

# The ITIN Application and Renewal Process

The ITIN application takes 6-8 weeks to process.

Each ITIN applicant must sign their own application (Form W-7) unless under the age of 18. Applicants under 18 years of age can choose to have a parent or guardian sign for them. In this case, you may have to mail the W-7 to the applicant or applicant's parent for signing before completing the process.

It's important to answer any letters from the IRS, or you may have to reapply.

You may call the ITIN hotline (800-908-9982) to check the status of your application or to request a copy of your ITIN letter.

## The following documents are required for each ITIN application or renewal:

*- All documents must be original and unexpired -*

### FOR THE PRIMARY TAXPAYER

**Choose one of the following options:**

- Passport

**-or-**

- Any two documents from this list:

Birth certificate	Visa issued by the Dept of State
National ID card	USCIS photo ID
Foreign voter's registration card	US driver's license
Foreign driver's license	US military ID
Foreign military ID	US state ID

*Most common examples include:*

- Passport only **-or-**
- Birth certificate and National ID card (e.g. matricula consular) **-or-**
- Birth certificate and Foreign voter's registration card **-or-**
- National ID card and Foreign voter's registration card

### FOR THE SPOUSE

**Choose one of the following options:**

- Passport

**-or-**

- Any two documents from this list:

Birth certificate	Visa issued by the Dept of State
National ID card	USCIS photo ID
Foreign voter's registration card	US driver's license
Foreign driver's license	US military ID
Foreign military ID	US state ID

*Most common examples include:*

- Passport only **-or-**
- Birth certificate and National ID card (e.g. matricula consular) **-or-**
- Birth certificate and Foreign voter's registration card **-or-**
- National ID card and Foreign voter's registration card

## FOR EACH DEPENDENT

**Before proceeding with the W-7 application for a dependent from who lives outside of the United States, make sure they qualify for an allowable tax benefit.**

### IF THE DEPENDENT LIVES IN THE UNITED STATES:

**For a dependent under 6 years old, choose one of the following options:**

- Passport with date of entry **-or-**
- Passport **-and-** a US medical record \*, US school record  $\phi$ , US state ID card that lists the applicant's name and US address, or US visa **-or-**
- Birth certificate **-and-** medical record from the US \*

**For a dependent 6-17 years old, choose one of the following options:**

- Passport with date of entry **-or-**
- Passport **-and-** a US school record  $\phi$ , US state ID card or driver's license that lists the applicant's name and US address, or US visa **-or-**
- Birth certificate **-and-** school record from the US  $\phi$

**For a dependent 18 years and older, choose one of the following options:**

- Passport with date of entry **-or-**
- Passport **-and-** a US school record  $\phi$ , rental statement or utility bill for a US property, bank statement, US state ID card or driver's license that lists the applicant's name and US address, or US visa **-or-**
- US school record  $\phi$ , rental statement or utility bill for a US property, bank statement, US state ID card or driver's license that lists the applicant's name and US address, or US visa **-and-** two documents from the following list:

Birth certificate	Visa issued by the Dept of State
National ID card	USCIS photo ID
Foreign voter's registration card	US driver's license
Foreign driver's license	US military ID
Foreign military ID	US state ID

### IF THE DEPENDENT LIVES IN MEXICO OR CANADA:

**For a dependent under 6 years old, choose one of the following options:**

- Passport **-or-**
- Birth certificate and medical record \*
- Birth certificate and school record  $\phi$

**For a dependent 6-17 years old, choose one of the following options:**

- Passport **-or-**
- Birth certificate and school record  $\phi$

**For a dependent 18 years and older, choose one of the following options:**

- Passport **-or-**
- Two documents from the following list:

Birth certificate	Visa issued by the Dept of State
National ID card	USCIS photo ID
Foreign voter's registration card	US driver's license
Foreign driver's license	US military ID
Foreign military ID	US state ID

**\* Medical records must:** **1)** Be a shot/immunization record that has the dates of the child's medical history and care. **2)** Contain the child's name, date of birth, and address. **3)** Contain the name, address, and phone number of the doctor, hospital, or clinic where treatment was received. If this information is not printed on the medical record, you must also get a letter that has this information on official letterhead from the Federal authority, physician, hospital, or clinic that treated the child. The letter must be dated within the last 12 months and must be signed by the doctor or clinic official.

**$\phi$  School records must:** **1)** Be for a school term no older than 12 months from the date of the W-7. **2)** Be an official report card or transcript issued by the school or equivalent of a Ministry of Education. **3)** Contain the student's name and date of birth. **4)** List the student's classes and grades in those classes. **5)** Have the date of the grading period(s). **6)** List the school name and address. **7)** Be dated and signed by a school official.