

Director ID Requirements and Deadlines

Corporations Act directors

When you must apply for your director ID depends on the date you become a director.

Date you become a director	Date you must apply
On or before 31 October 2021	By 30 November 2022
Between 1 November 2021 and 4 April 2022	Within 28 days of appointment
From 5 April 2022	Before appointment

Process to apply for your Director ID:

The Director of a company needs to apply for their own director ID, unfortunately this cannot be done by your accountant. The fastest way to do this is online using the myGovID app.

Step 1 – Set up myGovID

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

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.

Note: myGovID is different from myGov

myGovID is an app. You download the myGovID app to your smart device. It lets you prove who you are and log in to a range of government online services, including myGov.



myGov is an account. Your myGov account lets you link to and access online services provided by the Australian Taxation Office (ATO), Centrelink, Medicare and more.



You need a smart device

The myGovID app is compatible with most smart devices and is only available from the Apple App Store or Google Play.

Three easy steps to set up your myGovID

an email address. As it's your personal Digital Identity, you should set up your myGovID using a personal email address. It should not be a shared or work email address.

to be 15 years or older. Age restrictions may also apply to use some government online services.

Download the myGovID app

<https://apps.apple.com/au/app/mygovid/id1397699449>



<https://play.google.com/store/apps/details?id=au.gov.ato.mygovid.droid>



Step 2 – Gather your documents

You will need to have some information the ATO knows about you when you apply for your director ID:

Australian identity documents

Primary documents

- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past 2 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.

- 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 you can use include:

- bank account details
- an ATO notice of assessment
- super account details
- a dividend statement
- a Centrelink payment summary
- a PAYG payment summary (this is different to your income statement, and/or your PAYG instalment activity statement).

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 to myGovID and apply for your director ID. The application process should take less than 5 minutes.

[Click Here](#)



How to apply if you can't get a myGovID

If you can't get a myGovID with a Standard or Strong identity strength, the best way to apply for a director ID will depend on your situation.

Apply by phone: You can apply by phone call **13 62 50** if you have an Australian tax file number (TFN) and the information you need to verify your identity.

Apply with a paper form

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

[Application for a director identification number \(NAT75329, PDF, 306KB\)](#). This is a slower process, and you will also need to provide certified copies of your documents to verify your identity.