

Permit To Bring In Narcotics For Self-treatment

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1. How to Access

1) Drug Safety Korea (<https://nedrug.mfds.go.kr>)

※ Menu path: Drug Safety Korea – E-Civil Service Application/Report – Permit To Bring In Narcotics For Self-treatment

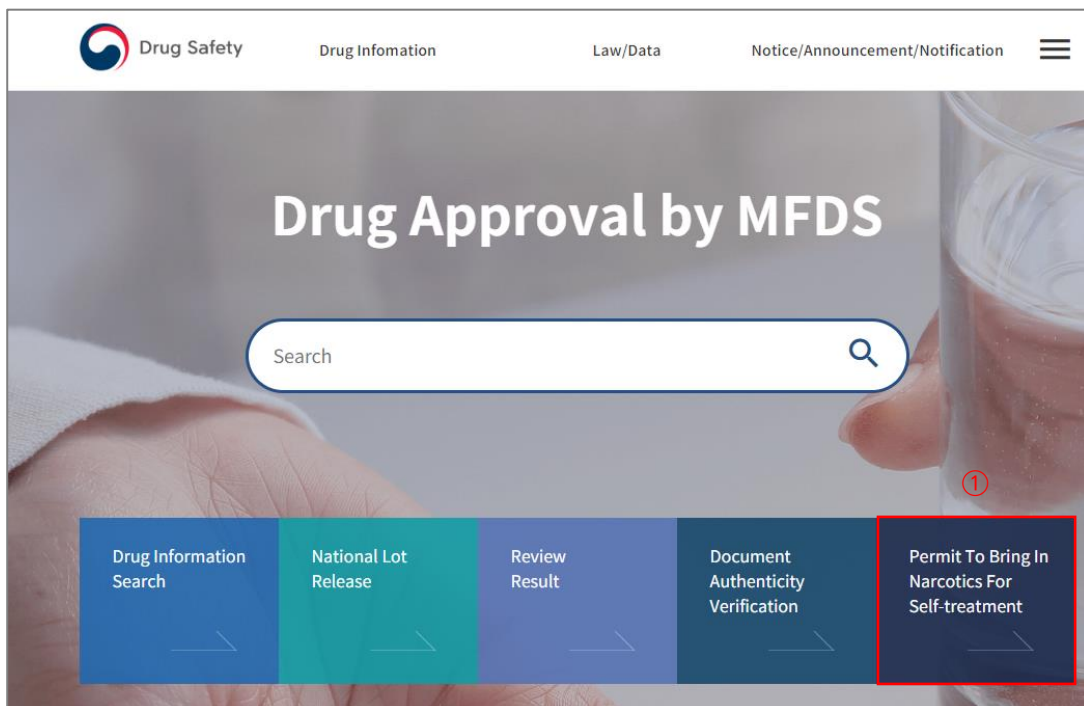


① Select “E-Civil Service Application/Report > Permit To Bring In Narcotics For Self-treatment” in the menu.

– Go to Permit To Bring In Narcotics For Self-treatment.

2) Drug Safety Korea’s English website (<https://nedrug.mfds.go.kr/eng/index>)

※ Menu path: Drug Safety Korea’s English website – Permit To Bring In Narcotics For Self-treatment

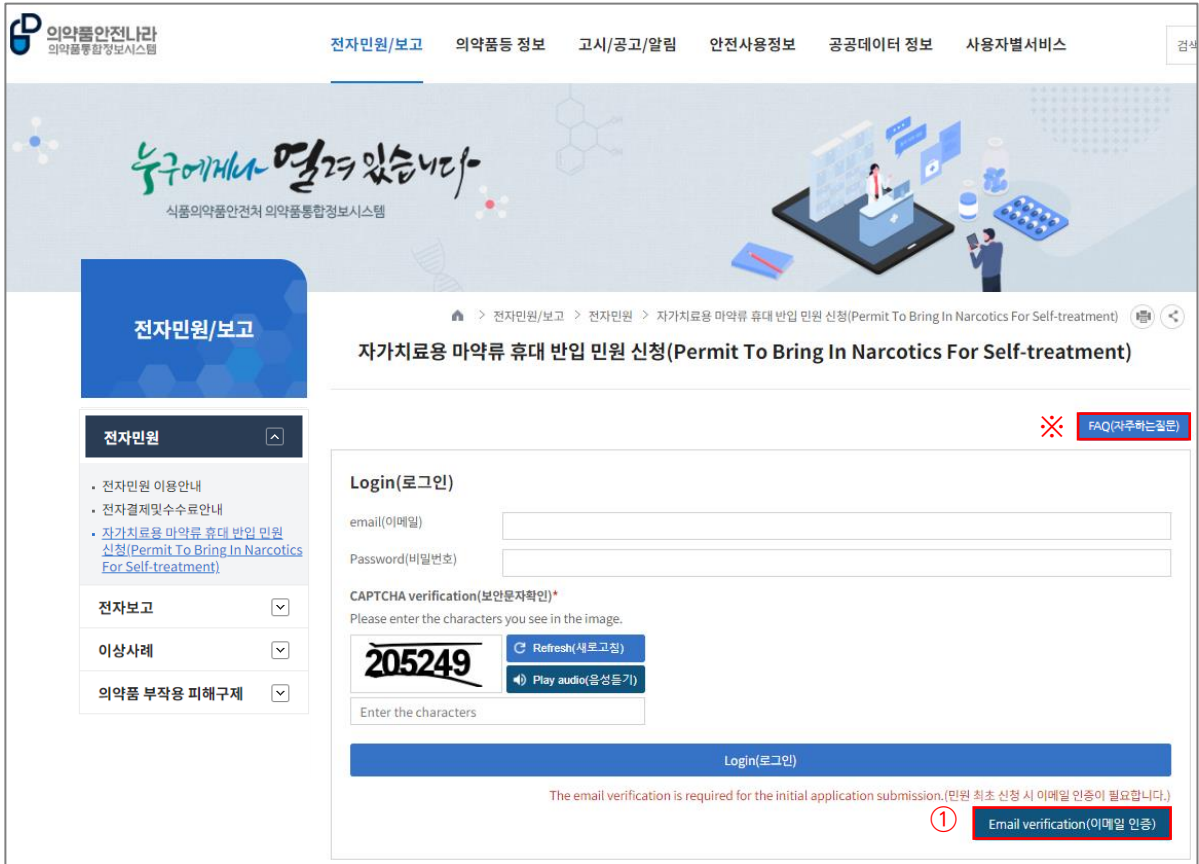


① Select “Permit To Bring In Narcotics For Self-treatment” in the menu.

– Go to Permit To Bring In Narcotics For Self-treatment.

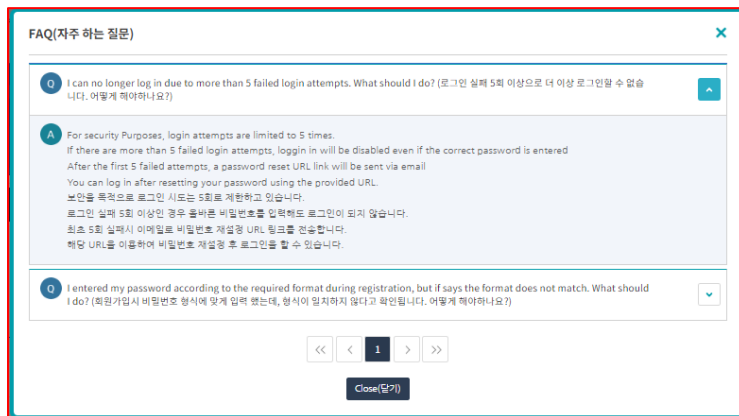
2. Email Verification (1/4)

※ Menu path: E-Civil Service Application/Report – Permit To Bring In Narcotics For Self-treatment



① Click the [Email verification] button at the bottom right of the login screen to go to the email verification page.

※ Click the FAQ button to display the FAQ pop-up.



2. Email Verification (2/4)

🏠 > 자가치료용 마약류 휴대반입 > 자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Email verification(이메일 인증) ①

email(이메일) Duplicate check(중복확인)

②

Agree to all(전체 동의)

Agreement to the refusal of submission
민원 제출 반려에 대한 동의

* Application and required documents should be submitted at least 10 business days before entry date of the applicant because legal processing period of the permit is 10 business days.
Application may be rejected if any in complete/inadequate document is submitted or submission is done after the time limit of application.
The processing period for supplementation may exceed 10 days.

* 법정처리기간은 영업일 기준 10일이므로, 최소 일주일 10일 전에는 신청해야 합니다.
자료가 미비하거나 신청기간을 준수하지 못한 경우 신청이 반려될 수 있습니다.
보완 시 처리기간이 10일보다 늘어날 수 있습니다.

agree(동의)


Personal information collection and use agreement
개인정보 수집 이용 동의

* The Ministry of Food and Drug Safety seeks your consent for the collection of personal information in accordance with Articles 15 and 22 of the Personal Information Protection Act, to handle the following tasks.

- Purpose of Collecting and Using Personal Information**
· Handling and managing complaints related to service usage
- Personal Information to be Collected**
· Required Information: Name, Passport Number, Email, Phone Number, Date of Birth
- Retention and Usage Period of Personal Information**
· Personal information will be retained for 3 months (90 days).
· Complaint handling information will be retained until the purpose is achieved in accordance with the relevant laws of the applied complaint, and the information will be securely destroyed without delay once the purpose is achieved.
- Right to Refuse Consent and Disadvantages of Refusal**

agree(동의)

CAPTCHA verification(보안문자확인)*
Please enter the characters you see in the image.



Refresh(새로고침)
Play audio(음성듣기)

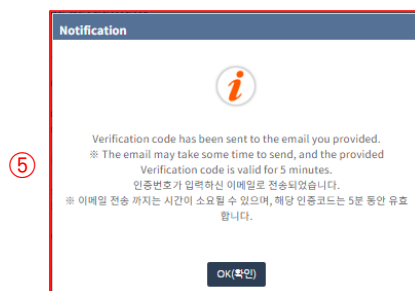
Enter the characters

③

④

Sending Verification Code(인증번호발송)

- ① Enter your email address and click the [Duplicate check] button.
- ② Read instructions for “Agreement to the refusal of submission” and “Personal information collection and use agreement” and check the boxes if you consent.
- ③ Enter the security code displayed on the screen.
- ④ Click the [Sending Verification Code] button.



- ⑤ An email notification window will be called up and the verification code will be sent to the email address you entered.
 - Check the email with the subject “Ministry of Food and Drug Safety email verification code sent.”

2. Email Verification (3/4)

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Email verification(이메일 인증)

email(이메일) Duplicate check(중복확인)

Agree to all(전체 동의)

I Agreement to the refusal of submission
민원 제출 반려에 대한 동의

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 자료가 미비하거나 신청기간을 준수하지 못한 경우 신청이 반려될 수 있습니다.
 보완 시 처리기한이 10일보다 늘어날 수 있습니다.

agree(동의)

I Personal information collection and use agreement
개인정보 수집 이용 동의

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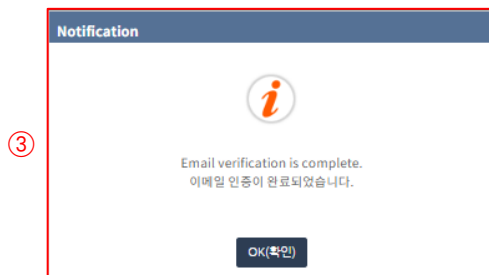
1. Purpose of Collecting and Using Personal Information
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2. Personal Information to be Collected
 - Required Information: Name, Passport Number, Email, Phone Number, Date of Birth
3. Retention and Usage Period of Personal Information
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 - Complaint handling information will be retained until the purpose is achieved in accordance with the relevant laws of the applied complaint, and the information will be securely destroyed without delay once the purpose is achieved.
4. Right to Refuse Consent and Disadvantages of Refusal

agree(동의)

① Verification Code(인증번호) 04:14 Resend(재전송)

② Verification(인증)

- ① Enter the email verification code that was sent to you.
 - The email verification code must be entered within 5 minutes. If the time limit is exceeded or the verification code is incorrect, the [Resend] button will be activated, allowing you to resend the verification code.
- ② Click the [Verification] button.



- ③ Click the OK button in the email verification completion notification to go to the password setting screen.

2. Email Verification (4/4)

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Password Configuration(비밀번호설정)

email(이메일)

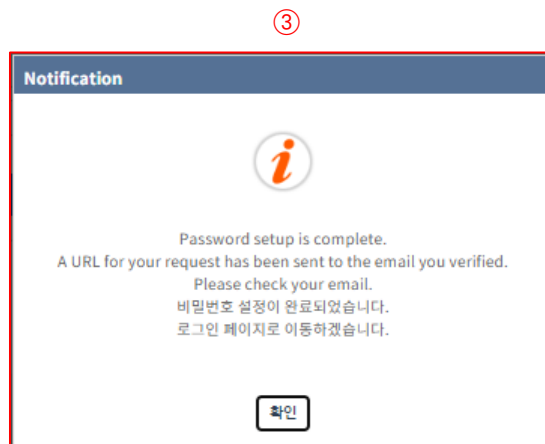
Password(비밀번호)

① Password must contain at least 8 characters and at most 16 characters, uppercase letters, lowercase letters, numbers, and special characters(@#%\$^&+=!).
(비밀번호는 최소 8자 이상 16자리 이하, 대문자, 소문자, 숫자 및 특수문자(@#%\$^&+=!)를 포함해야 합니다.)

Password Confirmation (비밀번호 확인)

②

- ① Enter the password value to be set for the password, and then enter it again to confirm the password.
 - At least 8 characters but not more than 16 characters, including uppercase letters, lowercase letters, numbers, and special characters (@#%\$^&+=!).
- ② Click the [Password Setup] button.



- ③ When you click OK on the password setup complete notification, you will be taken to the login page.

3. Login (1/3)

※ Menu path: E-Civil Service Application/Report – Permit To Bring In Narcotics For Self-treatment



전자민원/보고

전자민원

- 전자민원 이용안내
- 전자민원신청
- 전자결재및수수료안내
- 임상시험신청자등록
- 자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

전자보고

이상사례

마스크·손소독제 생산·판매실적 신고 및 사전 승인

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

자주하는질문(FAQ)

Login(로그인)

email(이메일)

Password(비밀번호)

CAPTCHA verification(보안문자확인)*
Please enter the characters you see in the image.

245769

Refresh(새로고침)

Play audio(음성듣기)

Enter the characters

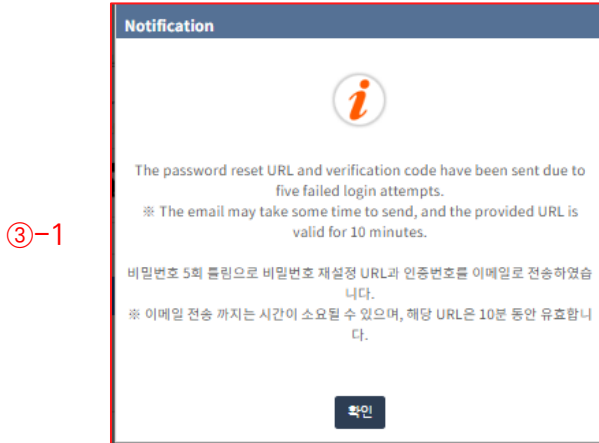
Login(로그인)

The email verification is required for the initial application submission.(민원 최초 신청 시 이메일 인증이 필요합니다.)

Email verification(이메일 인증)

- ① Enter your email and password.
- ② Enter the displayed security code.
- ③ Click the [Login] button to go to the list of applications for Permit To Bring In Narcotics For Self-treatment.

3. Login (2/3)



③-1

③-1 If the password verification fails 5 times, a password reset URL will be sent to the email address.

- Check the email with the subject “Permit To Bring In Narcotics For Self-treatment import password reset.”
- The URL sent is valid for 10 minutes from the time of transmission.

③-2

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Password Reset(비밀번호재설정)

email(이메일) ③-3

Password(비밀번호)

Password Confirmation (비밀번호 확인)

Verification Code(인증번호) 08:24 ③-4

③-5

③-2 When clicking or entering the URL, the password reset screen is displayed.

③-3 Enter the same password value for the password and password confirmation.

- At least 8 characters but not more than 16 characters, including uppercase letters, lowercase letters, numbers, and special characters (@#\$\$%^&+=!).

③-4 Enter the verification code sent to your email.

- If you enter the wrong verification code or exceed the 10-minute time limit, you will be redirected to the login page and will have to repeat the “Page 8” login process.

③-5 Click the [Password Reset] button to complete the password reset.

3. Login (3/3)

③-6



③-6 After the initial email authentication, if the user does not agree to the collection and use of personal information for 90 days, a notification of personal information consent will be called up.

Login(로그인)

email(이메일)

Password(비밀번호)

Personal information collection and use agreement
개인정보 수집 활용 동의서

* The Ministry of Food and Drug Safety seeks your consent for the collection of personal information in accordance with Articles 15 and 22 of the Personal Information Protection Act, to handle the following tasks.

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 - Complaint handling information will be retained until the purpose is achieved in accordance with the relevant laws of the applied complaint, and the information will be securely destroyed without delay once the purpose is achieved.
4. Right to Refuse Consent and Disadvantages of Refusal

agree(동의)

CAPTCHA verification(보안문자확인)*
Please enter the characters you see in the image.

The email verification is required for the initial application submission.(민원 최초 신청 시 이메일 인증이 필요합니다.)

③-7 Check the “Personal information collection and use agreement” and click the consent check box.

– Proceed to the “Page 8” login process.

4. Permit Application (1/5)

※ Menu path: E-Civil Service Application/Report – Permit To Bring In Narcotics For Self-treatment

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Self Treatment Narcotics Application List(자가치료용 마약류 신청 목록)

[60min(분)00sec(초)] | extension(연장) | Logout(로그아웃)

Search(검색) Reset(초기화)

Application Date(신청일자) 2024-10-05 ~ 2024-11-05 Receipt No.(접수번호)

Progress Stage(진행단계) -Select(선택)- Processing Date(처리일자) 년-월-일 ~ 년-월-일

Application List(신청 목록) 0 Count(건)

Number (순번)	Receipt No. (접수번호)	Application Date (신청일자)	Progress Stage (진행단계)	Processing Date (처리일자)	Processing Enforcement Document (처리서행문)	Supplementary Enforcement Document (보완서행문)
New Application(신규 민원신청)						Voluntary withdrawal(자진취하)

① Click the [New Application] button to go to the application screen.

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

**Inbound Traveler's Permit
for Narcotics Contained Medication for Personal Use
자가치료용 마약류 반입 승인서**

[55min(분)46sec(초)] | extension(연장) | Logout(로그아웃)

* Application and required documents should be submitted at least 10 business days before entry date of the applicant because legal processing period of the permit is 10 business days. Application may be rejected if any incomplete/inadequate document is submitted or submission is done after the time limit of application.
(법정처리기간은 영업일 기준 10일이므로, 최소 입국일 10일 전에는 신청해야 합니다. 자료가 미비하거나 신청기간을 준수하지 못한 경우 신청이 반려될 수 있습니다.)
* Fields marked with * are required.
(입력 항목에 * 표시 항목은 필수 입력 사항입니다.)

1. Applicant's Name (신청인 이름) *

Given name(이름): Surname(성):

2. Passport No. (여권번호) *

3. Nationality (국적) *

-Select(선택)-

4. Length of Stay Abroad (체류기간)

* Date of Entry to Korea(한국입국날짜) 년-월-일 ~ * Date of Departure from Korea(한국출국날짜) 년-월-일 (Total(총) days(일))

5. Name of Entry and Flight No. (입국 장소 및 항공편) *

Port of arrival(도착장소(공항, 항구)): -Select(선택)- Flight No./Vessel No.(항공편/선박편):

Airline or shipping company(항공사, 선사):

② Enter and select “1. Applicant’s Name,” “2. Passport No.,” “3. Nationality,” “4. Length of Stay Abroad,” and “5. Name of Entry and Flight No.”

– When you select the date of entry to and departure from Korea in “4. Length of Stay Abroad,” the total number of days is automatically calculated.

– If you select “Return to home country” in the “6. Visiting Purpose” item on page 12, you do not need to enter the date of departure from Korea in the “4. Length of Stay Abroad” item.

4. Permit Application (2/5)

6. Visiting Purpose (방문목적)(✓) *

Business(업무)
 Family/friends visit(가족/지인 방문)
 Study(학업)
 Sightseeing(관광)
 Stopover(경유)
 Return(귀국)
 Other(기타)

* Reference attached? (참고문서 첨부 유무)
 (Long stay visitors : study or relocation for work (장기체류인 경우))
 Yes(예) No(아니오)

7. Identification of Carrying Narcotics and Quantities (반입 마약류 및 복용량) *

Medication (ingredient) name and quantities (약품명(주성분) 및 복용량)

□	Number (순번)	Medication Name(약품명)	Active Ingredient(주성분)	Minimum Effective Dose (주성분 최소용량)
<input type="checkbox"/>	1	<input type="text" value="..."/>	<input type="text" value="..."/>	1.2 l / 1 bottle(병)
<input type="checkbox"/>	2	<input type="text" value="other(기타)"/> <input type="text" value="기타 약품명 입력"/>	<input type="text" value="..."/>	1 kg / 1 ampoule
		<input type="button" value="Reset(초기화)"/>	<input type="button" value="Reset(초기화)"/>	2 l / 1 cream(크림)

* The information entered must match the content of the medical certificate and prescription.
 (입력한 내용은 진단서 및 처방전의 내용과 일치해야 합니다.)

Ingredient Search(원료성분 조회)

English ingredient name(영문 원료성분명)

Search(검색) Reset(초기화)

□	Number(순번)	English ingredient name(영문 원료성분명)
<input type="checkbox"/>	1	<input type="text" value="..."/>
<input type="checkbox"/>	2	<input type="text" value="..."/>
<input type="checkbox"/>	3	<input type="text" value="..."/>
<input type="checkbox"/>	4	<input type="text" value="..."/>
<input type="checkbox"/>	5	<input type="text" value="..."/>
<input type="checkbox"/>	6	<input type="text" value="..."/>
<input type="checkbox"/>	7	<input type="text" value="..."/>

* If no ingredients are found in the search results, please contact the responsible person at the following email: narcotics@korea.kr.
 (조각 목록에 성분이 없을시에 담당자 이메일 narcotics@korea.kr로 문의해주시기 바랍니다.)

- ① Check one or more of the items under “6. Visiting Purpose” and, if a long stay, check “Reference Attached?.”
 - When you check the “Other” item, the input field on the right will be activated.
- ② If you select a drug other than “Other” in Medication Name, the Active Ingredient on the right will be automatically entered.
- ③ If the desired medication is not listed in the Medication Name, select “Other”.
- ③-1 Enter the Medication Name for other drugs.
- ③-2 Click the magnifying glass button to call up the ingredient search pop-up.
- ③-3 Click on the checkboxes for all the active ingredients and then click on the Register button.
 - The selected main ingredient is automatically entered in the “Active Ingredient” field.
- ④ ‘Select and enter the minimum dose, minimum dose unit, and packaging unit for “Minimum Effective Dose.”’

*** Is export certificate on narcotic drug or psychoactive substance available in your country? ⑤**

귀국에서 마약류에 대한 반출 승인서를 발급하고 있습니까?

Available (발급한다)
 Not available (발급하지 않는다)

* Check at the correct box based on the regulation of your country.

* Export Certificate issued by a government agency in departing country which verifies that you will bring out the narcotics medicine applied from departing country. Each country has a different regulation, so you can check with the government of the departure country to check whether it is issued or not.
 (출발국 정부에서 발행한 증서로, 귀하가 신청한 약물을 출발국에서 가지고 나간다는 것을 입증하는 서류인데, 각 나라마다 반출승인서 여부가 상이하오니, 출발국 정부와 확인하여 발급 여부를 체크하여 주시기 바랍니다.)

- ⑤ Make a selection about the permit status.
 - If you select “Issued,” you do not need to upload the “Medical certificate/doctor’s letter” and “Valid prescription” on page 15.
 - If you select “Not issued,” the Drug export/import certificate data submission item on page 15 will be hidden.

4. Permit Application (3/5)

①

8. Reason of Carrying Medicine / Name of Illness (약품 반입 사유/병명) *

Reason of Carrying Medicine Name of Illness
(약품 반입 사유): (병명):

***The Name of Illness must match the content of the medical certificate and prescription.**
(병명은 진단서 및 처방전의 내용과 일치해야 합니다.)

9. Contact Details (연락처)

*** Do not leave any blank (모두 기입하십시오.)**

Phone No. *
(전화번호):

E-mail *
(이메일):

Fax (if exist 팩스번호
(있는 경우):

10. Declaration by Applicant

신청인 선언문

- I declare that the particulars and documents furnished in respect of this application are true and correct.
 나는 본 신청과 관련하여 제출한 모든 세부사항과 문서가 사실이고 정확함을 선언한다.
- I understand that this application can be rejected and the permit issued by this application can be annulled if the particulars and documents furnished in respect of this application are not true and not correct.
 나는 본 신청과 관련하여 제출한 세부사항과 문서 중 사실이 아니거나 틀린 사항이 있으면 신청이 기각되거나 발행된 신청서가 취소될 수 있음을 알고 있다.

Date(날짜): Agree(동의) *

*** The applicant selection date is automatically entered upon application.**
(신청인 선언문 동의 날짜는 신청 시 자동 입력됩니다.)

Narcotics bring in permit(마약류 취급승인 신청서)

1. Applicant's Name (신청인 이름) *

Given name(이름):

Surname(성): ③

2. Date of birth (생년월일) *

3. Address (주소) *

Address(주소):

Residence address in Korea (한국 체류 주소):

4. Purpose of drug use (취급의 목적 및 개요) *

① Enter and select “8. Reason of Carrying Medicine / Name of Illness” and “9. Contact Details.”

– The email field is automatically filled in with the email you are logged in with.

② Check the “Declaration by Applicant” and if you agree, click the check box.

– The application date is automatically entered based on the date of application.

③ Enter “2. Date of birth,” “3. Address,” and “4. Purpose of drug use” in the “Narcotics bring in permit.”

4. Permit Application (4/5)

5. Drugs wish to bring in (취급하려는 마약류) *

Number (순번)	Name of Drugs(품명)	Active Ingredient(주성분)	Single Dose Quantity (1회 복용수량) ②	Daily Dose Frequency (1일 복용 횟수)	Daily Dose(1일 복용량)
1 ①			bottle(병)		l
2	other(기타) 기타 약품명 입력		ampoule(주사)		kg
			cream(크림)		l

③ Start Date of Handling Period(취급기간 시작일) 년-월-일 ~ End Date of Handling Period(취급기간 종료일) 년-월-일
(Total(총) days (일))

* Please select the start and end dates for the entire travel period, including the stay in Korea.
(한국 체류기간을 포함한 전체 여행기간에 대한 시작일과 종료일을 선택해주세요.)

◎ Transit Information if available. (경유지 - 해당하는 경우 반드시 입력)

Number(순번)	Country(국가)	Start date of stay(체류 시작일)	End date of stay(체류 종료일)
1 ④	-Select(선택)-	년-월-일	년-월-일

In accordance with Articles 5 and 6 of the Enforcement Rule of the Narcotics Control Act, I hereby apply for the approval to handle narcotics as stated above.
「마약류 관리에 관한 법률 시행규칙」 제5조 및 제6조에 따라 위와 같이 마약류의 취급승인을 신청합니다.

I agree that the agent in charge may check the truth regarding the immigration information by sharing administrative information under the Article 36 (1) of Electronic Government Act.
본인은 이견 업무처리의 관련하여 「전자정부법」 제36조제1항에 따른 행정정보의 공동이용을 통하여 담당 공무원이 출입국에 관한 사실증명을 확인하는 것에 동의합니다.

⑤ Agree(동의) *

- ① The drug and its active ingredients selected in “Identification of Carrying Narcotics and Quantities” on page 12 are automatically entered.
- ② Enter the “Single Dose Quantity” and “Daily Dose Frequency.”
 - The “Minimum Effective Dose” selected in “Identification of Carrying Narcotics and Quantities” on page 12 is automatically selected as the “Daily Dose Unit.” The “Packaging Unit” is automatically selected as the “Single Dose Quantity Unit,” and the value of the minimum dose * Single Dose Quantity * Daily Dose Frequency is automatically entered into the Daily Dose.
- ③ Select the “End Date of Handling Period.”
 - For the “Start Date of Handling Period,” the date selected in “Date of Entry to Korea” on page 11 is automatically selected.
 - If you select the “Start Date of Handling Period” and “End Date of Handling Period,” the total number of days is automatically calculated.
- ④ If there is a “stopover,” select “Country,” “Start date of stay,” and “End date of stay.”
- ⑤ Click the checkbox for consent to the narcotics permit.

4. Permit Application (5/5)

① A full-size copy of passport (전체크기의 여권사본) *
* Clear enough to identify photo and passport information (사진 및 여권번호 등이 명확하게 보여야 함)

<input type="checkbox"/>	Number(순번)	File Name(파일명)	Add(추가)	Delete(삭제)
<input type="checkbox"/>	1	2-1. Example(Form1-Inbound Traveler's Permit Application) (1) (1).pdf <small>File add(파일 선택) download(다운로드)</small>		

①-1 ①-2

② A copy of flight reservation ticket (항공권 예약 티켓 사본) *
* Necessary information: date of entry/departing, flight No., port of arrival, name of passenger (입출국 날짜, 입국 편명 및 장소, 탑승객 성함이 포함된 e-ticket)

<input type="checkbox"/>	Number(순번)	File Name(파일명)	Add(추가)	Delete(삭제)
<input type="checkbox"/>	1	File add(파일 선택)		

③ Medical certificate/doctor's letter (의사 진단서)
* Valid(Most recently issued) letter including necessary information: name of hospital, patient's name, prescribing doctor's name and signature and signed date, diagnosis, symptom, pill trade name and generic name (active ingredient's name) of medicine, the way to take,dosage, daily dose, prescribed quantity, issued date (유효한(최근 발행) 의사 진단서 : 의료가관명, 대상 환자명, 처방의사 이름 및 서명, 진단명, 의약품명(주성분 포함), 용법, 1회 복용량, 1일 복용량, 총 처방량, 발급일 기재)

<input type="checkbox"/>	Number(순번)	File Name(파일명)	Add(추가)	Delete(삭제)
<input type="checkbox"/>	1	File add(파일 선택)		

④ Valid prescription (관련 처방전)
* Necessary information: Patient's information (name, date of birth, etc.), issued date, generic name (active ingredient's name), dosage, prescribed quantity (환자 정보, 발급일, 주성분, 용량, 총 처방량 포함)

<input type="checkbox"/>	Number(순번)	File Name(파일명)	Add(추가)	Delete(삭제)
<input type="checkbox"/>	1	File add(파일 선택)		

⑤ Drug export/import certificate for travelers issued by the authorities of the country of residence(해당 국가의 정부기관에서 발행한 마약·향정신성의약품에 대한 반출 승인서) *
* Submission of the document under 'Medical certificate/doctor's letter' and 'Valid prescription' of this paragraph can be exempted if this certificate is submitted. If there is no such a certificate available in your country, please check the box saying "Not available" on application and no need to add files. (제출서 '의사 진단서', '관련 처방전'은 생략 가능. 해당 국가에서 반출 승인서를 발급하지 않는 경우, 신청서에 '발급하지 않는다'를 체크하고 파일을 추가하지 않아도 됨)

<input type="checkbox"/>	Number(순번)	File Name(파일명)	Add(추가)	Delete(삭제)
<input type="checkbox"/>	1	File add(파일 선택)		

⑥ Evidence Document for the long stay (장기체류 관련 서류)
* If you will stay in Korea for a long term, you should provide reference document for authenticity purpose.(e.g.Standard Admission Certificate, certificate for dispatch or business trip etc.) The quantity brought in must not exceed 90 days(3 months) supply at the maximum dose at any cases. The medicines for the stay after 90 days shall be locally prescribed in Korea. (장기간 한국을 방문하는 자의 경우에는 표준입학허가서, 해외근무 확인서 등의 증명 서류를 제출해야 합니다. 어떠한 경우라도 최대 반입분량은 90일(3개월) 분량입니다. 90일 이상 머무는 경우에는 한국에서 처방받아 복용하시기 바랍니다.)

<input type="checkbox"/>	Number(순번)	File Name(파일명)	Add(추가)	Delete(삭제)
<input type="checkbox"/>	1	File add(파일 선택)		

To The List(목록으로)
Submit Supplementary(보완제출)
Save Temporary(임시저장)
Submit Application(면접신청 제출)

① Attach files for the required and necessary items, including “A full-size copy of passport,” “A copy of flight reservation ticket,” “Medical certificate/doctor's letter,” “Valid prescription,” “Drug export/import certificate,” and “Evidence document for the long stay.”

①-1 Click the [File add] button and attach the corresponding file.

①-2 When you attach a file, the [Download] button is displayed. Clicking the button will download the attached file.

② After completing the required items, click the [Save Temporary] button.

③ After completing all the steps, click the [Submit Application] button to complete the application.

※ Click the [To The List] button to move to the “List of Applications for Permit To Bring In Narcotics For Self-treatment” list.

5. Application List

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Self Treatment Narcotics Application List(자가치료용 마약류 신청 목록)

Application Date(신청일자) 2024-10-29 ~ 2024-11-07 Receipt No.(접수번호)

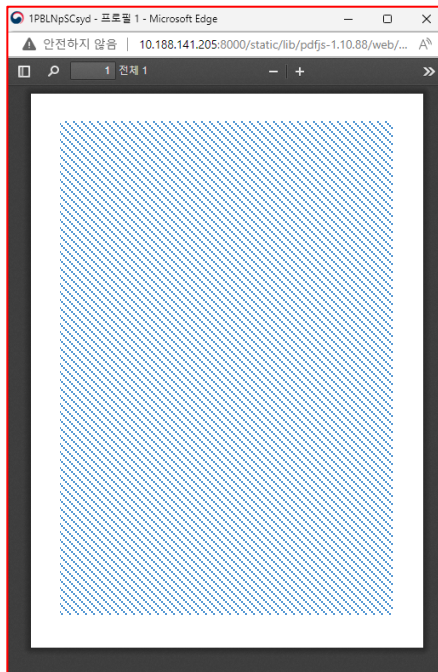
Progress Stage(진행단계) -Select(선택)- Processing Date(처리일자) 년-월-일

Application List(신청 목록) 6 Count(건)

Number (순번)	Receipt No. (접수번호)	Application Date (신청일자)	Progress Stage (진행단계)	Processing Date (처리일자)	Processing Enforcement Document (처리시행문)	Supplementary Enforcement Document (보완시행문)
1		2024-11-06	In progress(확인중)			
2		2024-11-06	Completed(처리완료)	2024-11-06	View	
3		2024-11-01	In progress(확인중)			
4		2024-10-29	Completed(처리완료)	2024-10-29	View	
5		2024-10-29	In progress(확인중)			
6		2024-10-29	Supplementary(보완)			View

New Application(신규 민원신청) Voluntary withdrawal(자진취하)

- ① Enter and select search conditions from the list of applications for “Permit to Bring in Narcotics for Self-treatment.”
- ② Click the [Search] button.
- ③ Click on the Receipt No.” in the list to go to the details of the Permit To Bring In Narcotics For Self-treatment.



- ④ You can view the enforcement document by clicking the [View] button on the Processing Enforcement Document and Supplementary Enforcement Document.
 - In the case of the Processing Enforcement Document, the [View] button will appear on the screen when the application has been processed.
 - In the case of the Supplementary Enforcement Document, the [View] button will appear on the screen when a request for supplementary has been received.

6. Submit Supplementary

※ Menu path: E-Civil Service Application/Report – Permit To Bring In Narcotics For Self-treatment

자가치료용 마약류 휴대반입 > 자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Self Treatment Narcotics Application List(자가치료용 마약류 신청 목록) [59min(분)55sec(초)] | extension(연장) | Logout(로그아웃)

Application Date(신청일자) 2024-10-05 ~ 2024-11-05 | Receipt No.(접수번호) | Progress Stage(진행단계) Supplementary(보완) | Processing Date(처리일자) 년-월-일

[Search(검색)] [Reset(초기화)]

Application List(신청 목록) 1 Count(건)

Number (순번)	Receipt No. (접수번호)	Application Date (신청일자)	Progress Stage (진행단계)	Processing Date (처리일자)	Processing Enforcement Document (처리시행문)	Supplementary Enforcement Document (보완시행문)
1		2024-10-29	Supplementary(보완)			View

Navigation: << < 1 > >>

Buttons: New Application(신규 민원신청) | Voluntary withdrawal(자진취하)

- ① Select “Supplementary” in “Progress Stage” and click the [Search] button.
- ② Click the corresponding Receipt No. from the drop down list of the Application List to display the detailed screen of the Permit To Bring In Narcotics For Self-treatment for the corresponding Receipt No.

Submit Supplementary Materials(보완제출자료) *

* if you would like to submit supplementary documentation, please add the files here.
(보완 자료를 제출하려는 경우, 여기에 파일을 추가해주세요.)

Add(추가) Delete(삭제)

<input type="checkbox"/>	Number(순번)	Supplementary Number (보완차수)	File Classification(파일분류)	File Name(파일명)	Memo(메모)
<input type="checkbox"/>	1	1	-Select(선택)-	2-1_Example(Form1-Inbound Traveler's Permit Application)(1).pdf File add(파일 선택) download(다운로드)	

Buttons: To The List(목록으로) | Submit Supplementary(보완제출) | Save Temporary(임시저장) | Submit Application(민원신청 제출)

- ③ Select the category of the file to be submitted under “Submit Supplementary Materials” at the bottom of the detailed screen.
- ④ Click the [File add] button and attach the file.
- ⑤ If you have any additional information for your case manager, enter it in the “Memo” field.
- ⑥ Click the [Submit Supplementary] button to complete the supplementary submission.

7. Voluntary Withdrawal and Reapplication (1/2)

※ Menu path: E-Civil Service Application/Report – Permit To Bring In Narcotics For Self-treatment

- ① Click the corresponding application from the drop down list of the Application List.
– The [Voluntary withdrawal] button is activated only for applications for which an application processing case manager has been assigned.
- ② Click the [Voluntary withdrawal] button.

- ③ Enter the “Reason for voluntary withdrawal” in the pop-up window that appears.
- ④ Click the [File add(Select file)] button and attach a file.
– Attach files as needed.
- ⑤ Click the [Save] button to complete the withdrawal request.

7. Voluntary Withdrawal and Reapplication (2/2)

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Self Treatment Narcotics Application List(자가치료용 마약류 신청 목록) [59min(분)36sec(초)] | extension(연장) | Logout(로그아웃)

Application Date(신청일자): 2024-10-05 ~ 2024-11-05
 Progress Stage(진행단계): Voluntary withdrawal(자진취하)
 Receipt No.(접수번호):
 Processing Date(처리일자): 년-월-일

Application List(신청 목록) 4 Count(건)

Number (순번)	Receipt No. (접수번호)	Application Date (신청일자)	Progress Stage (진행단계)	Processing Date (처리일자)	Processing Enforcement Document (처리시행문)	Supplementary Enforcement Document (보완시행문)
1		2024-10-21	Voluntary withdrawal(자진취하)	2024-10-21		
2		2024-10-21	Voluntary withdrawal(자진취하)	2024-10-21		
3		2024-10-17	Voluntary withdrawal(자진취하)	2024-10-17		
4		2024-10-17	Voluntary withdrawal(자진취하)	2024-10-17		

New Application(신규 민원신청) resubmission(재신청)

- ① Select “Voluntary withdrawal” in the “Progress Stage” and click the [Search] button.
- ② Click the corresponding application from the drop down list of the Application List.
 - The [Resubmission] button is activated only for applications with the Progress Stage set to “Voluntary withdrawal.”
- ③ Click the [Resubmission] button to go to the “Permit To Bring In Narcotics For Self-treatment” screen.

자가치료용 마약류 휴대 반입 민원 신청(Permit To Bring In Narcotics For Self-treatment)

Inbound Traveler's Permit for Narcotics Contained Medication for Personal Use
 자가치료용 마약류 반입 승인서

* Application and required documents should be submitted at least 10 business days before entry date of the applicant because legal processing period of the permit is 10 business days. Application may be rejected if any incomplete/inadequate document is submitted or submission is done after the time limit of application.
 (법정처리기간은 영업일 기준 10일입니다. 취소 입국일 10일 전에는 신청해야 합니다. 자료가 미비하거나 신청기간을 준수하지 못한 경우 신청이 반려될 수 있습니다.)
 * Fields marked with * are required.
 (입력 항목에 * 표시 항목은 필수 입력 사항입니다.)

1. Applicant's Name (신청인 이름) *
 Given name(이름): 이철 Surname(성): 장

2. Passport No. (여권번호) *
 여권번호

3. Nationality (국적) *
 Korea, Republic of(대한민국)

4. Length of Stay Abroad (체류기간)
 Date of Entry to Korea (2024-10-28) - Date of Departure from Korea (2024-10-30) (Total) 3 days(일)
 (한국입국날짜) (한국출국날짜)

5. Name of Entry and Flight No. (입국 장소 및 항공편) *
 Port of arrival (도착장소(공항, 항구)): Incheon International Airport(인천국제공항) Flight No./Vessel No. (항공편/선박명): 태스트 항공편
 Airline or shipping company (항공사, 선사): 태스트 항공사

6. Visiting Purpose (방문목적)(*)
 Business(업무) Family/friends visit(가족/지인 방문) Study(학업) Sightseeing(관광) Stopover(경유) Return(귀국)
 Other(기타)

* Reference attached? (참고문서 첨부 유무)
 (Long stay visitors : study or relocation for work (장기체류인 경우))
 Yes(예) No(아니오)

- ④ All fields for your application will be filled automatically except “A full-size copy of passport”, “A copy of flight reservation ticket,” “Medical certificate/doctor’s letter,” “Valid prescription,” “Drug export/import certificate,” “Evidence document for the long stay,” and “Submit Supplementary Materials.”