

(January 2024)

Guide for Foreign Missions in Korea

Diplomatic Missions Division
Ministry of Foreign Affairs

This guide is not a legal document and is intended only to provide the Diplomatic Missions, Consular Posts and International Organizations accredited to the Republic of Korea and their members with information on privileges and immunities.

The Vienna Convention on Diplomatic Relations, the Vienna Convention on Consular Relations or any other applicable laws including relevant Korean laws and regulations would be applied in certain situations.

The contents of the guide could be modified at any time.

Diplomatic missions, consular posts, and international organizations accredited to the Republic of Korea are recommended to use DIPLONET (www.diplonet.go.kr) for administrative procedures, including application and registration of diplomatic vehicles, diplomatic ID cards, VAT exemption, customs clearance, etc.

In order to use DIPLONET, missions need to submit an application for the IP address registration of the mission to the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division). After the IP address is registered, missions can access DIPLONET and create an account for DIPLONET use.

☎ Tel (02-2100-8397), Fax(02-2100-8399), E-mail(protocol@mofa.go.kr)

The number of users who have access to DIPLONET may differ depending on the size of the mission.

Also, upon the arrival of a new head of mission, the signature of the new head of mission shall be uploaded to DIPLONET.

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I. Immigration

1. Visa

- The member of the mission and his/her dependents entering the Republic of Korea shall obtain an appropriate visa prior to his/her arrival.
 - The member of the mission and his/her dependents who enter Korea without a visa according to the Visa Waiver Agreement shall make an application to the Immigration Office of the Ministry of Justice to obtain an appropriate status of sojourn (A-1, A-2, A-3) before the authorized length of stay prescribed in the Agreement expires. (For more details, please refer to Information Center for Foreigners, Ministry of Justice, Tel: 1345)
 - Family members who are not accepted as dependents entitled to diplomatic privileges and immunities shall obtain legally acquired visa(ex. F-1 visa) and file for alien registration.

- In terms of granting visa or status of sojourn, dependents of the member of the mission refer to:
 - Spouse (legal marriage)
 - Unmarried dependent under nineteen (19) years of age and living with his/her parents
 - Unmarried dependent under twenty (20) years of age living with his/her parents and enrolled in a primary or secondary school
 - Unmarried dependent of twenty-six (26) years of age or under who is registered as a full-time student in a regular educational institution in Korea and is living with his/her parents
 - Parent of the member of the mission or his/her spouse who is sixty (60) years of age or over whose nationality is not

Korean and who is not engaged in any commercial activities

- Mentally or physically challenged dependent who is not married and nineteen (19) years of age or over, living with his/her parents and unable to claim independence
- The member of the mission holding the diplomatic or official passport with A-1, A-2 or A-3 visa may depart temporarily and re-enter Korea during the tenure without renewing the visa.
- The private employee of the member of the mission who does not have diplomatic passports must obtain F-1 visa from the overseas Korean missions and file for alien registration.
 - Visa applicant must submit the following documents: 1) visa application form, 2) an official note verbale documenting reasons for employment and vouching for the employee, 3) employment contract between the member of the mission and the private employee, 4) a copy of the diplomatic ID card of the member of the mission.
- In the case of a birth of a baby in the Republic of Korea, the member of the mission must apply for a visa within 30 days of the date of birth of the baby to the Immigration Office of the Ministry of Justice, with the newborn baby's passport and a birth certificate issued by the hospital and the mission.

2. Immigration Inspection at airports

- The member of the mission may use the immigration inspection desk designated for diplomats at airports.

- When using the desks, the member of the mission is requested to present diplomatic or official passport and a diplomatic ID card issued by the Ministry of Foreign Affairs.

3. Airport VIP Lounges

- The VIP lounge at the international airport may be used upon prior request to the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) in accordance with 「Rules Concerning the Treatment of VIPs at Airport」. (Incheon International Airport Protocol Team, Tel: 032-741-2411~2)
- When the head of mission wants to use VIP lounges, official request should be sent by a note verbale at least one week prior to the date of use. (Attn : Diplomatic Missions Division)
 - The purpose of travel, date and time, flight number, and details of his/her dependents and entourage should be indicated in the note. The VIP Lounge is only permitted when the purpose of travel is official.
 - Dependents of the head of mission are permitted to use the VIP Lounge only when they accompany him/her.
- Foreign officials who are of ministerial level and above can use the VIP Lounge. The mission may request the use of the VIP Lounge by sending a note verbale to the Ministry of Foreign Affairs (Attn : relevant regional divisions concerned) at least one week prior to the date of use.
 - The note should include information such as profile of the VIP, purpose of his/her visit, travel date and time, flight number and details of entourage.

- A foreign official using the VIP Lounge may have another individual handle the immigration formalities on his/her behalf.
 - The head of mission is also permitted to have the immigration formalities handled by someone else on his/her behalf only on the occasion of his/her arrival for assuming the post and his/her departure due to the termination of his/her service. On other occasions, only the privilege of using the VIP Lounge may be granted.
- Similar rules and procedures are applied to the VIP lounges at domestic airports.

4. CIQ Pass at Incheon International Airport

- The head of mission and one staff member in charge of protocol (must be a holder of Diplomatic ID D or I) are issued with permanent passes. They can access the CIQ area for protocol and diplomatic duties without any registration process.
- A maximum of two (2) permanent passes are issued for the mission to have access to the CIQ (Customs, Immigration, and Quarantine) Area at the international airport.
- In order to obtain permanent CIQ passes, the mission shall upload a copy of the applicant's passport and a copy of his/her diplomatic ID card to DIPLONET and send a note verbale to the Ministry of Foreign Affairs. (Attn : Diplomatic Missions Division)
 - Note : The applicant's phone number should be included in the note verbale. (More details: DIPLONET → Help Desk → Notice #82 CIQ Pass)

- The CIQ pass is issued at the Security and Planning office of Incheon International Airport (Tel. 032-741-2560~1). On the day of issuance, photos are taken and detailed instruction on how to use the pass is given. (issuance fee : ₩20,000)
- Upon termination of the tenure of the Head of mission or the member of the mission, his/her CIQ pass must be registered for return on DIPLONET and returned without delay to the Ministry of Foreign. Otherwise, a new pass will not be issued to his/her successor.
 - If the pass has been used for improper purposes(ex. visit of a family member or an acquaintance), it shall be cancelled, and a new pass will not be issued to the mission.
- If the pass is lost or damaged, the mission is requested to report it without delay to the Ministry of Foreign Affairs by means of a note verbale indicating the reasons for loss or damage.
- Other members of the mission may enter the CIQ area with a temporary pass which is also issued by the Security and Planning Team of Incheon International Airport (Tel. 032-741-6516). In order to have temporary passes issued, the members of the mission must present their diplomatic ID card. A maximum of two members of the mission for one occasion can be issued with temporary passes.

II. Customs Clearance and Quarantine

1. Exemption from Customs Duties and Related Taxes

- Exemption from Customs Duties

- Imported articles for official use by the missions and for private use by the member of the mission (diplomatic agents, career consular officers, and senior officers of international organizations) shall be exempt from customs duties.
 - Imported articles for official or private use may be subject to restrictions if the quantity of articles exceeds the limit that is considered reasonable by the authorities concerned in view of the needs of the mission and its members.
 - Members of the administrative and technical staff of the diplomatic mission, consular employees of the consular post, and staff members of international organizations who are not nationals of the Republic of Korea may be granted exemption from customs duties on imported articles for private use within six (6) months after they arrive in Korea.
- Exemption from Related Taxes on Imported Articles
- Several taxes related to imported articles such as value-added tax, individual consumption tax, liquor tax and education tax may be exempted on a reciprocal basis.

2. Procedure for Customs Clearance

- Consignments and International Parcels
- The missions are required to fill out the application form for customs duties exemption and to upload a copy of the import documentation to DIPLONET for approval. When approved, a written permission should be printed out by the missions.
 - Required documents are: 1) A copy of the invoice, airway bill or bill of lading and the Packing List in the case of consignments, 2) notice slip on clearance in the case of postal parcels.

- ✓ Note : When purchasing alcoholic beverages, a copy of the application for customs duties exemption and tax-free liquor purchase reference including a copy of invoice, airway bill or bill of lading and the Packing List are required for submission to the customs office.

(More details: DIPLONET → Help Desk → Notice #65)

- The missions are required to submit to the customs office a copy of the application for customs duties exemption approved by the Ministry and an original copy of the import documentation.
- In the case that the required documents such as invoices are not available or a non-entitled person carries articles, the missions are asked to send a note verbale confirming that those articles belong to the mission or to the member of the mission.
- Approval may take 3 working days from the date on which the application was received by the Ministry. It may take longer depending on the case.
- Private articles of the member of the mission can be exempted from customs duties only after the Ministry has been notified of his/her arrival in Korea.
- ✓ Note : In order to request for customs duties exemption before being issued with an ID card, the member of the mission should attach a note verbale stating his/her name and title to the application form.
- The name and address of the consignee should be clearly written either in English or Korean for it to be properly identified by customs officers. Otherwise, customs officers may fail to recognize diplomatic or consular articles.

➤ Luggage

- Diplomatic agents carrying luggage may pass through the duty-free customs inspection desk assigned for diplomats

at airports by presenting their diplomatic passport and their diplomatic ID card.

- Articles detained by customs officers due to failure to meet the requirements for customs exemption are returned only after the application for customs exemption approved by the Ministry is forwarded to the customs office.
- When there are serious grounds for presuming that the luggage contains articles prohibited by the Korean law or controlled by the Korean quarantine regulations, inspection can be conducted in the presence of the diplomatic agent or authorized representatives.

3. Prohibited Items

- According to the 「Customs Act」, the import and export of the following items are prohibited.
 - Books, publications, drawings, films, records, videos, sculptures and other similar goods which disrupt constitutional order, disturb the public safety and order or corrupt public
 - Goods which reveal confidential information of the Government or are used to carry out intelligence missions
 - Currencies, bonds and securities which are counterfeited, forged or copied

4. Signatures and Seals

- The missions must send a note verbale to the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) with the application for registering signature and seal.
(More details: DIPLONET → Help Desk → Notice #112)

- Vehicle and customs related documents should only be signed by the authorized officer, and a maximum of three(3) officers are allowed depending on the size of the mission.
- Applications signed by a non-authorized officer is not acceptable and will be returned to the mission.

5. Quarantine of Animals and Plants

- Animals and plants can be brought into Korea only after inspection according to relevant Korean laws. The import of restricted items outlined in the relevant laws is strictly prohibited.
- Further information regarding prohibited items and quarantine of animals and plants can be acquired by contacting the Animal and Plant Quarantine Agency (Incheon Airport Regional Office, Tel. 032-740-2661, 2077, <http://www.qia.go.kr>)

III. Eligibility for Privileges and Immunities

1. Mission

- For the purpose of this Guide, the term 'mission' refers to a 'diplomatic mission' as defined under the 「Vienna Convention on Diplomatic Relations」, and 'consular post' as defined under the 「Vienna Convention on Consular Relations」, and a representative office of the international organization.

- The Delegation of the European Union to the Republic of Korea has the same status as a diplomatic mission under its agreement with the Republic of Korea.

2. Member of the Mission

- Member of the mission include ;
 - Member of the diplomatic mission defined as diplomatic agents, members of the administrative and technical staff, and members of the service staff pursuant to the 「Vienna Convention on the Diplomatic Relations」
 - Members of the consular posts defined as consular officers, consular employees and members of the service staff pursuant to the 「Vienna Convention on the Consular Relations」
 - Members of the representative offices of the international organizations who are senior officers and staff members resident in the Republic of Korea
- Diplomatic agents and consular officers should, in principle, be nationals of the sending state.
- There are no restrictions on the nationality of the member of the representative office of an international organization. However, the members of the representative office who have Korean nationality enjoy limited privileges and immunities.
- In order to be recognized as a member of the mission and to hold such status, the following conditions must be met :

Category	Conditions
Diplomatic agent	<ul style="list-style-type: none"> - diplomatic passport - A-1 visa - diplomatic title - performs diplomatic functions on a full-time basis - does not engage in any professional or commercial activities for personal profit

member of the Administrative and Technical Staff, and of the Service Staff	<ul style="list-style-type: none"> - official passport - A-2 visa - performs full-time duties at the diplomatic mission - does not engage in any professional or commercial activities for personal profit
Consular Officer	<ul style="list-style-type: none"> - diplomatic passport - A-1 visa - performs consular functions on a full-time basis at the consular post - does not engage in any professional or commercial activities for personal profit
Consular Employee and the member of the Service Staff	<ul style="list-style-type: none"> - official passport - A-2 visa - performs full-time duties at the consular post - does not engage in any professional or commercial activities for personal profit
Senior Officer of an International Organization	<ul style="list-style-type: none"> - UN Laissez-Passer or valid passport of a foreign state - A-2 visa - appointed as representative or holds the rank of UN P-5 or above - performs functions of the relevant international organization on a full-time basis - does not engage in any professional or commercial activities for personal profit
Staff Member of an International Organization	<ul style="list-style-type: none"> - passport of a foreign state - A-2 visa - holds the rank of UN P-4 or below - performs full-time duties in the international organization - does not engage in any professional or commercial activities for personal profit

3. Dependents

- Members of the family who form part of the household of the member of the mission refers to:
 - Spouse (legal marriage)

- Unmarried dependent under nineteen (19) years of age and living with his/her parents
- Unmarried dependent under twenty (20) years of age living with his/her parents and enrolled in a primary or secondary school.
- Unmarried dependent of twenty-six (26) years of age or under who is registered as a full-time student in a regular educational institution in Korea and living with his/her parents
- Parent of the member of the mission or his/her spouse who is sixty (60) years of age or over whose nationality is not Korean and who is not engaged in any commercial activities
- Mentally or physically challenged dependent who is not married and nineteen (19) years of age or over, living with his/her parents and unable to claim independence

IV. Identification Card

1. Category and Eligibility

Category	Eligibility
D	<ul style="list-style-type: none"> - head of mission and members of the diplomatic staff of the mission - family members who form part of the household except dependents under 14 years of age
C	<ul style="list-style-type: none"> - head of the consular post and the consular officer of the consular post - family members who form part of the household except dependents under 14 years of age * Honorary consul and his/her spouse (type H) (spouse will not be issued an ID card if the honorary consul is a Korean national)

I	<ul style="list-style-type: none"> - Senior officer of the representative office of the international organization (representative who holds the rank of UN P-5 or above) - family members who form part of a household except dependents under 14 years of age
A	<ul style="list-style-type: none"> - members of the administrative and technical staff and of the service staff of the mission - Consular employee and member of the service staff of the consular post - Staff members of the representative office of the international organization (representative who holds the rank of UN P-4 or below) - family members who form part of the household except dependents under 14 years of age
B	<ul style="list-style-type: none"> - Personnel entitled to privileges and immunities in accordance with an agreement to which the Republic of Korea is party - family members who form part of the household except dependents under 14 years of age - Other persons who are recognized as being eligible for ID card

*Please refer to p.11 III-3. Dependents regarding the meaning of the family members (However, ID cards are not issued to the dependents under the age of 14)

2. Application

- In order to apply for an ID card, the following documents should be submitted to the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) (ID registration box, 1F of MOFA)
 - A note verbale requesting the issuance of a card stating the name, term of the service, date of arrival and title of the applicant. (In the case of a dependent, please state his/her

name and his/her relationship with the member of the mission)

- The note should also indicate if the applicant is replacing his/her predecessor or if the applicant is newly posted to the mission, thus increasing the number of members of the mission. If it is replacing predecessor, the name and title of the predecessor should be provided and the predecessor's ID card should be returned.
- An application form (filled out and printed using the DIPLONET website) including a detailed curriculum vitae of the applicant
- One (1) color photograph (2.5cm × 3.0cm) taken from the same negative within the past six months. The photo must be affixed to the application form.
- A copy of the applicant's passport, legibly displaying the type of passport and number, applicant's name, photograph, date of expiration and type of visa
- Visa issuance confirmation or a document that can confirm one's sojourn qualification (alien registration card, entry confirmation, etc)
 - If necessary, the Ministry may ask for additional information in order to verify the identity and position of the applicant.
- The ID card will be ready for pick-up at each mission's pigeon box approximately two weeks after all the necessary documents are received by the Ministry.
 - ✓ Note : Please visit the Ministry of Foreign Affairs to pick up the ID card after checking "Approval" sign on DIPLONET. The current status of the process can be checked on DIPLONET.
- When the dependents of the member of the mission apply for ID cards separately, a copy of the ID card, relationship with the member of the mission, of the member of the mission is required.

3. Reapplication

- For the reapplication of the ID card, the current ID card should be returned.
 - Application for an the extension of the ID card should be made one month before the expiration date.
 - Application due to loss, robbery or damage requires additional documents such as a police report in the case of loss or robbery and the damaged ID card in the case of damage.
- If the lost or stolen ID card is retrieved after the issuance of the new card, the retrieved card must be immediately returned to the Ministry of Foreign Affairs.

4. Validity and Return

- Period of validity of an ID card
 - The ID card is valid for a maximum of three years. After the expiry date, it should be renewed.
 - The ID card shall become void when the bearer leaves Korea upon termination of his/her tenure or the bearer no longer holds the respective status, even if it is before the expiry date.
 - The ID card issued to a dependent of a member of mission shall also be deemed invalid when the dependent can no longer be recognized as a family member or leaves Korea indefinitely. In the case of the death of a member of a mission, the ID cards of the dependents shall remain valid for a reasonable period of time until they leave Korea.

- Returning of the ID card
 - All ID cards which have become invalidated due to reasons of departure, reissuance, loss and damage must be returned to the Ministry of Foreign Affairs within one week from the date of invalidity through a note verbale stating the reason of the return.
 - When the mission cannot return the invalidated card, the mission must send a note verbale explaining the reasons.
 - Issuance of ID card may be suspended for the mission which fails to return the invalidated cards without giving a justifiable reason.

5. Exemption from Alien Registration

- Foreigners who do not hold diplomatic ID cards issued by the Ministry of Foreign Affairs should file for alien registration at the local immigration office or branch office within 90 days from the date of their entry into Korea.
- The member of the mission who has A-1, A-2, or A-3 status of sojourn and is issued diplomatic ID card from the Ministry of Foreign Affairs is exempted from the alien registration prescribed in the Immigration Control Act. However, we strongly recommend that a member apply for alien registration for one's convenience.

V. Work permit and Education of Dependents

1. Work permit (activities not covered by Status of Sojourn)

- The Korean Government will grant work permit to the dependents of the members of the mission on the basis of principle of reciprocity.
- The work permit of the dependents is granted on the basis of reciprocity and it is agreed by an exchange of notes only.
- The types of jobs permitted are:
 - Foreign Language Instructor(E-2)
 - Cultural Arts/Arts and Performance(D-1, E-6)
 - Professorship(E-1)
 - Specially Occupations(E-7)
 - Research(E-3)
 - Religious Affairs(D-6)
 - Technical Instructor/Technician(E-4)
 - Professional(E-5)
- Procedure for granting work permit is:
 - In order to apply for work permit for dependents of members of mission, the mission should send a note verbale with the following documents to the Ministry of Foreign Affairs so that the Ministry can recommend the application to the Immigration Office of the Ministry of Justice.
 - Application form (available at the Immigration Office)
 - Curriculum vitae of the dependent who seeks work permit
 - Copy of the passport of the member of diplomatic mission and the dependent clearly displaying his/her photograph, personal information, and visa
 - Copy of the ID cards of the member of the mission and the dependent issued by the Ministry of Foreign Affairs

- Employment contract describing the position, offered salary, estimated period of employment, and working conditions
 - (for dependents holding E-2) health record, criminal record (issued within preceding six months before the application date), and educational background certificate.
- Regarding work permit for dependents of members of international organizations, the relevant organization should directly contact the Immigration Office. A recommendation from the Ministry of Foreign Affairs is NOT required.
- Work permits are valid for two years and may be extended (for dependents of members of international organizations, one year). A note verbale and the application for extension should be sent to the Ministry of Foreign Affairs. If there is any change in the working period or job type, missions need to apply for a work permit again even if the current work permit has not been expired yet.
- Dependents should pay income tax and other related dues levied by the Government of the Republic of Korea on the income earned from the place of employment.
- The immunity of the dependent from civil and administrative jurisdiction is waived to enable adjudication of an issue arising from employment of the dependent.

2. Education

2-1. Local Schools

- Members of the mission or their dependents may enroll in the local educational institution and acquire the academic qualification or degree.
- Members of the mission should apply directly to the regional Office of Education to be admitted to the educational institution of high school level or below, and to the appropriate university authorities for admission to obtain the Bachelor's degree or higher degrees.

2-2. Schools for Foreigners

- Dependents may enroll in schools for foreigners (kindergarten, elementary, middle, and high school levels) by contacting the schools directly.

VI. Arrival and Departure of the Member of Mission

1. Arrival of the Head of Mission

1-1. Agrément

- A formal request of agrément for the Ambassador-designate should be sent by a note verbale to the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) together with his/her curriculum vitae that includes his/her photo and birth date.
- Once the agrément is granted, the Ministry informs the sending state as well as the Korean mission in the sending state.

1-2. Arrival

- The mission should notify the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) of the arrival of the Ambassador-designate two weeks in advance.
- The Chief of the Ministry's Liaison Office at Incheon International Airport welcomes the incoming Ambassador-designate at the airport, when he/she arrives during business hours on weekdays.
- A prior written request must be sent to the Ministry by means of a note verbale (Attn : Diplomatic Missions Division) for the use of the VIP Lounge at the airport and immigration and customs courtesies for the Ambassador-designate.
- The mission is responsible for arranging the transportation of the Ambassador-designate and his/her accompanying family. In the case of the arrival of a non-resident Ambassador-designate, the Ministry can provide transportation for him/her when the protocol vehicle is available.

1-3. Presentation of the Copy of Credentials

- The Ambassador-designate is advised to make a written request for a courtesy call to the Chief of Protocol of the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) in order to present the copy of the credentials. The Ministry will notify him/her of the schedule (date and time) of the courtesy call.
- The non-resident Ambassador-designate should make a request for a courtesy call to the Chief of Protocol via the Korean mission of the residing state prior to his/her arrival in Korea.

- The Ambassador-designate presents to the Chief of Protocol the copies of his/her letter of credence and the predecessor's letter of recall. The Ambassador-designate is briefed about the procedure for the ceremony for the presentation of credentials.
- It is advised that the Ambassador-designate does not raise any issue with regard to the bilateral relations during the presentation of the copy of the credentials.
- In principle, the Ambassador-designate commences official duties upon the presentation of credentials to the President. In practice, however, the Ambassador-designate who has presented a copy of credentials to the Chief of Protocol of the Ministry may perform his/her functions with only a few following restrictions :
 - The Ambassador-designate is not allowed to participate in events hosted by the President.
 - The Ambassador-designate is advised not to make courtesy calls to the Speaker of the National Assembly, the Chief of Justice or the Prime Minister. However, the Ministry can make arrangements for such meeting if the mission that is headed by the Ambassador-designate makes a formal request to the Ministry' s Diplomatic Missions Division for special cases, such as when the Ambassador-designate is accompanying high-ranking officials from his/her country. MOFA will notify its position on the request of the mission after consulting with relevant authorities and conducting deliberation based on past practices, the applicability of reciprocity, etc.

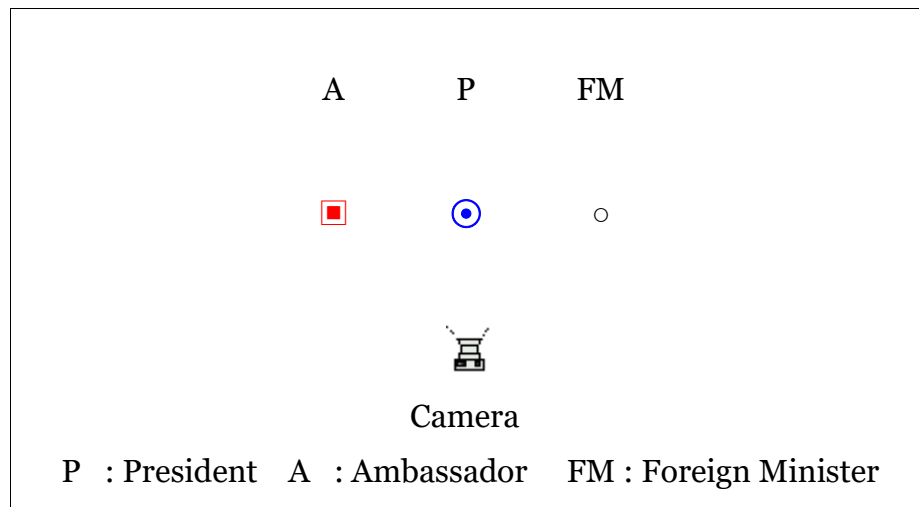
- The Ambassador-designate is advised not to host a reception celebrating his/her country's National Day before the Presentation Ceremony.

1-4. Presentation of Credentials

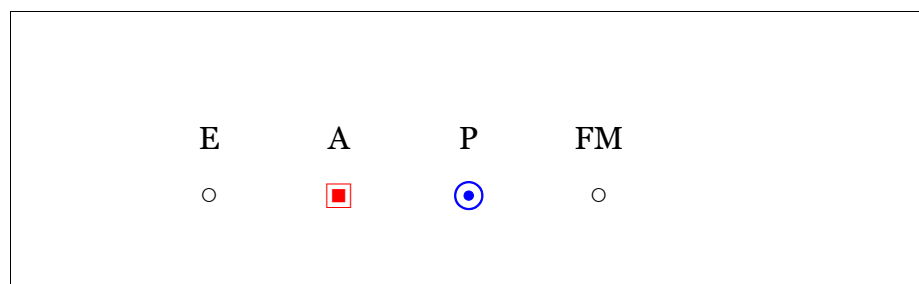
- The date of the presentation is reviewed once a minimum of eight Ambassador-designates have arrived in Korea. The order of presentation of credentials is determined by their date and time of arrival in Korea.
- The ceremony of the presentation of credentials is not held in extreme weather conditions in mid-summer (July and August) and mid-winter (January and February), unless an urgent need arises.
- The Ambassador-designate should send the following information to the Ministry (Attn : Diplomatic Missions Division) as soon as possible when he/she is informed of the date of the ceremony:
 - Information about the Ambassador-designate and his/her entourage, either one diplomatic officer or the Ambassador-designate's spouse or family member(i.e. name, title, mobile phone number, valid passport number, copy of the valid passport)
 - the destination of the Ambassador-designate after the ceremony (i.e. the Ambassador-designate's residence or the embassy)
 - dress code of the Ambassador-designate and his/her accompanying staff (dark business suit, national costume, or military full dress)
 - description of the gifts to the President with photos
 - information on the vehicles of both the Ambassador-designate and his/her accompanying party including the plate number, model, and color of the vehicles and information of the drivers(ID card number)

- The ceremony is held at the Presidential Office and takes about 40~50 minutes.
- The details of the ceremony are as follows:
 - On the day of the ceremony, each Ambassador-designate is advised to use his/her own car. Entourages are advised to use the same vehicle as the Ambassador-designate.
 - There will first be a rehearsal at the MND Convention for the Ambassador-designates, and then they will be individually be escorted to the Presidential Office.
 - The Ministry will provide a vehicle for a non-resident Ambassador-designate. Entourages are expected to travel in the same vehicle as the Ambassador-designate.
 - A protocol officer from the Ministry accompanies the Ambassador-designate and his/her entourage from MND Convention to the Presidential Office, in a motorcade with police escort.
 - Upon arrival at the main hall building, the Ambassador-designate and entourage are greeted at the porch by a protocol officer from Presidential Office.
 - The protocol officer of the Presidential Office escorts the Ambassador-designate and the entourage to the main hall where the presentation of credentials will take place.
 - In accordance with the schedule, the President enters the main hall and takes his/her position. The Chief of Protocol officially announces in Korean that the newly appointed Ambassador Extraordinary and Plenipotentiary of (name of country) to the Republic of Korea Mr./Mrs./Ms. (name of Ambassador) will now present the Letter of Credence to the President.
 - After the Chief of Protocol's announcement, the Ambassador-designate states, “Your Excellency, it is my great honour to present the Letter of Credence from H.E.

(name of the head of sending state).” Then, the Ambassador-designate moves towards the President, bows, and presents the Letter of Credence to the President with both hands. The President accepts it, also with both hands, and shakes hands with the Ambassador. After the presentation, the Ambassador will take a photo with the President and the Foreign Minister.



- After the photo session for the Ambassador ends, his/her accompanying party steps forward all together and shakes hands with the President. When doing so, the Ambassador is requested to step aside and introduce the entourage party to the President. After shaking hands with the President, the Ambassador’ s accompanying party also takes a photo with the President.
- An official photo session follows and the line formation is as shown as below.





Camera

P : President A : Ambassador FM : Foreign Minister
E : Entourage

- Thereafter, the Ambassadors proceed to the audience room for a brief conversation with the President. Their entourage waits in a separate room.
- After the conversation, the Ambassador and entourage are guided by the protocol officer to the lobby and farewells are exchanged.
- The Ambassador and entourage then depart Presidential Office. At this time, the national flag of the Ambassador's country is flown on the Ambassador's car and the honour guard present arms.
 - Each embassy is advised to prepare its respective national flag for the Ambassador's car (For non-resident Ambassadors, the Ministry provides the flag).

1-5. Courtesy Calls

- After the presentation of credentials, it is customary for the new Ambassador to pay courtesy calls to the Speaker of the National Assembly and the Chief Justice. Such calls may be arranged by the relevant regional divisions of the Ministry.

2. Departure of the Head of mission

2-1. Notification

- If an Ambassador is recalled, he/she will officially inform the Ministry of Foreign Affairs of the recall in writing at least one month prior to his/her departure.

2-2. Farewell Events

- The Ministry will consider the following steps for an official farewell of an Ambassador:
 - Farewell courtesy call to the high-level officials of the Ministry of Foreign Affairs (Attn : Relevant Regional Division)
 - Awarding of a decoration subject to the relevant laws and practices based on a principle of reciprocity (Attn : Protocol Division II)

2-3. Departure

- The Chief of the Ministry's liaison office at Incheon International Airport bids farewell to the Ambassador on departure only when he/she leaves Korea during business hours on weekdays.
- The Ministry will make arrangements for the use of the VIP lounge for the departing Ambassador upon receipt of a written request from the mission.
- The Ambassador's ID card and airport CIQ pass must be returned to the Ministry immediately after departure.

3. Notification of the Chargé d'Affaires ad interim

- If the post of the head of mission is vacant, or if the head of mission is unable to perform his/her functions, a chargé d'affaires ad interim shall act provisionally as head of mission. The name of the chargé d'affaires ad interim shall be notified, either by the head of mission or in the case that he/she is unable to do so, by the Ministry of Foreign Affairs of the sending State to the Korean Ministry of Foreign Affairs.

- The chargé d'affaires ad interim does not enjoy any additional privileges and immunities exceeding those originally granted to him/her.

4. Arrival and Departure of the Member of the Mission

- The mission shall notify the Ministry of Foreign Affairs of the arrival and departure or the termination of the service of its member by means of a note verbale.
- The note should include name and title of the member of the mission and date of his/her arrival. The application for ID card can be submitted together with the notification of arrival.
- When a member of the mission leaves Korea upon termination of the tenure, the mission must return to the Ministry the ID card and Airport CIQ pass (if applicable), with a note verbale confirming the date of departure within one week after the departure of the member.

5. Appointment of Military Attaché

- The mission must send a note verbale to the Ministry of Foreign Affairs requesting the consent of the Korean government for the appointment of a military attaché. The note should be accompanied by the curriculum vitae with a photo of the candidate.
- The mission of a sending state that has an agreement with the Republic of Korea to waive the approval procedure in appointing a military attaché shall notify the Ministry in advance in a note verbale accompanied by the curriculum vitae with a photo of the military attaché.

- The same procedure applies when appointing an assistant military attaché and/or a non-resident military attaché.
- The curriculum vitae of a military attaché should include the following information:
 - Nationality
 - Name, date and place of birth
 - Family members (names and dates of birth of spouse, son or daughter)
 - Rank, soldier's serial number and military occupational specialty
 - Address in the sending state
 - Academic career including degree and major field
 - Military career (promotion, duties and current position)
 - Notification of any other concurrent position the proposed military attaché may hold within the Democratic People's Republic of Korea and/or any other adjacent state
 - Languages

6. Receiving of Consular Officer

- The head of the consular post
 - The diplomatic mission of the sending state (consular post in the case of absence of an embassy) should send to the Ministry of Foreign Affairs the consular commission for the head of the consular post by a note verbale requesting an exequatur from the Ministry. However, the mission of the sending state that has bilateral agreement with the Republic of Korea does not need to send a consular commission. In this case, the procedure can be completed by notifying the appointment of the head of the consular post by a note verbale.

- The note verbale should be sent together with the consular commission or a similar document clarifying the name and rank of the head of a consular post, the location and the consular district of the consular post, and the curriculum vitae of the head of the consular post.
- If the above-mentioned commission or a similar document is not prepared, the sending state or its diplomatic mission in Seoul may request temporary approval by sending a note verbale that includes the name and rank of the head of the consular post.
- For consular officers other than the head of a consular post (including members of the diplomatic staff serving as consular officers), the sending state or its diplomatic mission in Seoul must notify the Ministry of Foreign Affairs of their appointment by means of a note verbale stating their name and rank. A consular officer may perform consular functions from the date of the notification of the appointment.

7. Establishment of the Honorary Consulate

- An honorary consulate may be established on a basis of reciprocity when a substantial demand for consular services exists.
- The consent from the Ministry of Foreign Affairs is required to establish an honorary consulate and to appoint an honorary consul. The request should be sent by a note verbale with information such as the purpose of the establishment of the consulate, its address, telephone number and the name and title of the candidate for honorary consul with his/her curriculum vitae and his/her expected term(honorary

consulates should be established and managed within its consular district). Candidates for honorary consuls shall:

- be a Korean national or of the sending state.
 - reside in or have a special relationship with the consular district.
 - be socially respected and financially sound.
 - have gained the confidence of the sending state.
 - not work for the Korean government as stipulated in Article 2 of the National Public Service Law or Article 2 of the Local Public Service Law.
 - not possess the grounds for disqualification as stipulated in Article 33 of the National Public Service Law
 - not be an honorary consul of another country.
 - not possess any grounds for disqualification(such as crime records, etc) to be appointed as honorary consul
- After receiving consent from the Korean government, the sending state shall submit an honorary consular commission(Letter of Commission) to the Ministry to obtain an exequatur.
- The name and rank of the honorary consul, and consular district of the honorary consulate written on the commission shall be identical to those approved by the Ministry.
- When an exequatur is issued by the Ministry, an honorary consulate shall then be established in the authorized consular district and function therein.
- Authorization for an honorary consul shall be revoked if:
- he/she becomes a national of a third country.
 - his/her appointment is withdrawn by the sending state.

- he/she is hired by the Korean government as stipulated in Article 2 of the National Public Service Law or Article 2 of the Local Public Service Law.
- the consulate is not open in the authorized consular district.
- he/she commits a serious crime that may impede the performance of his/her duties and social confidence he/she enjoys.
- other serious reasons leading to revocation.
-
- If the Ministry of Foreign Affairs revokes the authorization for the head of an honorary consulate, the consulate shall be considered as automatically closed.
- If an honorary consul is dismissed from the post by the sending state or relieved of the post with the completion of his/her term, both the Ministry of Foreign Affairs and the honorary consul himself/herself should be notified through an official document by the sending state.
- When there are any changes in the personal status of the honorary consul or in the address or telephone number of the honorary consulate, the Ministry should be immediately notified of such changes.
- For information regarding the issuance and return of identification cards for honorary consuls, please refer to Section VI: Identification Cards.

VII. Opening of the Mission, Security and Firearms

1. Opening and Relocation of the Mission

- Opening of a Mission
 - The sending state, prior to opening its mission or consular post in Korea under its agreement with the Republic of

Korea, must consult with the Ministry of Foreign Affairs on the location of its chancery and the residence of the head of mission in order to have its planned location reviewed. An international organization must follow the same procedure for opening a representative office in Korea.

- The sending state or the international organization must send a note verbale to the Ministry of Foreign Affairs about the official opening of a mission with the date of its opening, and its address and telephone number.
- Opening of an office, which is a forming part of a mission
- If a mission plans to open an office that is forming part of the mission pursuant to Article 12 of the 1961 Vienna Convention on the Diplomatic Relations, the mission must send a note verbale to the Ministry of Foreign Affairs (Attn : relevant regional divisions) requesting its consent. The note should include information such as the date of its opening, location, details of personnel and functions of the office.
- Relocation of a Mission
- When relocating a mission or an office that is forming part of the mission, the mission should consult with the Ministry of Foreign Affairs in order to have the planned site of relocation reviewed before concluding a sale or lease contract for the real estate.
 - If there is any change in the address or telephone number of the mission or the office that is forming part of the mission, the mission should immediately notify the Ministry of the change by means of a note verbale.

2. Acquisition of Property

- If a mission seeks to acquire property for the purpose of using it as a chancery or housing for its members, the mission must consult with the Ministry of Foreign Affairs before concluding the contract. The principle of reciprocity shall be applied to the acquisition of property.
- If the planned property is considered to be located in a special district such as a military installation site, a designated cultural asset or an ecology-preservation site, the mission must obtain permission from the district office with the sales contract of land and a certified copy of a land registry book.
- Once the consultation with the Ministry is finished and the sales contract is signed, the mission should report it to the district office where the land is located within two months from the date of concluding the contract.
- Real estate property acquired under the name of the mission or the foreign government for its official duties through lawful procedures shall be exempt from acquisition tax, registration tax, and property tax pursuant to the 「Local Tax Act」 on the principle of reciprocity.

3. Construction of a Building

- If a mission intends to construct a building or a house, it should notify the Ministry of Foreign Affairs of its building plan, including the location, size, and time period of construction.
- After notifying the Ministry of the construction plan, the mission should apply for a construction permit to a district office or city hall.
- In the case of minor extensions or alterations, it is necessary to report these to the relevant authorities. Any construction,

alteration, or extension of a building must meet the relevant construction laws and regulations of the Republic of Korea.

4. Security of Premises

- The Government of the Republic of Korea provides security patrols for chanceries of diplomatic and consular missions, offices of international organizations and official residences of the heads of missions.
- If a mission is under possible threat, the mission may send a note verbale to the Ministry of Foreign Affairs requesting the special security service. The note has to indicate the nature of the threat and required period of special security. The Korean Government provides extra security service, if it is deemed necessary.

5. Firearms

- The head of mission is responsible for firearms possessed by the mission and its staff. However, outside the chancery, the firearms are controlled by the same regulations which are applied to the Korean nationals. The member of the mission who possesses the firearms should observe the Commissioner General's direction and domestic regulations.
- Use of firearms is prohibited if the purpose is other than security, self-defense, sports or hunting.
- To import or export firearms for self-protection, the mission must obtain prior permission from the Korean National Police Agency (KNPA) via the Ministry of Foreign Affairs by means of a note verbale together with the following documents and information:

- Application form (available at the KNPA)
 - Purpose of import/export of firearms
 - Date and time of import/export and flight (vessel) number
 - Type, model and number of firearms
 - Serial number on the firearm
 - Owner of firearm
 - Number of bullets
-
- If firearms are detected in the course of being imported without permission, their import may be rejected. If they are detected in the course of being exported without permission, the firearms are detained by the customs authorities until they are cleared by the Ministry of Foreign Affairs.
 - Imported firearms cannot be lent, transferred or sold to other persons without obtaining prior permission from the KNPA.
 - Firearms for self-protection can only be used within the premises of the chancery and residence. If the mission, owing to unavoidable circumstances, needs to transport firearms for self-protection outside the premise, the mission needs to inform the police of the plan and details regarding its transportation and obtain prior consent.
 - If a member of a mission plans to use firearms for the purpose of sports outside the chancery, the owner of the firearms should specify the purpose and obtain permission from the police. He/she should report the transportation plan which includes information needed for safe management of firearms such as time and date, personal information of the user and route of transportation. He/she should also observe the instruction of the police (including custody of firearms) and all the legal regulations governing the users of firearms.

- If a member of a mission plans to use firearms for the purpose of hunting, a permit for possession of firearms must be obtained from the police. Also, in order to use a firearm at hunting grounds, a hunting license and a wild animal capture permit must be obtained from the local government in the region where the hunting ground is located. The mission should send a note verbale to the Ministry of Foreign Affairs requesting a hunting permit for its member, together with an application form (forms available from police and local authorities) and two photographs (3cm×4cm).

VIII. Motor Vehicles

- The procedure for registering and disposing of diplomatic vehicles is as follows :

Acquisition ► Registration ► Disposal ► De-registration

1. Tax Exemption

- In relation to acquisition, importation, and registration of motor vehicles (including two-wheeled motor vehicles that have a total displacement exceeding 50cc), the missions and their members shall be exempt from customs duties. They are also exempt from related taxes (value-added tax, individual consumption tax, education tax, acquisition tax, registration tax, etc.) based on the principle of reciprocity.
- The following is the classification of the missions and their members (hereinafter referred to as "entitled entity") who are entitled to import or purchase motor vehicles free of customs duties and related taxes.

Category	Scope	Notes
A	Diplomatic Missions and Consular Posts (except Consular Post which has an Honorary Consul as its head)	Vehicles for official use
	International organizations and other institutions that are accorded privileges and immunities by a bilateral agreement with the Republic of Korea	
B	Diplomatic agents and consular officers, senior members of international organizations and other entities who enjoy the tax-free privileges which are accorded to diplomatic agents by a bilateral agreement with the Republic of Korea (except nationals of the Republic of Korea)	Vehicles for private use
C	Administrative and technical staff, consular employees, staff members of international organizations and other entities who enjoy the tax-free privileges which are accorded to administrative and technical staff of the diplomatic mission by a bilateral agreement with the Republic of Korea (except nationals of the Republic of Korea)	Vehicles for private use

2. Acquisition

2-1. Number of vehicles

- The following is the number of motor vehicles that an entitled entity is allowed to import or purchase locally:
 - An entitled entity A may import or purchase locally a reasonable number of motor vehicles considering its size and need.
 - An entitled entity B may import or purchase locally two (2) motor vehicles (including motorcycle) if he/she is accompanied by a spouse. An entitled entity who is not

accompanied by a spouse may import or purchase one (1) motor vehicle.

- An entitled entity C may import or purchase locally one (1) motor vehicle within the first six (6) months from the date on which he/she applies for his/her ID card.
- Entitled entity may import or purchase vehicles without taxes within the above stated limitation.
- In view of the fact that authorization for tax-free acquisition of motor vehicles is granted for the purpose of facilitating the activities of the entitled entity, the brand and model of motor vehicles that he/she intends to acquire should be compatible with his/her function and appropriate for the respective diplomatic career.
- Regardless of how the motor vehicle is acquired, the total number of the vehicles that the entitled entities can acquire cannot exceed the maximum numbers stated above.

2-2. Approval of Acquisition

- Any acquisition of motor vehicles must be approved by the Ministry of Foreign Affairs. The entitled entity must submit to the Ministry an application form through DIPLONET.
- An entitled entity shall not place an order for the importation or purchase of a motor vehicle prior to obtaining the approval from the Ministry.
- If the importation or purchase of a motor vehicle is cancelled, the entitled entity is requested to return to the Ministry the approval notice with a note verbale explaining the reason for cancellation immediately.

2-3. Application for Exemption from Customs Duty

- Prior to the arrival at the port of clearance of the vehicle which has been approved for importation, the entitled entity is requested to apply to the Ministry of Foreign Affairs for its exemption from customs duty by submitting an application for customs duties exemption of motor vehicle through DIPLONET, together with a copy of bill of lading. The application form should include the following information:
 - Name of the mission, use (public/personal) of the vehicle, name and title of consignee
 - Vehicle details (make, model, chassis No., engine No., year of manufacture, displacement)
 - Port of discharge, port of clearance, arrival date, name of vessel

- When the application is found to be acceptable, the Ministry will ask for the cooperation of exemption from customs duty to the customs authorities. After that, the application status changes to approval on the DIPLONET. The applicant can check the approved document number without a letter of approval.

3. Registration and License Plate

- The motor vehicle acquired in accordance with the above-mentioned procedure must be registered at the Ministry of Foreign Affairs within one month from the date of acquisition.
 - Members of missions are issued diplomatic license plates only.

- When issued a temporary license plate, the plate should be returned to the nearest Gu office within 10 days of issuance.

- The temporary license plate can be issued up to 30 days for a new inspection and a new registration.
 - If the plate is not returned within the above deadline, the vehicle owner is subject to a fine. Please refer to DIPLONET → Help Desk → Notice # 125 for more details.
- The entitled entity is required to fill out and submit a registration application form using DIPLONET to the Ministry of Foreign Affairs, along with the following documents:
- a copy of the import permit issued by the customs office, if importing a foreign-made motor vehicle
 - a copy of the certificate of manufacture of the motor vehicle, if purchasing a new Korean-made motor vehicle
 - the original copy of the bill of sale and a copy of the de-registration certificate, if purchasing a second-hand motor vehicle
 - a copy of the insurance policy certificate
 - a copy of the new inspection certificate for the vehicle (applicable only when registering an imported vehicle that has completed customs clearance or a second-hand vehicle that has been deregistered)
 - an approval notice by the Ministry for acquisition of motor vehicle
 - a copy of a valid driver's license issued in Korea or a copy of a valid international driver's license
 - a copy of spouse's diplomatic ID card when the entitled entity is accompanied by the spouse and is applying for acquisition of a second vehicle
- The mission should purchase and seal the vehicle license plate at the designated plate manufacturer (Leechang Ltd., Tel. 3401-0613). After the plate is sealed, the mission must have

the signet of the manufacturer stamped on the registration certificate and on the plate request form.

- If a motor vehicle has been transferred between entitled entities, a new plate is issued only after the old one is returned to the Ministry of Foreign Affairs.
- If a registration certificate is lost or damaged, the mission should send to the Ministry without delay a note verbale requesting a new certificate together with an application form filled out using DIPLONET. The note verbale should include reasons for the application and a copy of police documentation proving the mission has reported the registration certificate lost or stolen.
- If a license plate is lost, stolen or damaged, the mission should send a note verbale to the Ministry requesting a new plate together with an application form filled out using DIPLONET. The note verbale should include reasons for the application and a copy of police documentation proving the mission has reported the license plate lost or stolen. When the reason for re-issuance is damage, the damaged plate should be returned.
- Distribution of license plate numbers
 - License plate numbers, including that of expired vehicles, that have never been assigned will be assigned sequentially. However, license plate number 001(official vehicle) and 101(personal vehicle) can be succeeded.

4. Inspection

- To ensure that the structure or apparatus of the motor vehicle meets the required standards for safety and gas emission established by relevant Korean laws, the entitled entity shall

have its vehicle inspected at designated garages at the time of purchase or importation. However, newly manufactured Korean-made motor vehicles are exempt from inspection for the first four years.

- After the motor vehicle has been newly registered, the registration certificate needs to be scanned and uploaded to DIPLONET and the inspection validity period indicated on the certificate needs to be registered on DIPLONET. After a regular inspection, the certificate needs to be scanned and uploaded to DIPLONET and the renewed inspection validity period needs to be registered on DIPLONET.
- For further information on vehicle inspections, please visit <http://www.ts2020.kr> (Korea Transportation Safety Authority) or call 1577-0990.

5. Disposal and Deregistration

5-1. Application for Disposal

- The entitled entity cannot transfer the ownership of the motor vehicle or re-export the motor vehicle without approval of the Ministry of Foreign Affairs.
- Also, the application for disposal of the vehicle cannot be accepted before the lapse of six (6) months from the date of its registration. The entitled entity may sell the vehicle to another entitled entity with the approval of the Ministry after the lapse of six (6) months from the date of registration.
- The entitled entity may sell its motor vehicle acquired tax-free to a non-entitled entity with the approval of the Ministry of

Foreign Affairs after the lapse of three (3) years from the date of its importation or registration.

- In the following cases, the entitled entity may sell its motor vehicle acquired tax-free to a non-entitled entity even before the lapse of three (3) years from the date of its importation or registration with the approval of the Ministry and after paying the remaining taxes. Taxes including the individual consumption tax and education tax are exempted, while the customs duty is not.
 - The entitled entity is being summoned back due to the closure of mission for such reasons as the severance of diplomatic relations.
 - The entitled entity completes his/her duty or no longer holds his/her status.
 - Death of the entitled entity.
- The entitled entity can re-export its motor vehicle without taxes with the approval of the Ministry of Foreign Affairs when the mission is closed or when the entitled entity completes his/her duty or no longer holds his/her status.
 - ✓ Note : After re-exporting the motor vehicle, the entitled entity is required to submit a re-export report to the Ministry of Foreign Affairs.
- The entitled entity shall fill out an application for the disposal of the vehicle on DIPLONET and submit it to the Ministry of Foreign Affairs for approval.
- If the disposal plan is cancelled, the entitled entity is requested to return the approval document to the Ministry with a note verbale explaining the reason for the cancellation.

5-2. Application for Deregistration

- The entitled entity should request deregistration to the Ministry of Foreign Affairs by submitting an application for deregistration filled out using DIPLONET, together with the following documents.
 - the original motor vehicle registration certificate
 - the motor vehicle license plate
 - the certificate of scrapping (applicable only when the vehicle has been scrapped)
 - a document issued by the head of police station or fire department the mayor/governor or chief of the district office verifying that the claimed accidents did occur (applicable only in cases when the vehicle is no longer available due to natural disasters, accidents, and/or theft)
 - the certificate of vehicle transfer or the sales contract for vehicles belonging to diplomatic mission/consular post/organization and their members in the Republic of Korea (applicable only when transferring the ownership of a vehicle)
 - a document issued by the Ministry of Foreign Affairs authorizing the disposal of a motor vehicle by diplomatic missions/consular posts/organizations and their members in the Republic of Korea
 - a payment receipt for customs duties or an approval certificate for the transfer of duty-exempted vehicles issued by the customs office (limited to the cases of transferring to a non-entitled entity the ownership of foreign-made motor vehicles within three years since the date of tax-free importation of the vehicles).
- When a motor vehicle is sold or is to be re-exported, the license plate shall be removed before it can be delivered.

- If the entitled entity is transferred to his/her home country or a third country, the mission should return the license plate to the Ministry of Foreign Affairs within one month of the date of his/her departure, even if the motor vehicle has not been disposed of. The mission should also inform the Ministry of the result of the disposal of the motor vehicle within three months of the entitled entity's departure date and apply for deregistration.

6. Insurance Policy

- A copy of the insurance policy certificate should be submitted to the Ministry of Foreign Affairs at the time of registration of the motor vehicle. The mission must upload scanned copies of renewed insurance policy certificates for the motor vehicles owned by the mission and its members and register the policy periods on DIPLONET. If insurance is not renewed in due course, the vehicle owner is subject to a fine.

7. Driver's License

- The member of the mission driving in Korea should hold a valid international driver's license or a driver's license issued by the Republic of Korea. He/she must submit a copy of the valid driver's license when applying to the Ministry of Foreign Affairs for the registration of a motor vehicle.
- The member of the mission with a valid driver's license issued by a foreign government (excluding international driver's license) can obtain a Korean driver's license by submitting following documents to local driver's license test centers.
 - driver's license (not an international driver's license) issued by the government of the sending country
 - original passport (passport confirming entry & departure)

- diplomatic ID card
 - three color photos (3.5 cm x 4.5 cm) taken within six months
 - Korean or English translation of the driver's license (notarized by the Embassy)
 - certificate of the facts concerning entry & exit (from birth year to the present)
- For further information, please contact KoROAD(Tel: 1577-1120, www.safedriving.or.kr).
 - If the member of the mission does not have a driver's license issued by a foreign government, he/she must take a written examination, performance test and on-road driving test to obtain a Korean driver's license.
 - The holder of a Korean driver's license may renew the license by taking a physical capability test shortly before the license expires.

8. Sanctions

- If the entitled entity is the driver or owner of motor vehicles that falls into the following categories, the acquisition and disposal of vehicles shall be denied.
 - The traffic fines imposed on the motor vehicle has not been paid without any specific reason
 - Liability or reparation as a result of traffic accidents of the motor vehicle has not been resolved.
- ✓ Note : 1. The acquisition and disposal of all vehicles for official use shall be denied if the mission fails to pay traffic fines imposed on any of its vehicles.
- 2. As for vehicles for personal use, the disposal of a vehicle shall be denied if the driver or owner of the vehicle fails to pay traffic fines.

3. Entitled entities are advised to check regularly on DIPLONET to see whether any traffic fines have been imposed on their vehicles. After paying the fines, the receipt shall be submitted to the Ministry of Foreign Affairs via fax (02-2100-8399) or email (protocol@mofa.go.kr).

- Administrative sanctions may also be imposed if the entitled entity does not observe the rules governing the registration, disposal, inspection and insurance of motor vehicles.

9. Observance of Traffic Regulations

- The member of the mission is obliged to observe Korean traffic laws and related regulations. A driver shall
 - carry either a valid international driver's license or a driver's license issued by the Government of the Republic of Korea.
 - not drive while intoxicated. The driver must undertake an alcohol test upon request and his/her license will be revoked in accordance with domestic regulations if he/she has driven under the influence of alcohol.
 - observe all traffic regulations, traffic signals, and instructions from the traffic police.
 - not park his/her car illegally or make illegal stops.
- Drunk driving is a serious offence. If a member of a mission is found to have driven under influence of alcohol or caused traffic accidents while drunk driving, the Ministry of Foreign Affairs shall take necessary measures including the declaration of persona non grata.
 - As doing an alcohol test when a traffic accident happens is a basic policy of the police, please cooperate to the alcohol test when requested.

- The member of the mission must pay fines for traffic violations.
- When a traffic accident occurs, the driver should follow emergency procedures if there are casualties and report the accident without delay to the nearby police and the Ministry of Foreign Affairs.

10. Two-wheeled Motor Vehicles

- The importation or purchase of a motorcycle, of which the total engine displacement exceeds 50cc, shall be governed by the same regulations as motor vehicles. Such motorcycles must be registered at the Ministry of Foreign Affairs before a diplomatic license plate is issued.

IX. Tax Exemption

1. Basic Rules

- Tax exemption is granted on the basis of reciprocity and bilateral agreement with the Republic of Korea.
- Korean nationals are not granted tax exemption unless agreed otherwise.

2. Motor Vehicle Fuel

- Scope of Tax Exemption
 - Fuel for official or personal motor vehicles can be purchased tax-free at any gas station by using the diplomatic fuel tax exemption card. Tax exemption for motor vehicle fuel is based on the principle of reciprocity.

- Application for the diplomatic fuel tax exemption card
 - The missions and their members must apply directly to the Shinhan Card Company for the diplomatic fuel tax exemption card. The card will be issued on the basis of reciprocity.
 - All relevant documents including the application form are available at the DIPLONET website. Please go to DIPLONET → Help Desk → Notice 'New Application for Fuel Tax Exemption Card(for Missions)' 'New Application Form for Fuel Tax Exemption Card(for Members of Missions)'

- Use of the diplomatic fuel tax exemption card
 - A new card must be issued if there are any changes to the license plate number, fuel type or card user. The member of the mission that owns and uses the fuel tax exemption card should be the same.
 - The diplomatic fuel tax exemption card is accepted at all gas stations.
 - Upon termination of assignment, the card user should cancel his/her card at any branch of the Shinhan Bank.
 - Maximum quantity of tax-free fuel for motor vehicles :
 - for an official vehicle: 600 liters per month
 - for a private vehicle: 400 liters per month

3. Oil for Heating

- Scope of Tax Exemption
 - VAT on oil (diesel or kerosene) for heating equipment of the mission is exempted.

- Application for Tax-free Purchases
 - The mission must submit two (2) copies of the application form for VAT-exemption on heating oil to the Ministry of

Foreign Affairs through DIPLONET. The signature of the head of mission and the seal of the mission must be included in the application forms.

- When the Ministry approves the application, the mission forwards the approved application form to the designated gas station and purchases oil at a VAT-exempted price.

4. Duty Free Shop for Diplomats

➤ Scope of Tax Exemption

- The diplomatic agents of the diplomatic mission, consular officers of the consular post and senior officers of international organizations can purchase imported goods at the Duty-Free Shop for Diplomats without customs duties and relevant taxes (VAT, special consumption tax, liquor tax, education tax, etc.).
- The members of the administrative and technical staff of the diplomatic missions, the consular employees of consular posts, and the staff members of international organizations may purchase goods without taxes only during the first six (6) months from their arrival in Korea.
- Approval of the Ministry of Foreign Affairs is needed when purchasing liquor, wine, beer and cigarettes. Liquor, wine, beer and cigarettes for official use are exempted from relevant tax with approval of the Minister of Foreign Affairs.
- The maximum allowable quantity is:
 - for missions' use: within a reasonable amount according to the size and needs of a mission or of an event
 - Liquor for personal use: 90 bottles/quarter
 - Wine for personal use: 90 bottles/quarter
 - Beer for personal use: 30 boxes/quarter
 - Cigarettes for personal use: 18 cartons/quarter

- Procedure for Tax-free Purchase
 - The missions are required to submit to the Ministry of Foreign Affairs the application for customs exemption 20 days before the beginning of each quarter through DIPLONET.
 - The missions (as well as the members of the missions) can purchase liquor, wine, beer and cigarettes at the Duty Free Shop throughout the quarter within the approved amount, after submitting the Ministry's approval.

5. Locally Manufactured Merchandise

- Scope of Tax Exemption
 - Missions shall be exempt from the VAT, individual consumption tax, liquor tax, and education tax levied on domestic goods, when they purchase directly from local manufacturers for missions' use.
 - Main types of goods that can be exempted from tax are Korean-made beer and mineral water. These goods are permitted in a reasonable amount according to the size and needs of a mission or of an event.
- Procedure for Tax-free Purchase
 - The mission is required to submit to the Ministry of Foreign Affairs the application for tax exemption through DIPLONET. After it is approved, the mission can purchase the goods at the merchandise store (or sales office of the relevant company) after submitting the Ministry's approval.
- Please refer to Section VIII: Motor Vehicles for a guide to purchase motor vehicles.

6. VAT Exemption

6-1. Meals and Lodging

- The member of the mission who holds a tax exemption ID card is exempt from the value-added tax (VAT) on lodging and meals at hotels and restaurants which are registered as tax-exemption establishments.
- He/she must present his/her tax exemption ID card upon payment of the bill to be granted exemption.
- VAT on meals and lodging is not to be refunded and can only be exempted at the time of its payment.

6-2. VAT Refund

- Scope of Refund
 - The member of the mission who holds a tax exemption ID card may receive a refund of a maximum amount of two million (2,000,000) won per year per family for the VAT on goods and services purchased at stores (except restaurants and hotels).
 - The VAT refund is applicable only when the total amount exceeds fifty thousand (50,000) won for each receipt. Any receipt that does not include the proof and amount of the VAT paid is not acceptable and to be returned.
- Refund Procedure
 - The mission collects the original receipts from its members and submits them with two (2) copies of the application for VAT refund for diplomats and two (2) copies of the summary chart (More details: DIPLONET → Help Desk → Notice 'Guidelines for VAT Refund Application') to the Ministry of Foreign Affairs within the following quarterly period :
 - January 1 - January 10 (4th quarter)

- April 1 - April 10 (1st quarter)
- July 1 - July 10 (2nd quarter)
- October 1 - October 10 (3rd quarter)

7. Exemption from Other Taxes

➤ Direct Tax

- The missions are exempt from corporate tax.
- The member of the mission is exempt from income tax on wages received for official services.

➤ VAT on Electricity and Telephones

- The missions and their members are exempt from the VAT on electrical charges. (for more details: Korea Electric Power Corporation, Tel. 02-758-3222)
- The missions (not their members) are exempt from the VAT on telephone services.

➤ Local Tax

- The missions are exempt from the acquisition tax on real estate, motor vehicles, heavy machinery, plants, golf or condominium memberships that are purchased for official use.
- The missions are exempt from the registration tax on motor vehicles as well as real estate such as land and buildings.
- The missions and their members are exempt from the residence tax.
- The missions are exempt from the property tax on official assets.

➤ Utility Fees

- Diplomatic passports holders are granted tax exemption from the fee for international airport facilities. The fee

should first be paid upon purchase of the airline ticket and will be refunded subsequently.

- The official vehicles of the mission and private vehicles of its members are NOT granted exemption from fees on toll roads.
- The missions and their members are NOT granted exemption from public charges for specific services (e.g. water utility, sewage and garbage disposal).

8. Tax Exemption ID Card

- Tax Exemption ID Cards are issued by the Ministry of Foreign Affairs.
- Diplomatic agents, career consular officers, and senior officers of international organizations and their spouses are eligible for tax exemption ID card on the basis of reciprocity.

X. Communication

1. Diplomatic and Consular Pouch

- Diplomatic and Consular Pouch
 - A diplomatic or consular courier shall present an official document to a customs officer indicating his/her status and the number of packages in the pouch.
 - When a pouch is delivered as a consignment, the bill of landing shall be submitted to a customs officer.
 - The diplomatic and consular pouch must bear visible external marks of their character and may contain only diplomatic documents or articles intended for official use.
 - The diplomatic pouch shall not be opened or detained. The consular pouch may be subject to inspection by a customs officer only in the presence of an authorized representative

of the consular post if there are serious reasons to believe that the pouch contains something other than official correspondence or documents or articles intended exclusively for official use.

2. Diplomatic Couriers and Exemption of Security Screening of Diplomatic Pouch

- The exemption of security screening of a diplomatic pouch can be approved only when it is accompanied by a diplomatic courier who holds a diplomatic passport.
- To request the exemption of security screening of outbound diplomatic pouches accompanied by diplomatic couriers, the missions must send to the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) a note verbale at least one week(five working days) prior to the expected date of departure of the diplomatic pouch.
- A certificate stating that the diplomatic pouch contains only official correspondence, documents or articles intended for official use and does not contain any prohibited items must be attached to the aforementioned note verbale.
 - The certificate should also include information on the courier, flight schedule and number and total weight of diplomatic pouches.
- If there is any change in the aforementioned information, the mission must send a note verbale to the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) for approval. (for more details: DIPLONET → Help Desk → Notice #69(application form for Diplomatic Bag))

- The note verbale, with an accompanying certificate received by the Ministry of Foreign Affairs, will then be forwarded to the Ministry of Land Infrastructure and Transport (relevant Regional Office of Aviation) which is responsible for air traffic safety and security.
- In the event that diplomatic pouches accompanied by diplomatic couriers transfer through the Korean airports, the missions must send a note verbale to the Ministry of Foreign Affairs (Attn : Diplomatic Missions Division) for approval.

3. Wireless and Satellite Communication

- Permission for installation of a wireless facility in the mission shall be given on a reciprocal basis. The wireless facility installed in the mission must not disturb other domestic radio waves.

3-1. Interstate Wireless Communication

- To install and operate wireless transmitters for communication with the sending state or another state, the mission must send a note verbale to the Ministry of Foreign Affairs with the following information in order to obtain permission to use frequency waves from the Ministry of Science and ICT:
 - Purpose of communication
 - Addresses of link (please indicate the name and address of the relay station, if applicable)
 - Characteristics of transmitting/receiving antennas (type, frequency range, gain, height and azimuth of maximum radiation)
 - Type of emission
 - Location of transmitters or receivers

- Characteristics of radio transmitters/receivers (model, frequency range, output power and manufacturer)
 - Hours of operation
 - Call sign
- Permission for installation of a wireless transmitter shall be given on a reciprocal basis. Installation of a wireless transmitter in the mission must not disturb other domestic radio waves.

3-2. Mobile Station for Communication in Korea

- To install a mobile communication network covering a certain area in Korea for communication among the members of the mission, the mission should send a note verbale to the Ministry of Foreign Affairs with the following information in order to obtain approval from the Ministry of Science and ICT:
- Application form
 - Details of radio station
 - Details of construction plan

3-3. Interstate Satellite Communication

- A mission intending to install and utilize a satellite earth station for the purpose of official communications with the sending state or a third country must send a note verbale with the following documents to the Ministry of Foreign Affairs in order to obtain approval from the Ministry of Science and ICT:
- Application form
 - Details of satellite earth station
 - Details of construction plan

4. Correspondence with the Ministry of Foreign Affairs

- Official documents addressed to the Ministry of Foreign Affairs from the mission should be delivered to the Documents Division (Room #1109) of the Ministry. The documents can be written in English or in other foreign languages. However, documents written in foreign languages other than English must be accompanied by a Korean or English translation.
- Unofficial documents (e.g. invitation cards, pamphlets, etc.) addressed to the Ministry should also be delivered to the Documents Division. Such documents can also be delivered directly or via postal mail to the relevant bureau or division of the Ministry.
- Documents related to privileges and immunities of the missions and their members, including application forms for tax exemption, motor vehicles and ID card, should be placed into the pigeonhole for Diplomatic Missions Division located on the 1st floor of the Ministry's building.
- Bulky documents or books do not fit into the pigeonhole.
- Official documents intended for correspondence between the missions can be dropped off in the pigeonhole.
- Circular notes addressed to the missions by the Ministry of Foreign Affairs may be delivered through the pigeonhole. The mission is advised to check its respective pigeonhole on a regular basis at least twice a week.

XI. Employment of Korean Nationals

- If missions or the members of missions employ Korean nationals, employment contracts should be concluded in writing between the contracting parties. The employment contract should comply with the criteria stipulated in the 「Labor Standards Act」 of the Republic of Korea. Legal information can be obtained in the website of the Ministry of Employment and Labor (for more details : www.moel.go.kr/english → Publications and Statistics → Publications → “2018 Employment and Labor Policy in Korea)

XII. National Day

- If missions are planning to hold an event to celebrate a national day, they need to send a note verbale to the Ministry of Foreign Affairs notifying such plans at least 4 weeks before the event.
- In principle, the guest of honor of the event need to be invited by missions.
- If missions need help in inviting the guest of honor, it is required to send a note verbale to the Diplomatic Missions Division at least three weeks before the event. The Diplomatic Missions Division would try to provide assistance in securing the guest of honor at a Deputy Minister level of Ministry of Foreign Affairs, but if missions wants to invite the guest of honor at a Minister or Vice Minister level, they need to contact relevant regional divisions.

XIII. Emergency Manual for Foreigners

- The Emergency Manual for Foreigners residing in Korea is available for the missions' reference. Electronic versions in Korean, Japanese, English, Chinese, French and Vietnamese can be downloaded from the Ministry's website (www.mofa.go.kr/eng) and the Ministry of Security and Public Administration's website (www.mois.go.kr).
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