

Director ID Application

Phone Application

If you can't apply online you can apply over the phone by calling 13 62 50.

To apply by phone you will need:

- Your Tax File Number (TFN)
- Your residential address as held by the Australian Taxation Office (ATO)
- Be able to answer two questions based on details about you. This may include information from your latest notice of assessment or latest Income Tax Return.
 - 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.
- 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.

If your name on the Australian identity document doesn't match your ATO record, you may be able to verify the document using a change of name certificate (from Tasmania, South Australia, the Northern Territory and the Australian Capital Territory only) or a marriage certificate.

Helping people build better lives for themselves and their families