



Director Identification Number Phone Application

1

Gather Your Documents

You will require the following information to apply for your Director's ID:

- Your Tax File Number (TFN)
- Your residential address (as recorded with the ATO)
- Information to verify your identity (see below).

2

Gather Your Identification Verification Documents

You will need to provide two Australian identity documents – one primary and one secondary.

Primary documents

- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past two years)
- Australian citizenship certificate or extract from a Register of Citizenship by Descent
- ImmiCard
- Visa (if you are using a foreign passport but you are still in Australia)

Secondary documents

- Medicare card
- Australian driver's licence or learner's permit. This must show your photo and signature, and the address on the card must match your details on the form.

3

Contact the ATO

Call the Australian Taxation Office on **13 62 50**

As part of the identification process, the ATO will ask you a series of questions based on details they have listed for you.

If you have difficulty speaking or understanding English, you can call the Translating and Interpreting Service (TIS National) on 13 14 50

If you find it hard hearing or speaking with people who use a phone, the National Relay Service (NRS) can help you. To register with the NRS, or for more information, visit the NRS website [here](#).

Questions?

Contact Us on (08)9071 2173 or at admin@smithshearer.com.au