

# Individual Tax Identification Number (ITIN) Application or Renewal Checklist

Use the following checklist to know what forms and documents you need to get ready to renew or apply for your Individual Tax Identification Number (ITIN).

UPDATED 1/01/2022

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**Complete a [W-7 Form](#) - Application** for IRS Individual Taxpayer Identification Number

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**Check** if your Volunteer Income Tax Assistance (VITA) Site has Certified Acceptance Agents or use [this list](#) to find a paid preparer.

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**Gather identification document** from list of acceptable documents below

## Acceptable Documents

- Passport (with stamped date of entry to U.S. unless from Mexico or Canada)
- National identification card (must show photo, name, current address, date of birth, and expiration date)
- U.S. driver's license
- Civil birth certificate (required for dependents under 18 years of age)
- Foreign driver's license
- U.S. state identification card
- Foreign voter's registration card
- U.S. military identification card
- Foreign military identification card
- U.S. Citizenship and Immigration Services (USCIS) photo identification

## Supplemental Documents

- U.S. medical records for dependents under 6
- U.S. school records for dependents under 18 and
- U.S. school records, rental statements, bank statements or utility bills listing the applicant's name and U.S. address, if 18 years of age or older
- Rental Statement listing the Applicant's Name and U.S. Address
- Utility Bill listing the Applicant's Name and U.S. Address
- Bank Statement with Applicant's Name and U.S. Address

## Final Checks

**Ensure documents include all** information and documents are not expired

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**Sign and date** the tax form

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**Ensure packet is mailed** or mail packet to processing center in Texas

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**Check on your renewal** by calling 1-800-908-9982