



# Step-by-Step Instructions

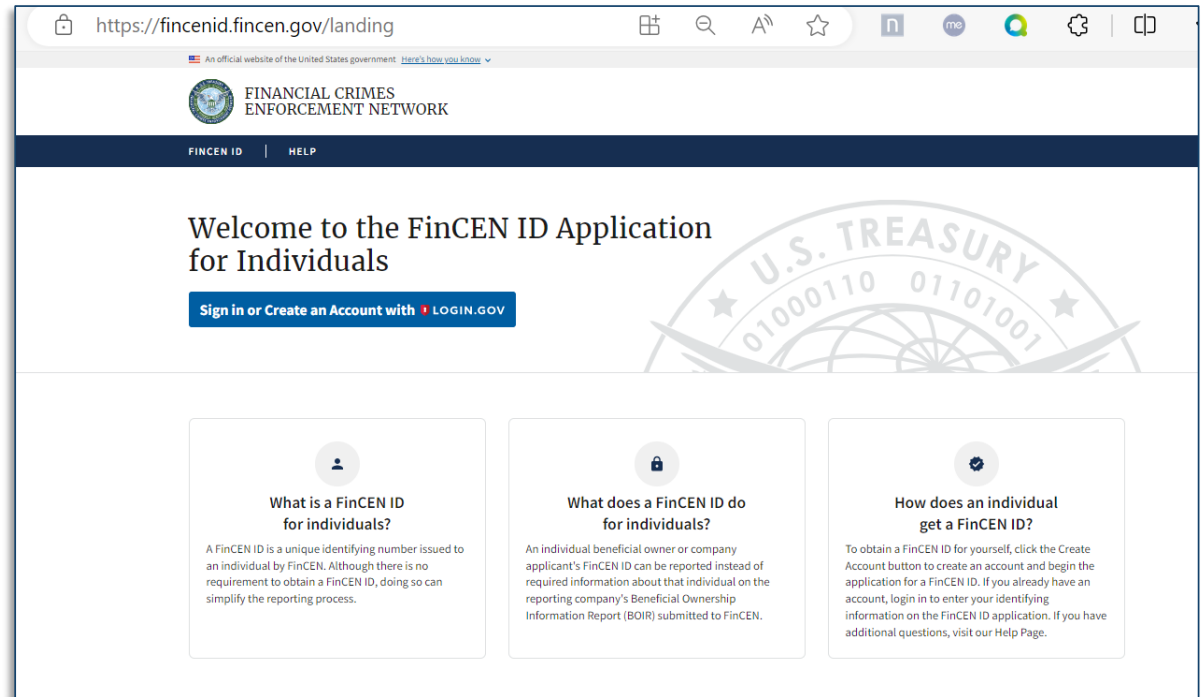
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FinCEN Identifier (ID)

# What is the FinCEN Identifier (ID) Application?

Individuals may request a unique identifying number issued by FinCEN (FinCEN Identifier, or FinCEN ID) through the FinCEN ID Application.

Reporting companies may report the FinCEN ID of an individual on a Beneficial Ownership Information Report (BOIR) rather than that individual's otherwise required personal information.



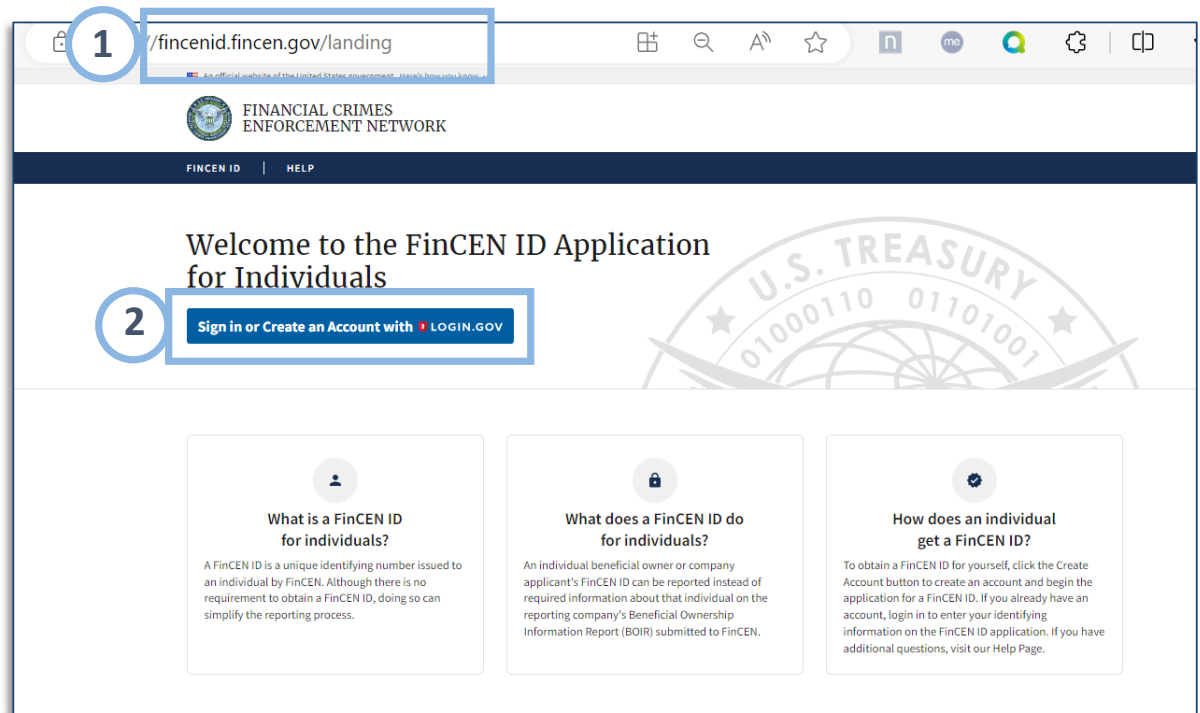
Individuals may receive only one FinCEN ID.

Individuals are not required to obtain a FinCEN ID.

# Complete a FinCEN ID Application: Access FinCEN ID Application

Below are the steps a user will take to create a FinCEN ID

1. Go to <https://fincenid.fincen.gov>
2. Click the **Sign in or Create Account** button
3. Click the **LOGIN.GOV** button



# Complete a FinCEN ID Application: Log into FinCEN ID Site

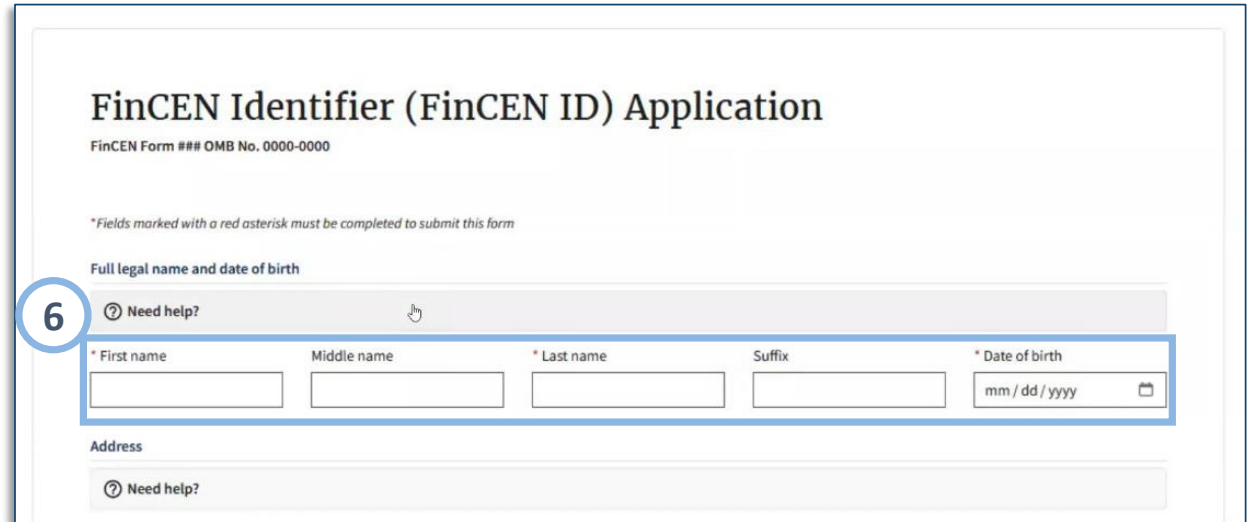
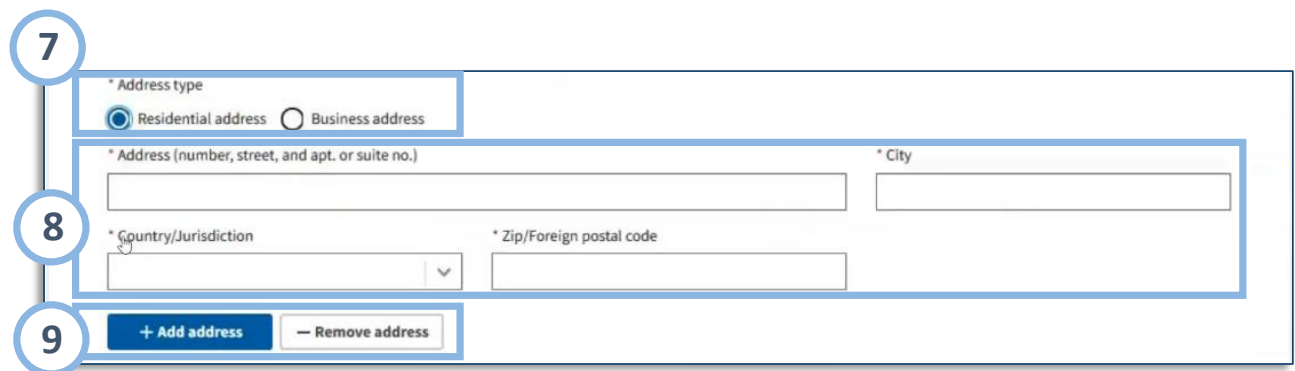
4. Enter your Login.gov credentials. To create a login.gov account, select the 'Create an account' button.
5. Click the **Sign in** button

The screenshot shows the LOGIN.GOV sign-in interface. At the top right, the text 'LOGIN.GOV' is displayed. Below this, there are two buttons: 'Sign in' (highlighted in blue) and 'Create an account'. Underneath these buttons is the heading 'Sign in for existing users'. A blue box labeled '4' highlights the 'Email address' and 'Password' input fields. Below the password field is a checkbox labeled 'Show password'. A second blue box labeled '5' highlights the 'Sign in' button. Below the button are several links: 'Sign in with your government employee ID', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

# Complete a FinCEN ID Application: Complete Legal Name, DOB, Address

Complete the required fields on the FinCEN ID Application page.

6. Enter your information in the **First Name, Middle Name** (if applicable) **Last Name, Suffix** (if applicable) and **Date of Birth** fields.
7. Select **Address Type: Residential address** or **Business Address** (If you are a company applicant because you form or register entities in the course of your business, report the street address of such business. Otherwise, report your residential address.)
8. Enter address related to the selected address type.
9. Click the **+Add address** button to add additional addresses or the **-Remove address** button to remove previously added addresses.

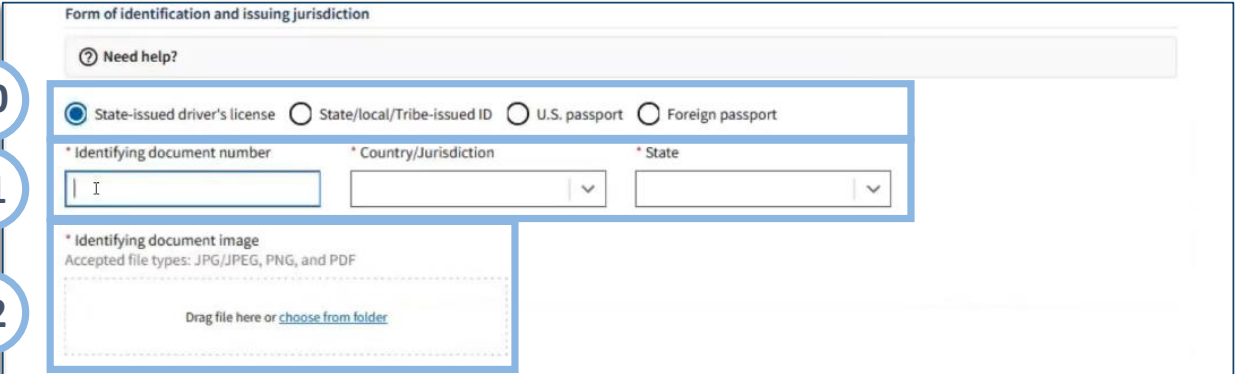



# Complete a FinCEN ID Application: Identification

- 10.** Select the identifying document type: State-issued driver's license, State/local/Tribe issued ID, U.S. Passport, or foreign passport

*NOTE: A foreign passport is only acceptable if an individual does not have one of the other identifying documents*

- 11.** Complete required identifying document information
- 12.** Locate and select the image of your identifying document
- 13.** Review required certification and select I agree.
- 14.** Click the **Submit** button



Form of identification and issuing jurisdiction

[? Need help?](#)

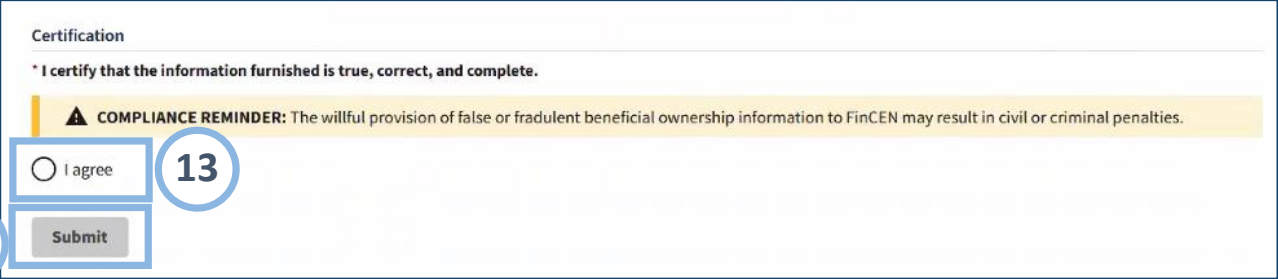
State-issued driver's license  State/local/Tribe-issued ID  U.S. passport  Foreign passport

\* Identifying document number  \* Country/Jurisdiction  \* State

\* Identifying document image  
Accepted file types: JPG/JPEG, PNG, and PDF

Drag file here or [choose from folder](#)

- The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. One file must be attached. Supported formats are JPG/JPEG, PNG, and PDF
- Maximum file size: 4MB



Certification

\* I certify that the information furnished is true, correct, and complete.

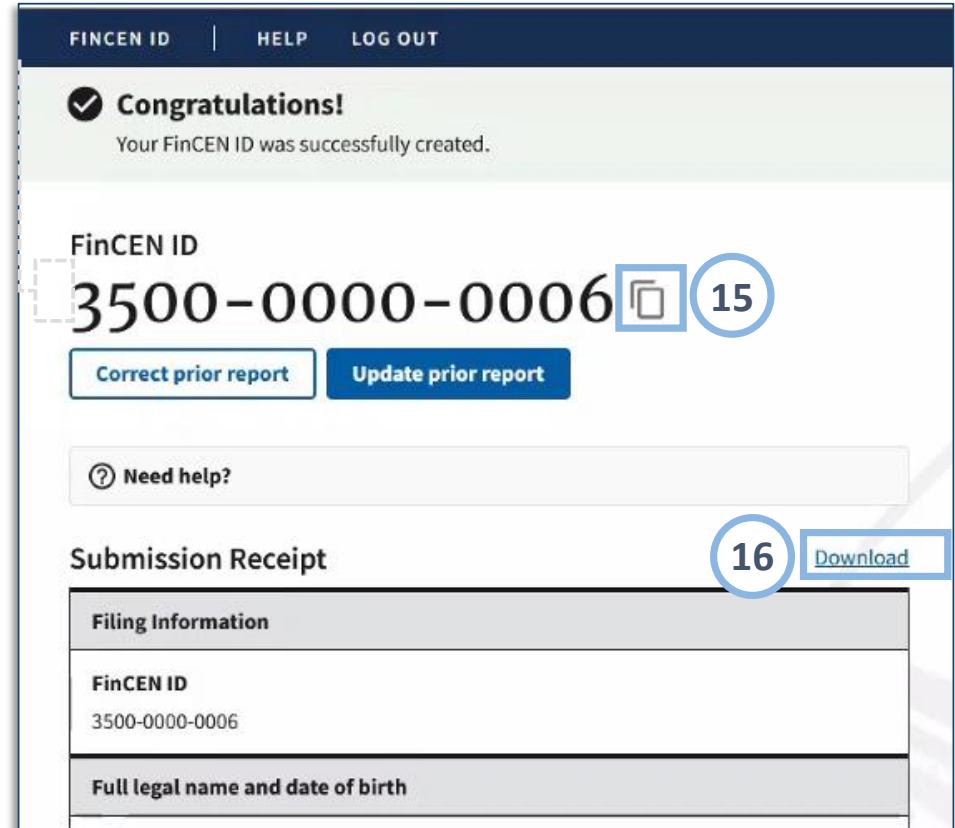
**▲ COMPLIANCE REMINDER:** The willful provision of false or fraudulent beneficial ownership information to FinCEN may result in civil or criminal penalties.

I agree

**Submit**


# Complete a FinCEN ID Application: Certification

15. You will receive a submission receipt and the unique FinCEN ID. Take note of the FinCEN ID. Click the copy button if you wish to **copy** the FinCEN ID and paste into another document.
16. Click the **Download** link to save the PDF submission receipt.




FINCEN ID | HELP | LOG OUT

✓ **Congratulations!**  
Your FinCEN ID was successfully created.

FinCEN ID  
**3500-0000-0006**  **15**

[Correct prior report](#) [Update prior report](#)

 [Need help?](#)

**Submission Receipt** **16** [Download](#)

Filing Information
<b>FinCEN ID</b> 3500-0000-0006
<b>Full legal name and date of birth</b>

# Correct / Update FinCEN ID Application

To correct or update information associated with a FinCEN ID, login in to the FinCEN ID application.

- A.** To correct information, click the **Correct prior report** button.
- B.** To update information, click the **Update prior report** button.

Enter the corrected or updated information as needed using the steps described above. Leave unchanged or correct information as is. Once finished, submit the changed FinCEN ID application as described above. A new download will be available that shows the changed information, but the FinCEN ID will not change.

