

Official reference examples (checked 16 October 2026):

Korea Government24 — Housing benefit application:

<https://www.gov.kr/mw/AA020InfoCappView.do?CappBizCD=16130000040>

Korea Government24 — Proof of income application:

<https://www.gov.kr/mw/AA020InfoCappView.do?CappBizCD=12100000021>

Korea Government24 — Local tax certificate application:

<https://www.gov.kr/mw/AA020InfoCappView.do?CappBizCD=13100000084>

Examples are explanatory and do not reproduce complete third-party forms. Japanese equivalents are language aids rather than claims that Japan uses identical institutions or paperwork. Requirements change by service, status and jurisdiction. This is a 2026 reference, not a continuously updated statement of the law. Confirm current instructions with the issuing authority.