

# **Director Identification Number** Postal Application

**Gather Your Documents** 

If you're unable to apply for your Directors ID online or via telephone, you can submit a postal application by downloading this form.

Note this is a much slower process, and you will need to organise certified copies of your identification documents.



**Gather Your Identification Verification Documents** 

### You will need to provide certified copies of two Australian identity documents – one primary and two 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

#### Secondary documents

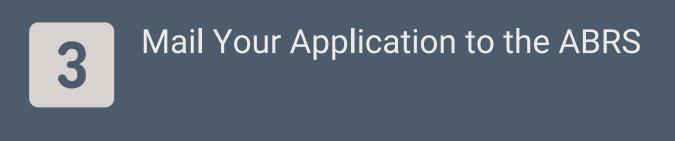
- Medicare card
- Australian driver's licence or learner's permit. This must show your photo and signature, and the address on the card must match your details on the form.

- ImmiCard
- Visa (if you are using a foreign passport but you are still in Australia)

## **Certifying Documents**

Documents must be certified as true and correct copies of the original document by an authorised certifier.

N.B. Do not post original documents as they will not be returned to you.



Australian Business Registry Services Locked Bag 6000 **ALBURY NSW 2640** Australia

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

