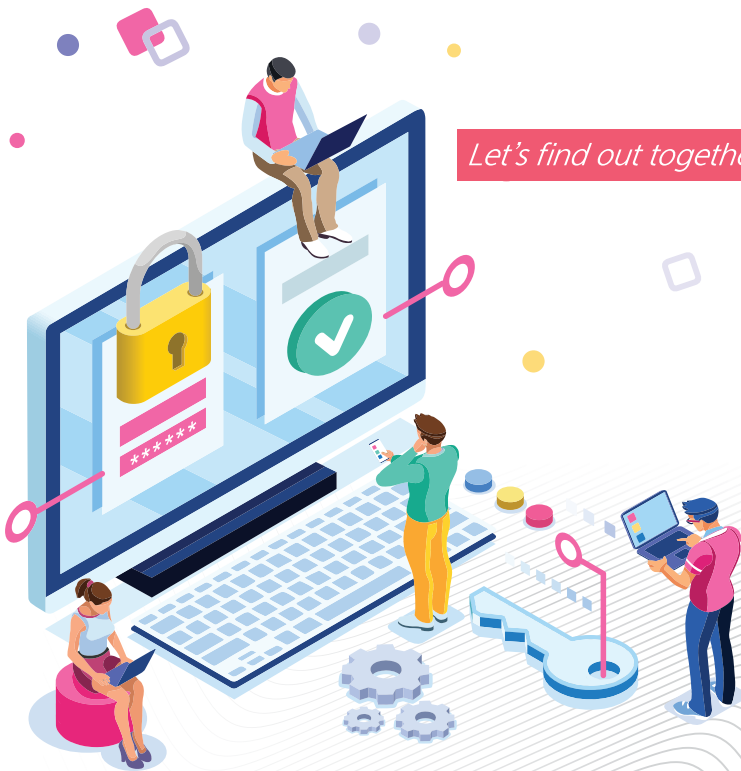


Manual for Issuance of PERSONAL CUSTOMS CODE

Let's find out together. →



01

What is a Personal Customs Code?

It is a unique number for personal identification when customs clearance is made.

It can be used instead of resident registration number when reporting personal items for importation to prevent leakage of personal information.

* E.G.) P012345678912 (P + 12 digits)

02

What is a Personal Customs Code for?

This is the era of direct **overseas purchases by individuals**. In the case of foreigners, import declaration is possible using **passport number** or **alien registration number**.

However it is safe to use your Personal Customs Code, since there is a **high risk of information** leakage when passport number or alien registration number is used.

* Alien registration number : number given by immigration office to foreigners staying in Korea

03

How can I get a Personal Customs Code?

Online Issuance and Offline Issuance



Online Issuance

- Please access "<https://unipass.customs.go.kr>" and select "개인통관고유번호" (Personal customs code), or access "<https://unipass.customs.go.kr/csp/persIndex.do>" directly.

• Requirements

- ① Alien Registration Number
- ② A cell phone number or a Public Certification under your name

* Public Certification Service : electronic information or data issued by public certification authority (bank, credit rating institution) with the aim of verifying identity when using electronic signature.



Offline Issuance

- Please visit the closest customs office.

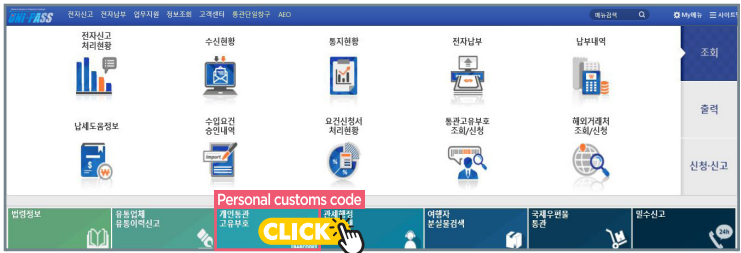
• Requirements

- ① Alien registration card or passport
- ② Application for issuance

* If you visit the customs office and register with your passport number, the customs office cannot authenticate your real name. In this case, it is not possible to search your number on the UNIPASS website after issuance.

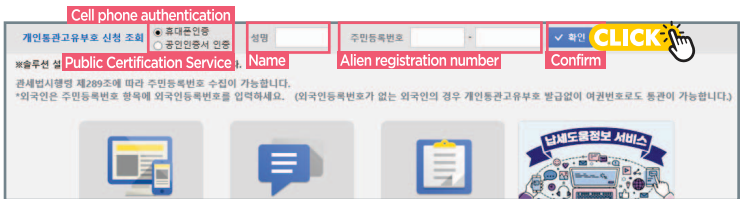
Access <https://unipass.customs.go.kr>

→ Select Personal Customs Code



Select 'cell phone authentication' or 'public certificate authentication'

→ Enter name and alien registration number → Click 'confirm'



"When Public Certificate Authentication is selected, the screen will move to Application for issuance"

Cell Phone Authentication

개인통관고유부호 발급조회

1. 신규발급 **New issue**
개인통관고유부호가 없는 경우에는 아래의 신청방법 버튼을 눌러 개인통관고유부호를 발급 받으시기 바랍니다.

2. 조회 / 재발급 **Check/Reissue**
개인통관고유부호가 있는 경우에는 아래의 통관증명서 버튼을 눌러 개인통관고유부호 조회 및 재발급이 가능합니다.

1 Confirm
핸드번호: [] 확인

2 인증번호: [] 인증
Authentication

신규발급 **CLICK**

Public Certificate Authentication

인증서 선택창

인증서 저장 위치 선택 1

1 브라우저 2 이동식디스크 3 보안토큰 4 휴대전화 5 스마트인증

소유자명	용도	발급기관	만료일
041정	공무원용	CA1211000071	2020-08-01
정	은행(개인)	yessignCA C...	2020-07-10

인증서 비밀번호 입력

2

확인 **CLICK** 인증서 보기

1 Select storage location of public certification.
1 Browser
2 Removable hard disk
3 Security token
4 Cell phone
5 Smart card authentication

2 Enter password for your public certificate.

1. If you are issuing a Personal Customs Code for the first time, please click 'New issue'.

2. If you already have a Personal Customs Code, please go to 'Check/Reissue'.

1 Enter your cell phone number. → Confirm.

2 Enter authentication number you received. → Authentication.

1 Select network company → 2 Enter personal information and security number → 3 Enter authentication number you received

1 Select network company for your cell phone



2 Enter personal information and security number

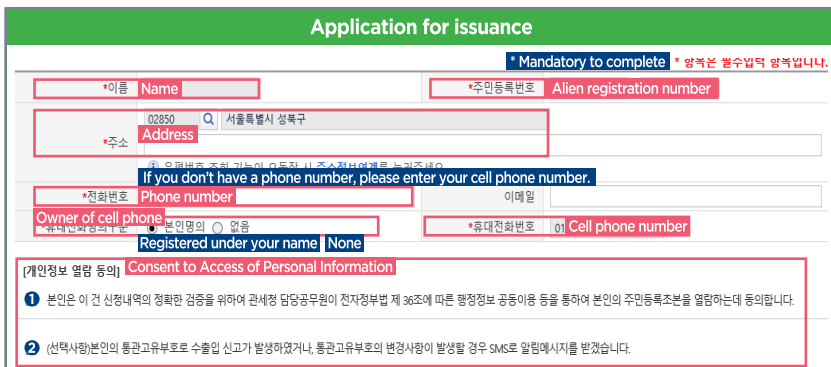


3 Enter authentication number you received



- 1 Consent for collection/use/handling of personal information
- 2 Terms and conditions of use of identification service
- 3 Consent to process unique distinguishing information
- 4 Terms and conditions of network company
- 5 (Optional) Consent for receipt of cell phone number theft prevention notice

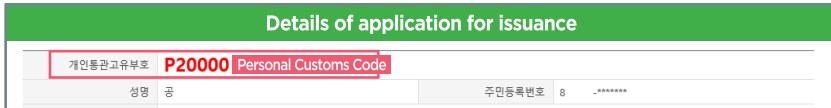
Enter basic information on the 'application for issuance' screen → Issuance is completed



The first item is mandatory, and the second item is optional

1 (Mandatory) Pursuant to Article 36 of the Electronic Government Act, I agree that a civil servant from Korea Customs Service will view my resident registration (abstract) through a government system, such as joint use of administrative information, to verify the details of the application for this case.

2 (Optional) I will receive SMS notifications for import and export declarations using my Personal Customs Code and changes to my Personal Customs Code.



FAQ

Q. Where can I get the application for issuance of Personal Customs Code?

A. <https://unipass.customs.go.kr> → Personal Customs Code → Information for issuance from customs → Application in English



Information for issuance from customs

The form is titled 'Application in English' and 'Clearance Unique Code Application (for an Individual)'. It includes fields for Name, Address & Zip code, Telephone Number, H. P., Cellular Number, Phone Number, Email Address, and 부호시문여부 (Whether to include postal code). There are also checkboxes for 'SMS' and 'I' (Internet). The form is in English and Korean.

Q. For online issuance, there is an error and the window does not move to the next step.

A. Please call ☎ 1544-1285 regarding system errors.

Q. I want to find out more about Personal Customs Code and other customs administrative duties.

A. Please call ☎ 125 for customer support from customs or visit customs' website(<http://www.customs.go.kr/english/main.do>)

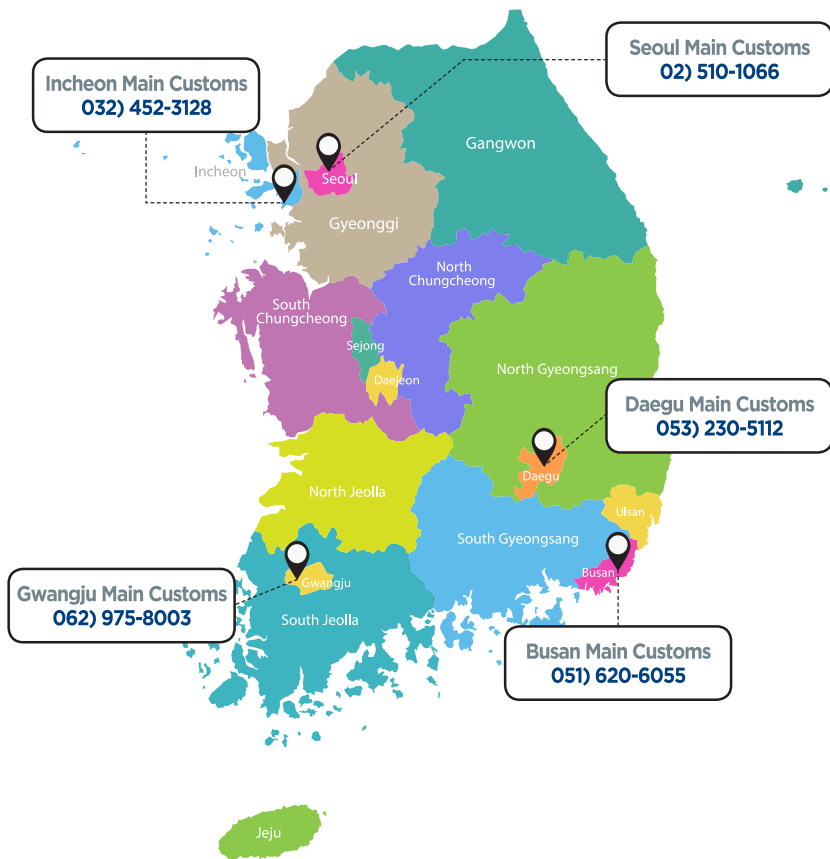
Q. Do I have to apply for a new Personal Customs Code for every import declaration?

A. No. Your Personal Customs Code can be used for different import declarations indefinitely.

Q. Is a **Personal Customs Code** compulsory to have for customs clearance?

A. No. **Passport number** can be also used for customs clearance.

Address & Phone number



Customs Office	Address
Seoul Main Customs	(71, Nonhyeon 2-dong) 721, Eonju-ro, Gangnam-gu, Seoul, Korea (06050)
Incheon Main Customs	(Hang-dong 7-ga 1-18) 339, Seohae-daero, Jung-gu, Incheon, Korea (22346)
Busan Main Customs	(17, Jungang-dong 4-ga 17-26) 20, Chungjang-daero, Jung-gu, Busan, Korea (48940)
Daegu Main Customs	4 th and 5 th Floors, Daegu Regional Government Complex, 301, Hwaam-ro, Dalseo-gu, Korea (42768)
Gwangju Main Customs	10 th and 11 th Floors, Gwangju Regional Government Complex, 208beon-gil 43, Cheomdan gwagi-ro, Buk-gu, Gwangju (61011)