

Director ID Application

Paper Application

If you can't apply online or over the phone, you can apply using a downloadable form.

1. Print the form attached to the email.
2. Fill in all sections of the form with your personal details.
3. Section D requires you to provide certified copies of one primary and two secondary identity documents. Refer to page 2 for more details on this step.
4. Attach the certified documents behind the paper form. Don't send your original documents. Certified copies of documents you mail may not be returned to you.
5. Mail to:
Australian Business Registry Services
Locked Bag 6000
Albury NSW 2640
Australia

A decision on your application should be made within 28 days of receiving all necessary information. If your application is incomplete or incorrect, it may take longer. Do not lodge another application during this time.

You will receive your director ID number in writing either via email or the post.

Helping people build better lives for themselves and their families

Accession3 is a CPA business

Liability limited by a scheme approved under Professional Standards Legislation

Primary Documents include:

- 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
- Foreign passport

Secondary documents include:

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

Steps to certify your documents:

1. Photocopy them
2. Ensure the copy and any photographs is clear and identifiable
3. Take the copies and originals to an authorised certifier

Authorised certifiers include:

- Barrister
- Solicitor
- Medical practitioner
- Judge
- Justice of the Peace (JP)
- Minister of religion
- Police officer
- Bank, building society or credit union officer with at least five years of service
- Sheriff's officer
- Commissioner of Declarations (in Queensland only)

Myf, Al, Amy and Nick are all authorised certifiers.

How documents are to be certified

An authorised certifier must, in the presence of the applicant, certify each copy as a true and correct copy of the original document.

This involves:

- sighting the original document
- stamping, signing and annotating the copy of the identity document to state, 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'
- initialling each page
- listing their name, date of certification, phone number and position.

The stamp must show the certifier's qualification, contact details including phone number, and reference number (if applicable).

If the stamp does not include their name or contact details, they should print them underneath their signature.

A document that has been altered or corrected and initialled is not acceptable.