

# MANUAL TO REQUEST CODE FOR EORI UK

<https://www.gov.uk/eori>

1. To begin, click on “Start now” in the section “Apply for an EORI number”;

### **Apply for an EORI number**

Use this service to apply for an EORI number that starts with GB. It takes 5 to 10 minutes to apply.

**Start now >**

2. Confirm if your organization is located on the Isle of Man;

### **Are you or your organisation based in the Isle of Man?**

☐ Yes

☐ No

**Continue**

3. Confirm if your organization is part of a group with UK VAT number ("VAT group");

### Is your organisation part of a VAT group in the UK?

VAT groups are when two or more companies or limited liability partnerships register as one taxable 'person' for VAT purposes in the UK.

☐ Yes

☐ No

Continue

3

4. Register by clicking "**Create sign in details**"; if already registered, enter your data in the appropriate spaces, click "**Sign in**" and jump to step 18;

## Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

5. Enter your email address in the text entry field;

## Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address

Continue

4

6. Check your inbox and confirm your email address;

## Email address confirmed

This will enable us to help you get the most from this service.

Continue

7. Enter your full name (first and last name);

## What is your full name?

Continue

8. Set a password of at least 10 characters for your profile;

## Create a password

Your password must be 10 or more characters. You can use a mix of letters, numbers or symbols.

Password

Confirm your password

Continue

9. Press “**Continue**” to enter a recovery verification word of the account, between 6 and 12 letters and not containing spaces or numbers;

## Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

Continue

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10. The system will generate a Government Gateway User ID necessary to access your account;

**Your Government  
Gateway user ID is:**

12 34 56 78 90

We have sent it to **youremail@example.com**

You will need your user ID and your password each time you sign in to Government Gateway.

Continue

11. To continue, specify whether the request is made as private individual, organization or third party agents who carry out the shipment on behalf of clients or others;

## Choose the type of account you need



### Individual

Includes personal tax account, tax credits, Self Assessment and Child Benefit



### Organisation

Includes limited companies, partnerships, charities, trusts and estates



### Agent

Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue

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12. The system will request additional data in order to proceed, in order to increase the security of the account;

## You need to set up additional security

This is to make sure only you can sign in.

Continue

13. Select an additional verification method among: SMS, call to a British number, authentication on the official British government app; for this guide, we have chosen the verification mode by SMS;

## How do you want to get access codes?

☐

**Text message**

Get codes sent to a mobile phone.

☐

**Voice call**

Get codes by automated message to a UK mobile or landline.

☐

**Authentication app for smartphone or tablet**

Get codes generated by an authentication app on your mobile device such as a smartphone or tablet.

Continue

8

14. Enter the country of origin;

## Enter a country for this mobile phone number

Italy (+39)

[Choose a different way to get access codes](#)

Continue



15. Enter your mobile phone number;

## Enter a mobile phone number

We will send an access code to this mobile phone by text message.

Mobile phone number

+39

[Choose a different way to get access codes](#)

Send access code

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16. Complete the verification by entering the received code and press "Continue";

## You've set up additional security

Every time you sign in we will request an access code.

If you've set up more than one security preference you'll be able to choose how you get the access code.

Continue

17. Enter your email address again to complete the procedure and click on the verification link to continue with the EORI request;

### What is your email address?

We'll use this to send you:

- the result of your EORI application
- updates on changes to CDS declarations and services
- financial notifications, including new statements and direct debit advance notices
- exports notifications

Continue

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18. Indicate your headquarters;

### Where are you based?

☐ UK

☐ The Isle of Man

☐ The Channel Islands

☐ A country in the EU other than the UK

☐ Outside the EU

► [Countries in the EU](#)

Continue

19. The request is made as...

**What do you want to apply as?**

☐ an organisation

☐ a sole trader

☐ an individual

Continue

20. Enter your name, surname and date of birth;

**Enter your details**

**Given name**

Nome

**Middle name (optional)**

Secondo nome (facoltativo)

**Family name**

Cognome

**What is your date of birth?**

For example, 31 3 1980

Day

Month

Year

gg

mm

aaaa

Continue

21. State if you are registered with the Self Assessment Unique Taxpayer Reference in the UK (for paying taxes in the UK);

**Do you have a Self Assessment Unique Taxpayer Reference (UTR) number issued in the UK?**

You will have a self assessment UTR number if you registered for Self Assessment in the UK.

☐ Yes

☐ No

Continue

22. State if you have a national insurance number (you will have one if you have worked in the UK);

**Do you have a National Insurance number issued in the UK?**

You will have a National Insurance number if you have worked in the UK.

☐ Yes

☐ No

Continue

23. Enter your address;

**Enter your address**

**Address line 1**

**Address line 2 (optional)**

**Town or city**

**Region or state (optional)**

**Postcode (optional)**

**Country**

24. Enter contact data, if any;

### Who can we contact?

We will use these details to contact you about your EORI number. We will also use them to contact you if there are any issues with your customs activities.

**Full name**

**Email address**

**Telephone**  
Only enter numbers, for example 01632 960 001

**Fax (optional)**  
Only enter numbers, for example 01632 960 001

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25. Choose if your personal data can be viewed together with your EORI number;

### Do you want to show your name and address on the EORI checker?

Anyone you share your EORI number with will be able to check it is valid using the [check an EORI number service \(opens in new tab\)](#).

You can choose if you want your name and address shown with your EORI number. This can help businesses you are trading with and customs and freight agents identify you and process your shipments.

☐ Yes - show my name and address on the checker

☐ No - Just display my EORI number on the checker

Continue

26. Review the entered data and confirm;

English | [Cymraeg](#)

## Check your answers

[Start again](#)

Full name	Nome Cognome	<a href="#">Change</a>
Date of birth	1 January 1980	<a href="#">Change</a>
Address	Via XXII Marzo SNC Roma 00100 RM Italy	<a href="#">Change</a>
Contact	Nome Cognome Indirizzo Numero di telefono	<a href="#">Change</a>
Details included on the EORI checker	Opzione scelta	<a href="#">Change</a>

By sending this application you confirm that the information you are providing is correct and complete.

Send

27. Use the generated EORI number, a number preceded by the abbreviation GB, to be able to complete your exports to the UK.

**The EORI number for**  
**Nome Cognome is**  
**GB 0123456789012**

**issued by HMRC on 11 Jan 2021**

We have sent you a confirmation email.





**Posteitaliane**