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.
Procedures for Online 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

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.

Public Certificate Authentication

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.
Select network company → Enter personal information and security number → Enter authentication number you received

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

**Application for issuance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Alien registration number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Phone number</td>
</tr>
<tr>
<td>Owner of cell phone</td>
<td>Cell phone number</td>
</tr>
</tbody>
</table>

*Mandatory to complete*

Consent to Access of Personal Information

1. Personal information will be used in accordance with the Electronic Government Act for the purpose of verifying residency registration, issuing an ID card, and other services provided by the government.
2. Information will be handled in accordance with the Personal Information Protection Act.

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 (abstraction) 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.

**Details of application for issuance**

<table>
<thead>
<tr>
<th>Personal Customs Code</th>
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<tbody>
<tr>
<td>P20000</td>
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</table>
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

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