**Individual Tax Identification Number**

**Application Steps**

1. The ITIN application, Form W-7, needs to be attached to a complete tax return.
2. Each individual applying for an ITIN will need to provide their birth certificate and original, valid photo identification. Photo identification can include foreign passport, driver’s license, visa, national card, voter card, or any other government issued identification that has an expiration date.
3. The Form W-7 and entire federal tax return will need to mailed to the ITIN Office in Austin, TX with the birth certificate and valid photo identification:

**Mail ITIN Applications**

Internal Revenue Service, Austin Service Center

ITIN Operation P.O. Box 149342

Austin, TX 78714-9342

4.If you do not want to mail the forms and personal documents, you can turn present them in in-person at the local IRS Office. This requires that all ITIN applicants go to the IRS appointment with the tax payer.

**In-person**

Federal Building

300 N. Los Angeles Street

Los Angeles, CA 90012

**Book an appointment: 1-844-545-5640 (Required)**

5. The ITIN will arrive in the mail within 6-12 weeks. Your tax return can take 8-14 weeks to process and receive the refund (if any).

6. After you received the ITIN, contact the tax site so your state tax return can be completed.

**DOCUMENTS NEEDED TO APPLY FOR AN ITIN**

There are 13 acceptable documents as shown in the table below. At least one document must contain your photograph, unless you're a dependent under age 14 (under age 18 if a student). Also, you may later be required to provide a certified translation of foreign-language documents. The documentation you provide must be current (that is, not expired).

|  |  |  |
| --- | --- | --- |
| **Supporting Document** | **Use the following documents to support:** | |
| **Foreign Status** | **Identity** |
| Foreign Passport  Passport (the only stand-alone document\*) | x  x | x  x |
| U.S. Citizenship and Immigration Services (USCIS) photo identification | x | x |
| Visa issued by the U.S. Department of State | x | x |
| U.S. driver’s license |  | x |
| U.S. military identification card |  | x |
| Foreign driver’s license |  | x |
| Foreign military identification card | x | x |
| National identification card (must contain name, photograph, address, date of birth, and expiration date) | x | x |
| U.S. state identification card |  | x |
| Foreign voter’s registration card | x | x |
| Civil birth certificate | x\*\* | x |
| Medical records (valid only for dependents under age 6) | x\*\* | x |
| School records (valid only for dependents under age 18 if a student) | x\*\* | x |
| \* Applicants claimed as a dependent who need to prove U.S. residency must  provide additional documentation if the passport does not have a date of  entry into the United States. See Proof of U.S. residency for applicants who  are dependents, below.  \*\* May be used to establish foreign status only if documents are foreign. | | |

[**https://www.irs.gov/pub/irs-pdf/iw7.pdf**](https://www.irs.gov/pub/irs-pdf/iw7.pdf)

**Individual Tax Identification Number (ITIN)**

**Pasos de la aplicación**

1. La solicitud del ITIN, Formulario W-7, debe adjuntarse a una declaración de impuestos completa.  
  
2. Cada individuo que solicite un ITIN deberá proporcionar su certificado de nacimiento y una identificación con foto original y válida. La identificación con foto puede incluir pasaporte extranjero, licencia de conducir, visa, tarjeta nacional, tarjeta de votante, o cualquier otra identificación emitida por el gobierno que expire.  
  
3. El Formulario W-7 y toda la declaración federal de impuestos deberán enviarse por correo a la Oficina del ITIN en Austin, TX con el certificado de nacimiento y la identificación con foto:

**Aplicaciones por correo**:

**Internal Revenue Service, Austin Service Center**

**ITIN Operation P.O. Box 149342**

**Austin, TX 78714-9342**

4. Si no desea enviar los formularios y documentos personales, puede presentarlos en persona en la oficina local del IRS. Esto requiere que todos los solicitantes de ITIN acudan a la cita del IRS con el contribuyente.  
  
**En persona**  
**Federal Building**

**300 N. Los Angeles Street**

**Los Angeles, CA 90012**

**Numero para Cita: 1-844-545-5640**

5. El ITIN llegará por correo dentro de 6 a 12 semanas. Su declaración de impuestos puede tardar de 8 a 14 semanas para procesar y recibir el reembolso (si lo hay).  
  
6. Después de recibir el ITIN, comuníquese con el sitio de impuestos para que su declaración de impuestos estatales pueda ser completada.

**EL ITIN ES SOLO PARA PROPÓSITOS DE IMPUESTOS**

Hay 13 documentos aceptables como se muestra en la tabla siguiente. Al menos un documento debe contener su fotografía, a menos que sea un dependiente menor de 14 años (menor de 18 años si es un estudiante). Además, se le podrá exigir una traducción certificada de documentos en idioma extranjero

|  |  |  |
| --- | --- | --- |
| **DOCUMENTACIÓN DE APOYO** | **Se puede utilizar para establecer:** | |
| **Estado extranjero** | **Identidad** |
| Foreign Passport  Passport (the only stand-alone document\*) | x  x | x  x |
| U.S. Citizenship and Immigration Services (USCIS) photo identification | x | x |
| Visa issued by the U.S. Department of State | x | x |
| U.S. driver’s license |  | x |
| U.S. military identification card |  | x |
| Foreign driver’s license |  | x |
| Foreign military identification card | x | x |
| National identification card (must contain name, photograph, address, date of birth, and expiration date) | x | x |
| U.S. state identification card |  | x |
| Foreign voter’s registration card | x | x |
| Civil birth certificate | x\*\* | x |
| Medical records (valid only for dependents under age 6) | x\*\* | x |
| School records (valid only for dependents under age 18 if a student) | x\*\* | x |
| \* Los solicitantes reclamados como dependientes que necesitan demostrar la residencia de los Estados Unidos deben proporcionar documentación adicional si el pasaporte no tiene una fecha de entrada en los Estados Unidos. Vea la Prueba de residencia de los Estados Unidos para los solicitantes que son dependientes, a continuación. \*\* Se puede utilizar para establecer el estatus extranjero solamente si los documentos son extranjeros. | | |

[**https://www.irs.gov/pub/irs-pdf/iw7.pdf**](https://www.irs.gov/pub/irs-pdf/iw7.pdf)