

# Director ID Application

## Online Application

This is the fastest way to apply for your Director ID and involves 3 steps.

### Step 1: Set up myGov ID

*You will need a myGovID with a Standard or Strong identity strength to apply for your director ID online.*

Already have a myGovID, skip to step 3!

Don't have a myGovID, follow the following steps. You will need a smart device, a **personal** email address and be 15 years old or over.



1. Download the myGovID app
2. Enter your full name, date of birth and email address
3. Choose either standard or strong identity strength.
  - a. To have strong identify strength you must have a passport (not more than three years expired). Refer to page 3 for details on identity documents.
  - b. You will need at least a standard identify strength to apply for a Director ID, a Basic strength is not enough.
4. You can verify your identity documents by scanning them with your smart device or entering the details manually.
5. You will then need to verify your photo. This involves the need to complete a face verification check.
  - a. This is a one-off scan that checks that you're a real person, the right person and verifying in real-time. It's like a selfie which is compared to the photograph on your passport
  - b. To verify your photo, you need to grant access to your device's camera.
  - c. When the process starts, the screen will be orange toned, once you're in the frame it will go green. If it doesn't go green, you may need to move your phone closer to your face.
  - d. To ensure your photo verifies successfully, ensure you:
    - i. are in a well-lit area
    - ii. remove anything that obscures your face, such as glasses
    - iii. have your eyes open and look at your camera
    - iv. hold your phone still during the scanning process.
6. Your myGov ID should now be set up

*Helping people build better lives for themselves and their families*

## Step 2: Gather your documents

You will need the following information to complete your application. Gather it now ready for step 3.

- 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 include:
  - Bank account details held with the ATO
  - A notice of assessment
  - Super account details
  - A dividend statement
  - A Centrelink Payment Summary
  - PAYG Payment Summary

These documents should be available to download from your MYOB Portal. If you are unable to find this information please contact the A3 team for assistance.

## Step 3: Complete your application

*Once you have a myGovID with a Standard or Strong identity strength, and information to verify your identity, you can log in and apply for your director ID. The application process should take less than 5 minutes.*

1. Go to <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>
2. Scroll to step three and click on “apply now”



3. Enter your email address.
4. Open the myGovID app and either accept the code or type the code on the screen.
5. An online application should open.
6. Enter your postal address as held by the ATO.
7. Enter your TFN.
8. Enter your residential address.
9. Enter your place of birth.
10. Enter any other names you have previously gone by (maiden name).
11. Enter your phone number.
12. Tick the declaration tick box.
13. This will generate your Director ID
14. Print a copy of the your application showing applicant details, Director ID number, issue date and status to PDF for record keeping.

## **Proof of identity documents**

- **Standard strength**

For a Standard identity strength, you need to enter your personal details and verify at least two of the following Australian identity documents (your name must match on both):

- driver's licence or learner's permit
- passport (not more than three years expired)
- birth certificate
- visa (using your foreign passport)
- citizenship certificate
- ImmiCard
- Medicare card

- **Strong strength**

A Strong myGovID allows access to all participating government online services.

For a Strong identity strength, you need to enter your personal details and verify the following Australian identity documents (your name must match on all):

- passport (not more than three years expired), and
- one of the following - birth certificate, citizenship certificate, driver's licence (including learner's permit) or Medicare card.