



# Director Identification Number Postal Application

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## 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.

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## 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
- 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.

## 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.

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## Mail Your Application to the ABRS

Australian Business Registry Services  
Locked Bag 6000  
ALBURY NSW 2640  
Australia

### Questions?

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