

How do you apply for a Director ID?

You will need to visit the ABRIS website: <https://www.abrs.gov.au/> and click on "Director identification number" near the top of the homepage. Otherwise, directors can scroll down and click on "Apply for your Director ID".

You can then follow the three-step process set out on the website:

Step 1 – Set up a myGovID (not the same as myGov) - Visit mygovid.gov.au/set-up to learn how to set up the app.

Step 2 – Gather documents required for identification

Step 3 – Complete your application

- Applicants must provide their TFN, their address as recorded by the ATO and two basic identification documents such as:
 - Your bank account details held by the ATO (on your myGov ATO account, see 'my profile/financial institution details').
 - Notice of assessment (NOA) – date of issue and the reference number (on your myGov ATO account, see Tax/lodgements/income tax/history).

The application process should take less than five minutes and once completed, your Director ID will be issued immediately on screen. Please forward this to your Accountant/ASIC Agent.

Applying by phone or using paper forms

If preferred, you can choose to verify your identity and apply for your Director ID by phone (13 62 50) or [on paper](#). You will need to have your [identification documents](#) available. If you are applying using the paper form, your identity documentation will need to be certified by an authorised certifier such as a Barrister, Justice of the Peace etc.