



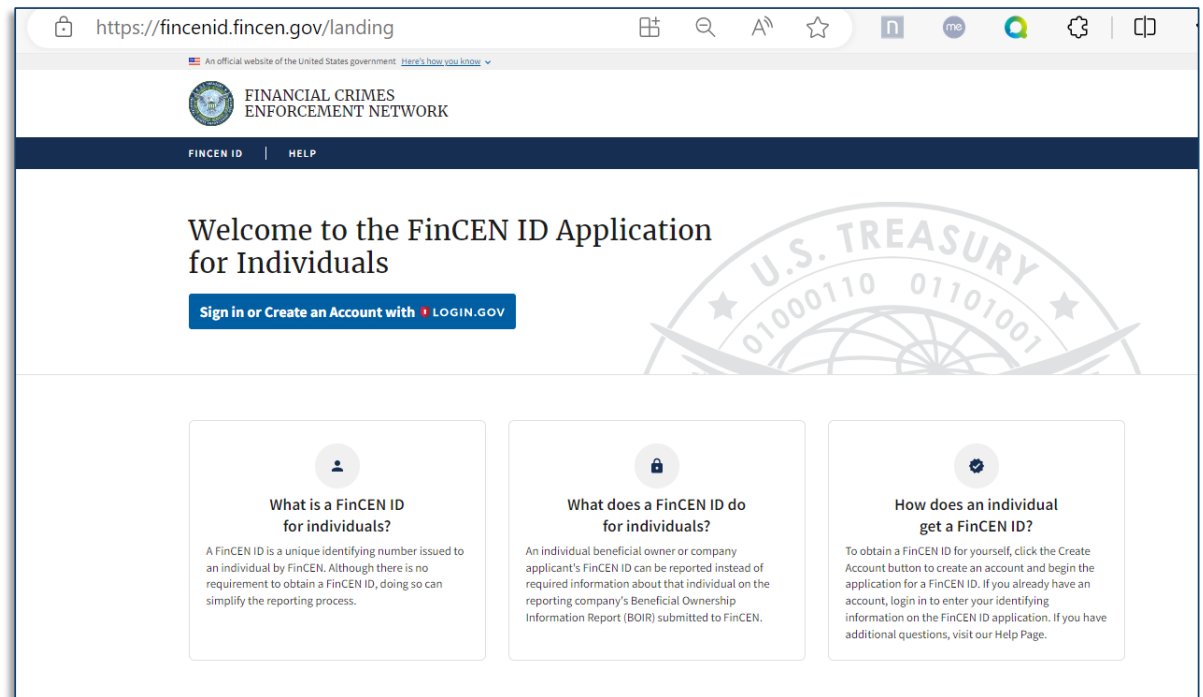
Step-by-Step Instructions

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.



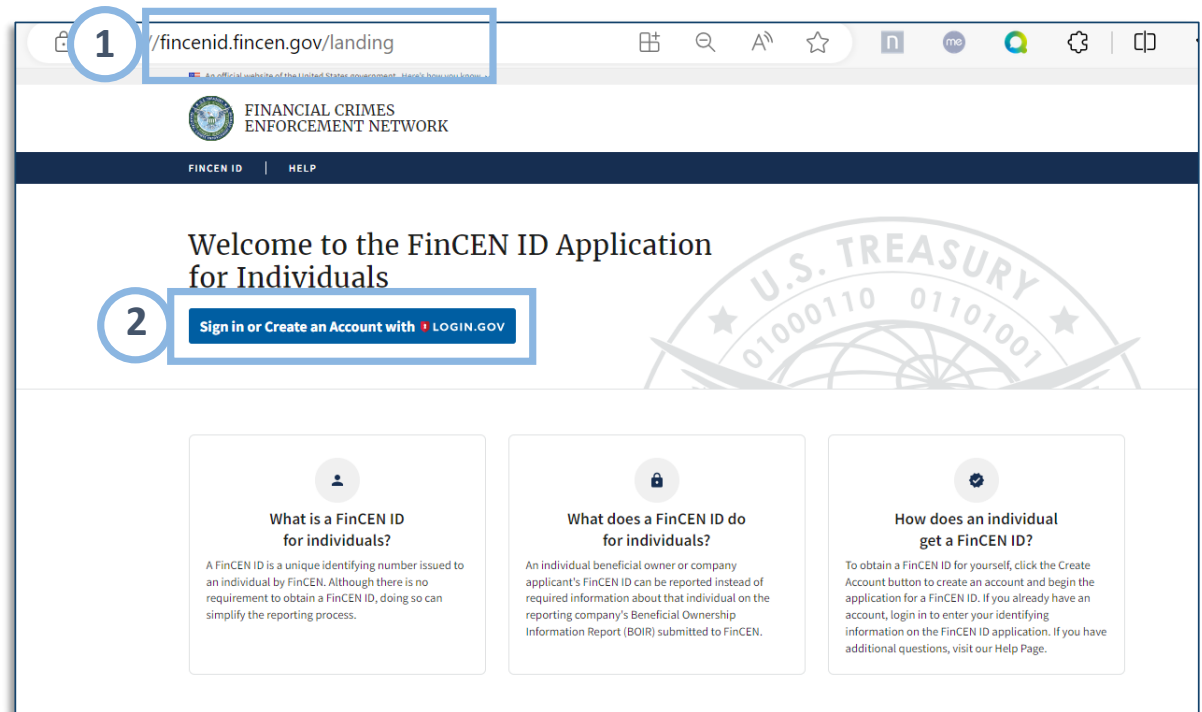
Individuals may receive only one FinCEN ID.

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 interface. At the top right is the 'LOGIN.GOV' logo. Below it are two buttons: 'Sign in' (highlighted with step 5) and 'Create an account'. Under the 'Sign in' button is the heading 'Sign in for existing users'. A box labeled '4' highlights the input fields for 'Email address' and 'Password'. Below the password field is a 'Show password' checkbox. Another box labeled '5' highlights the 'Sign in' button. Below the button are links for 'Sign in with your government employee ID', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

LOGIN.GOV

Sign in Create an account

Sign in for existing users

4 Email address

Password

Show password

5 Sign in

[Sign in with your government employee ID](#)

[Forgot your password?](#)

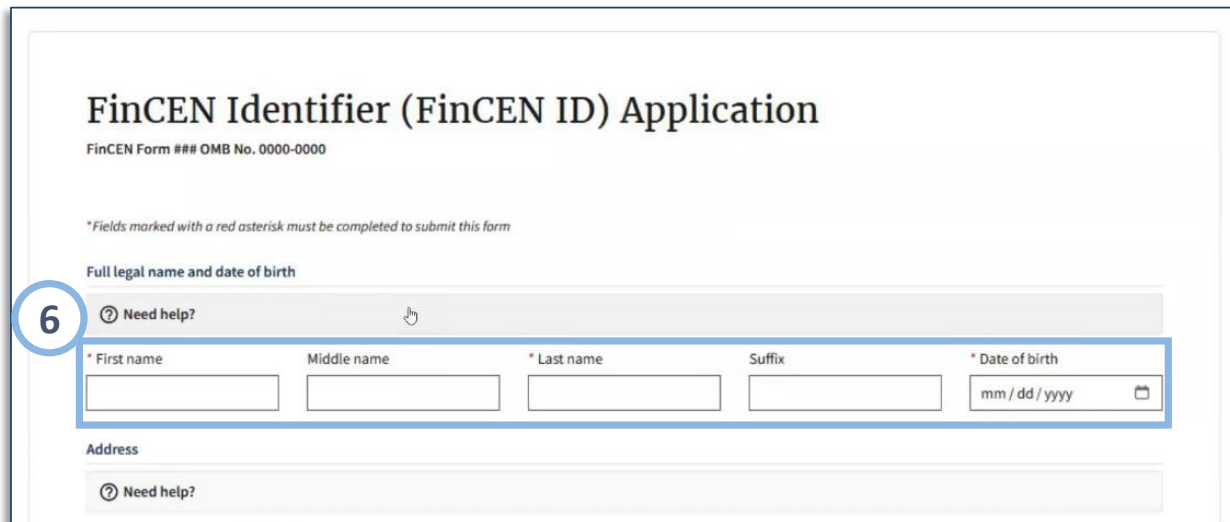
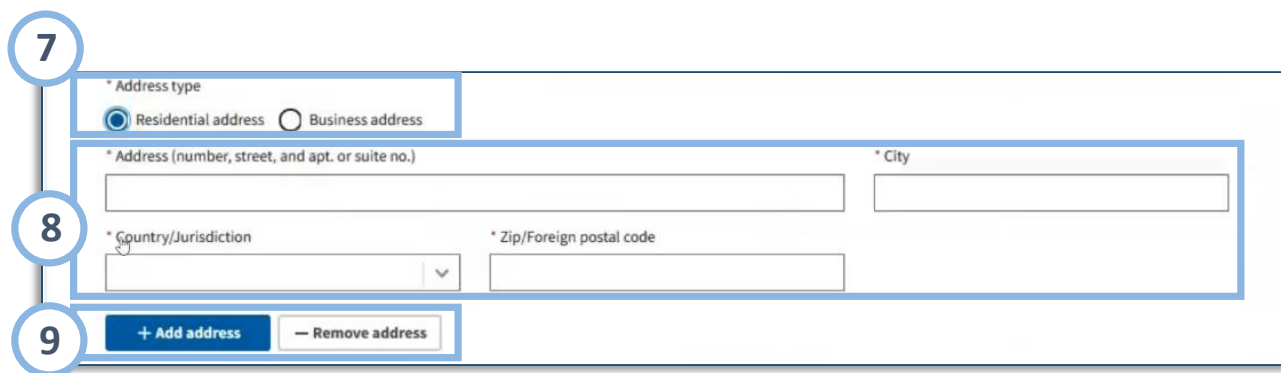
[Security Practices and Privacy Act Statement](#)

[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.

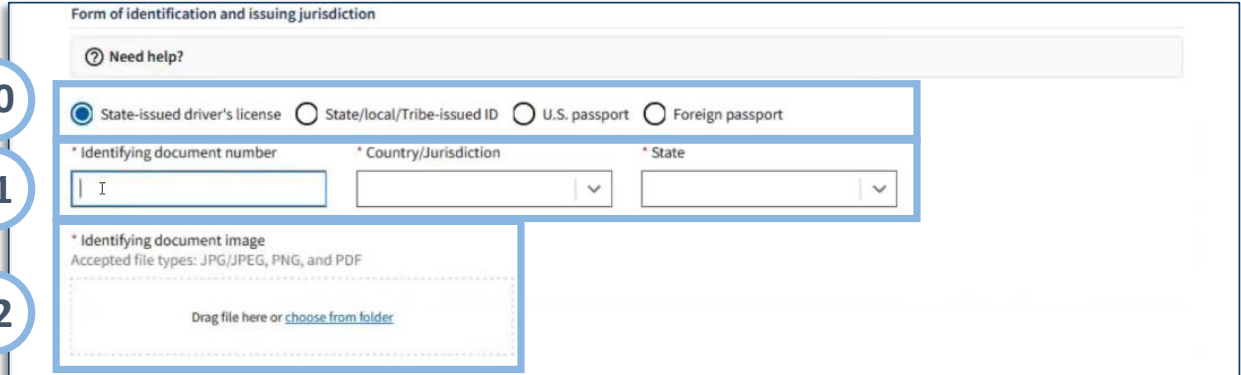



Complete a FinCEN ID Application: Identification

10. Select the identifying document type: State-issued driver's license, State/local/Tribe issued ID, U.S. Password, 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?](#)

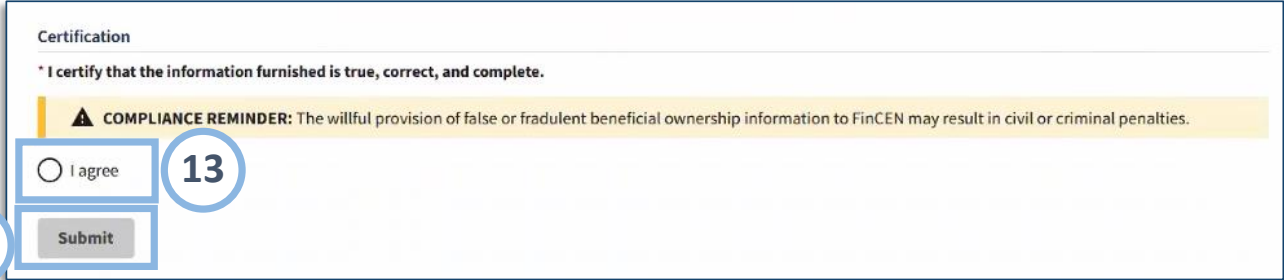
☒ State-issued driver's license ☐ State/local/Tribe-issued ID ☐ U.S. passport ☐ Foreign passport

* 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
FinCEN ID 3500-0000-0006
Full legal name and date of birth

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.

The screenshot shows the FinCEN ID application interface. At the top, there is a navigation bar with 'FINCEN ID', 'HELP', and 'LOG OUT'. Below this, the 'FinCEN ID' is displayed as '3500-0000-0006' with a copy icon. Two buttons are visible: 'Correct prior report' (labeled A) and 'Update prior report' (labeled B). Below the buttons is a 'Need help?' link. The 'Submission Receipt' section is highlighted, showing a table with the following information:

Filing Information
FinCEN ID 3500-0000-0006
Full legal name and date of birth

A 'Download' link is located to the right of the 'Submission Receipt' header.