

Applying for a Director Identification Number

Set up myGovID

Download myGovID app to your smart phone:

- Apple - <https://itunes.apple.com/au/app/mygovid/id1397699449?mt=8>
- Google - <https://play.google.com/store/apps/details?id=au.gov.ato.mygovid.droid>

Open the myGovID app on your smart device and follow the prompts.

Enter:

- Full name
- Date of birth
- **Personal email address** (should not be a shared or work email address)

Add at least **two** of the following to verify your identity (in the order below):

- Driver's licence or learner's permit
- Passport (not more than three years expired)
- Birth certificate (Original)
- Visa (using your foreign passport)
- Citizenship certificate
- ImmiCard
- Medicare card

Check the details have scanned correctly, update manually if needed

* Your identify strength must reach **Standard**

When verifying your identity, your details are checked against existing government records to prove your identity, if your name doesn't match because you've changed your name, you may be able to verify this using a:

- [change of name certificate](#)
- or a [marriage certificate](#)

If you have trouble verifying your name change or don't wish to be recognised by you're a particular name, refer to support page for other options - Website - <https://www.mygovid.gov.au/need-help>

NOTE: for general support with myGovID setup you can phone the ATO support line 1300 287 539 (select option 2 for myGovID enquiries)

Gather information – Checklist

Have the following information ready before starting the application

| | |
|--|---|
| Tax File Number (TFN) | no spaces |
| Residential Address | as held by the ATO |
| Two (2) of the following: | |
| Bank Account BSB & Account number | a bank account you received an income tax refund in, or that has earned interest in the last two years |
| Notice of Assessment (NOA) | the date of issue (dd/mm/yyyy) and reference number no spaces |
| Superannuation Account | member account number (it may be up to 16 characters) super fund's Australian business number (ABN) |
| Dividend Statement | from the last two years investment reference number with no spaces |
| Centrelink payment summary | taxable income in whole dollars, no cents, \$ symbol or spaces |
| PAYG Summary | summary issued in the last two years. gross income in whole dollars, no cents, a \$ symbol or spaces |

Complete application

With myGovID

- <https://abrs.gov.au/persons/ui/secure/start/applyForDirectorID?action=applyfordirectorid>
- Follow the prompts

Without myGOVID

- <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number#accordion-176>
- Apply by phone
 - an Australian tax file number (TFN)
 - the information you need to verify your identity.
 - Contact number - <https://www.abrs.gov.au/contact-us>
- Apply with a paper form
 - Use downloadable form – https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf
 - Slower process
 - Certified copies of your documents will be required
 - If you have issues completing the form, refer to help on the ABRS [Accessibility](#) page.