Director ID - Application Processes available

Online Application	Phone Application	Paper Application (Applicants within Australia)	Paper Application (Applicants outside Australia)
Step 1 – Set up myGovID If you live outside Australia and can't get a myGovID with a Standard or Strong identity strength, you will need to apply with a paper form and provide certified copies of your identity documents. If you live in Australia and: *don't have a myGovID – your need to set-up MyGovID **To set up your myGovID, you need:** 1. A smart device 2. An email address – personal email 3. To be 15 years or older **Three easy steps to set-up your myGovID** 1. Download the myGovID app – thru App Store or Google Play 2. Enter your details – enter your full name, date of birth and email address 3. Choose your identity strength – Standard identity strength (verify atleast two of the following Australian identity documents) ● 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 *if you already have a myGovID, you can apply for your director ID now. **Step 2 – Gather your documents** Please refer to the list of ID's **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 click the link to apply for your director ID. The application process should take less than 5 minutes. https://mygovid.gov.au/AuthSpa.UI/index.html#login	**Step 1 - Gather your documents** Please refer to the list of ID's **Step 2 - Phone the registry between 8.00am and 6.00pm Monday to Friday.** ● If you are in Australia, phone **13 62 50**. ● If you are calling from overseas, phone **+61 2 6216 3440.** ● **Call-back line** – If we contact you by letter, email or phone, we may provide our call-back number **(1300 306 275)** and a PIN. Phone the number then, when prompted, enter the PIN we gave you. This will make sure you're connected with the right customer service representative. ● **Translating and Interpreting Service (TIS National)** - If you have difficulty speaking or understanding English, you can call the Translating and Interpreting Service (TIS National) on **13 14 50** between 8.00am and 5.00pm (AEST) Monday to Friday. If you are calling from overseas, phone **+61 3 9268 8332**. The service will then call us with an interpreter. ● **National Relay Service (NRS)** - If you find it hard hearing or speaking with people who use a phone, the National Relay Service (NRS) can help you. NRS websiteExternal link. https://www.communications.gov.au/what-we-do/phone/services-people-disability/accesshub/national-relay-service	**Step 1 - Fill-out the form** Application for a director identification number (NAT75329, PDF, 306KB). https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf **Step 2 – Gather your documents** In addition to the information requested on the application form, you will need to provide **certified copies** of: ● one primary and two secondary identity documents, or ● two primary and one secondary identity documents. **Do not send original documents as these will not be returned to you.** Please refer to the list of ID's **Step 3 - Certify your documents** Copies of documents you provide to support your application must be certified as true and correct copies of the original document by an authorised certifier. **Step 4: Lodging the application form** ● Complete the form ● Attach certified copies of your current identification documents to the original form and mail it to: **Australian Business Registry Services** **Locked Bag 6000** **ALBURY NSW 2640** **Australia**	**Step 1 - Fill-out the form** Application for a director identification number (NAT75329, PDF, 306KB). https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf **Step 2 – Gather your documents** In addition to the information requested on the application form, you will need to provide **certified copies** of: ● one primary and two secondary identity documents, or ● two primary and one secondary identity documents. **Do not send original documents as these will not be returned to you.** Please refer to the list of ID's **Step 3 - Certify your documents** Copies of documents you provide to support your application must be certified as true and correct copies of the original document by an authorised certifier. If you are having difficulties certifying your documents, contact us for help and support. If you can't apply by the date you need to, you can complete an Application for an extension of time to apply for a director ID (NAT75390, PDF, 271KB). https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_an_extension_of_time_to_apply_for_a_director_ID.pdf **Step 4: Lodging the application form** - Same process as the previous one.