

DIRECTOR IDENTIFICATION NUMBER

How to apply for your director ID

You can apply for your director ID from November 2021. Get ready to apply by setting up your myGovID if you don't already have one.

All directors need to apply for their own director ID. The fastest way to do this is to apply online.

Step 1 – Set up myGovID

You will need a standard or strong identity strength myGovID to apply for your director ID online.

If you:

- don't have a myGovID, you can find information on how to download the app at [How to set up myGovID](#)
- have a myGovID, you don't need to do anything until November when you can apply for your director ID.

myGovID is different from myGov

myGovID is an app you download to your smart device. It lets you prove who you are and log in to arrange of government online services, including myGov.

myGov is an account that lets you link to and access online services provided by the Australian Taxation Office (ATO), Centrelink, Medicare and more.

Step 2 – Gather your documents

You will need to have some information the ATO knows about you when you apply for your director ID:

- your tax file number (TFN)
- your residential address as held by the ATO
- information from two documents to verify your identity.

Examples of the documents you can use to verify your identity include:

- bank account details
- an ATO notice of assessment
- super account details
- a dividend statement
- a Centrelink payment summary
- PAYG payment summary.

Step 3 – Complete your application

Once you have a standard or strong identity strength myGovID, and your documents, from November 2021 you can log in here and apply for your director ID. The application process should take less than 5 minutes.

How to apply if you cannot get a myGovID

If you can't get a myGovID, the best way to apply will depend on your situation.

Apply by phone

From November 2021, you can apply by phone if you have:

- an Australian tax file number (TFN)
- the documents you need to verify your identity.

Apply with a paper form

If you can't apply online or over the phone, you can apply using a paper form. This is a slower process and you will also need to provide certified copies of your documents to verify your identity.

A downloadable application form will be available from November 2021.

Source: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>
