



TFN application or enquiry for individuals – instructions

Instructions to help Australian residents for tax purposes, apply for a TFN using a paper form.

Last updated 13 November 2024

On this page

Overview

Using the paper TFN application form

How to complete your TFN application form

Proof of identity requirements

Acceptable proof of identity documents

When you will receive your TFN


Overview

These instructions will help individual Australian residents complete the *Tax file number – application or enquiry for individuals* (NAT 1432) paper form.

Australian residents are people who:

- were born in Australia
- have taken out Australian citizenship
- are an Australian resident for tax purposes.



Applying for a tax file number (TFN) is free.

Australian residents can **apply at Australia Post** by completing the online form. You must be able to attend an interview at a [participating Australia Post retail outlet](#) .

You should only complete this paper form if you are unable to lodge an application online through Australia Post.


Using the paper TFN application form

Use the paper form, *Tax file number – application or enquiry for individuals* (NAT 1432), if you're unable to apply online or attend an interview at a participating Australia Post outlet. To get a copy of this form:

- [order online](#)  – *Tax file number – application or enquiry for individuals* (NAT 1432)
- phone **1300 720 092** (24 hours a day, 7 days a week)
- visit [Services Australia Centre](#)  or the Department of Veterans' Affairs if you're applying for a government benefit or pension

You can use this form if you:

- have never had a TFN
- are not sure if you have a TFN
- have a TFN but can't find your TFN on any of your tax records.

A **sample** of the [Tax file number – application or enquiry for individuals \(NAT 1432, PDF 288KB\)](#)  is also available online to help with completing this form.


This is a sample only and cannot be used to apply for a TFN. Only use the paper form we send you

Apply at a Services Australia centre if you're:

- a Services Australia customer and
- unable to get a Digital ID, such as myID, with a Strong identity strength or **apply at Australia Post**.

You can apply in person at a [Services Australia](#)  service centre by completing a paper form.

Before applying at Services Australia, you will need:

- [pre-order online](#)  a copy of the paper Tax file number – application or enquiry for individuals (NAT 1432) form
- your original proof of identity documents.

See the application instructions for the **proof of identity documents** you need to provide.

Your completed form must be lodged with certified copies of your identity documents attached. Send us **certified copies** of your documents – don't send original documents. Certified copies of documents you mail to us may not be returned to you.

A full list of acceptable identity documents is on the form and more information is available in **Copies of identity documents for applicants in Australia**.

How to complete your TFN application form

The following sections explain each part of the form. In addition, there are specific requirements if you are:

- [under 18 years old](#)
- [a protected person \(unable to sign your TFN application\)](#)
- [a prisoner or detainee](#)
- [asking about a deceased person](#).

Section A: Applicant information

The answers to the questions in this section will help us establish whether you are already on our records or not.

Definition of spouse

A spouse includes another person (of any sex):

- you are legally married to
- you are in a relationship with and is registered under a prescribed state or territory law
- although not legally married to you, lives with you on a genuine domestic basis in a relationship as a couple.

Section B: Address details

Your TFN will be sent to the postal address you provide. This could be your home address, your post office box, or your registered tax agent's postal address.

We may use these details to send notices and correspondence about your taxation affairs.

Section C: Residency details

To understand your tax situation, you must first work out whether you are an Australian resident for tax purposes.

Generally, we consider you to be an Australian resident for tax purposes if you:

- have always lived in Australia or you have come to Australia and now live here permanently
- are an overseas student doing a course that takes more than 6 months to complete
- have been in Australia continuously for 6 months or more, and for most of that time you worked in the one job and lived in the same place
- will be or have been in Australia for more than half of the financial year (unless your usual home is overseas and you do not intend to live in Australia).

If you go overseas temporarily and don't set up a permanent home in another country, you may continue to be treated as an Australian resident for tax purposes.

The criteria we use to work out your residency status for tax purposes are not the same as those used by other Australian agencies for other purposes, such as immigration.

To check your Australian residency status for tax purposes, see **Work out your tax residency**.

Section D: Contact details

Provide all details where you can at question 13.

You can also provide details of another person we may contact for further information about this application, such as a parent, guardian

or alternate contact, at question 14.

Note: If you provide contact details of another person, their details will only be used if we need help to process your form. Their details will not be recorded in our system.

Section E: Supporting documents

When you lodge your application, you must provide current documents that prove your identity for registration purposes (proof of identity).

You need to provide certified copies of your proof of identity documents.

For more information on proof of identity, see:

- [Proof of identity requirements](#)
- [Acceptable proof of identity requirements.](#)

Section F: Declaration

You may need someone else to help you with your application if you are:

- [under 18 years old](#)
- [a protected persons](#)
- [a prisoner or detainee.](#)

For information on who should sign this form if you have a disability, see [under 18 years old](#).

Note: If you're completing this TFN application on behalf of another person, you will not be recorded as an authorised contact for the TFN recipient.

For details about the personal information we collect from you see [Privacy notice – TFN application or enquiry for individuals.](#)

If you are under 18 years old

You can apply for a TFN at any age. However, if you are:

- 12 years old or under, your parent or guardian must sign on your behalf
- 13 to 15 years old, you or your parent or guardian can sign

- 16 years or older, you must sign your application yourself.

If you're unable to sign your own application because of a disability and you are:

- 15 years old or under, your parent or guardian can sign on your behalf
- 16 or 17 years old, your parent or guardian can sign, but they must provide a signed statement from a doctor explaining the reasons you are unable to sign
- 18 years or older, a court-appointed guardian can sign, but they must provide legal proof of guardianship, such as a power of attorney or a court order.

If a parent or guardian signs the application on your behalf, they will need to provide additional information when they submit the form – see [When a parent or guardian signs on your behalf](#).

If you complete and sign a TFN application on behalf of another person, this doesn't automatically give you the authority to ask about their tax matters.

When a parent or guardian signs on your behalf

If your parent or guardian signs your application, they must provide **all** of the following (also outlined at question 18 on the form):

- their full name and their own full proof of identity documents **or** their full name and TFN at the declaration
- your full proof of identity documents
- a document showing your relationship (for example, full birth certificate, guardianship papers or Medicare card)
- if you are 16 or 17 years old – a signed statement from a doctor explaining the reasons you are unable to sign.

If you are a protected person (unable to sign your TFN application)

If you are 16 years or older and someone is appointed to help you with financial and legal matters, ask them to phone us on **13 28 61** between 8:00 am and 6:00 pm, Monday to Friday to discuss your application

and the identification you need to supply. We have special arrangements in place to help you with the application process.

Appointees can include:

- guardians (legally able to act on behalf of someone under a power of attorney or a court order)
- carers (those who provide care and support to family members and friends who have a disability, mental illness, chronic condition, terminal illness or who are frail or aged (or both))
- parents.

If you are signing on behalf of an applicant who is:

- 16 or 17 years old and unable to sign their own application, you will need to provide the information outlined at question 18 on the form, and a signed statement from a doctor explaining the reasons they are unable to sign
- 18 years or older and unable to sign their own application, you will need to provide the information outlined at question 18 on the form, but your [linking document](#) must be one of the following
 - power of attorney
 - letter of authority
 - court order
 - authorised guardianship papers.

If you are a prisoner or detainee

Prisoner

If you're in prison and unable to provide full proof of identity documents, we will accept one [primary document](#) and **both** of the following:

- a letter from the prison (on prison letterhead) signed by a prison officer, stating
 - your name
 - your date of birth
 - your current postal address

- a certified copy of your prison identification signed by a certifier as a true and correct copy.

Detainee

If you're a detainee and unable to provide full proof of identity documents, we will accept one [primary document](#) and **both** of the following:

- a letter from the detention centre (on detention centre letterhead) signed by a detention centre officer, stating
 - your name
 - your date of birth
 - your current postal address
 - the circumstances preventing you from supplying proof of identity documents
- a certified copy of your detention centre identification signed by a certifier as a true and correct copy.

If you are asking about a deceased person

To ask about a TFN

To ask about a deceased person's taxes, including their TFN, you must be their authorised legal personal representative. If you are only an executor named in the person's will, we can't discuss the deceased person's record with you.

To apply for a TFN

To apply for a TFN on behalf of a deceased person, you will need to both:

- provide the information outlined at question 18 on the **Tax file number – application or enquiry for individuals (NAT 1432)** form
- have a **linking document** that is one of the following
 - for a legal personal representative – **grant of probate or letters of administration from a supreme court** appointing you as administrator of the estate
 - for an executor – the will.

If you are a legal personal representative, also complete a **Notification of a deceased person** form and include it with the TFN application.

If you decide not to apply for **grant of probate or letters of administration** you can still:

- apply for a TFN on behalf of the deceased person; however, we will not be able to disclose the TFN to you
- **notify us that you are managing the estate**; however, you will not be recognised as the authorised legal personal representative for tax purposes.

If you are only an executor named in the will, we will help you with the deceased's tax affairs and add your name to our records. However, as you are not the authorised legal personal representative:

- there are legal restrictions on the tax and super information we can disclose to you
- we may not be able to transfer the deceased's tax refunds or franking credits to you
- we can't list you or your representative as an authorised contact for the estate.

Who can represent a deceased estate has information on who can represent a deceased person or estate and how to:

- become a legal personal representative (LPR)
- get a grant of probate or letters of administration
- appoint a tax agent.

Proof of identity requirements

If you don't provide all the proof of identity documents we ask for, your application will be returned to you and we can't issue you with a TFN.

If you are completing a paper application, you must provide certified copies of your proof of identity documents (not originals) – see **Copies of identity documents for applicants in Australia**.

Certified copies of documents that you mail to us may not be returned to you.

Documents that have been corrected or changed and initialled are not acceptable.

There are additional requirements for:

- [Documents in your previous name](#)
- [Documents in languages other than English](#).

Documents in your previous name

If your documents are in your previous name, you must provide another document that shows how you changed your name – for example, marriage certificate, deed poll or change of name certificate.

Documents in languages other than English

If your original document is not written in English, you must provide a written translation that an authorised translation service has certified as a true and correct copy. Authorised translation services include:

- an appropriate embassy
- a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

You must show these staff your original documents, not photocopies. The documents must not be altered in any way – a document that has been corrected or changed and initialled is not acceptable.

Acceptable proof of identity documents

If you are:

- 16 years old or over, you need to provide **3** documents, one of which must be a [primary document](#)
- under 16 years old, you need to provide **2** documents, one of which must be a [primary document](#).

If a parent or guardian signs the application, or your documents are in your previous name or a language other than English, there are specific requirements you must meet – see [proof of identity requirements](#).

Primary documents

- Australian full birth certificate – a birth certificate extract is not acceptable
- Australian passport
- Australian citizenship certificate, or Extract from Register of Citizenship by Descent
- foreign passport.

Documents for Travel to Australia (DFTTA)

Documents for Travel to Australia (DFTTA) are not acceptable proof of identity documents because they:

- are outdated
- were only valid for one-off travel by the date on the document.

If you still hold a DFTTA, you will need to get an alternative primary document to prove your identity for TFN registration purposes.

An alternative document could include an:

- Australian Citizenship Certificate
- Australian Passport
- ImmiCard.

Following the [Department of Home Affairs](#)  website, if you still have a DFTTA, you must apply for an ImmiCard to replace the out of date document.

Once you have an ImmiCard, you can then apply for a TFN using the **Individual Auto Registration (IAR)** online form.

Secondary documents

These can include:

- a Medicare card
- an account statement from an Australian bank, credit union or building society less than one year old, with your name and your current address matching the details you provide on your application – transaction lists printed off the internet and credit card statements are not acceptable

- a current Australian firearm licence with your signature or photo matching the details you provide on your application
- a current student identification card (only one – either tertiary or secondary) with your photo, issued from an Australian government accredited education authority
- one of the following cards with your photo and signature (any address on the card must match the details provided on the application)
 - Australian driver's licence
 - Australian learner's permit
 - state or territory government issued proof of age card
 - state or territory government issued photo card.

If you are under 16 years old, secondary documents can include **one** of the following, which must be less than one year old and issued by an Australian government accredited education authority:

- secondary school examination certificate
- record of achievement
- examination report.

Linking documents

Linking documents must be provided if:

- there has been a change of name
- the gender on your supporting documents does not match the gender selected on the form
- a parent or guardian or legally appointed custodian is signing on behalf of the applicant.

Linking proof of identity documents

- change of name by deed poll
- change of name document
- marriage certificate
- Australian full birth certificate

- Medicare card
- foreign birth certificate
- doctor's letter (see [Note 1](#))
- letter of authority (see [Note 2](#))
- power of attorney (see [Note 2](#))
- proof of parentage or guardianship documents (see [Note 2](#)).

Note 1: If:

- the gender on your supporting documents does not match the gender selected on the form, the applicant can provide a statement from a registered medical practitioner or a registered psychologist which specifies their gender
- the applicant is 16 or 17 years old and unable to sign their application, the parent or guardian signing the application on their behalf needs to provide a signed statement from a doctor explaining the circumstances.


Note 2: If the applicant is over 18 years old and unable to sign their application, the parent or guardian signing the application on their behalf needs to provide **one** of these linking documents.

Lodging your application

Make a copy of this application for your own records before you lodge it.

Send the original application and certified copies of your identity documents to us at:

Australian Taxation Office
PO Box 9942
MOONEE PONDS VIC 3039

Or, you can visit your nearest [Services Australia](#)  Centre if you're applying for a government benefit or pension. You must provide original identity documents with your application.

For more help with applying for a TFN, see:

- Tax file number.

- **Australian residents – TFN application** – other ways to apply for a TFN, including online.
- **Tax file number declaration (NAT 3092).**
- **New to tax and super** – what you need to know when starting on your tax and super journey, including why we have a tax system, how to lodge a tax return and about superannuation.
- **Online services** – managing your tax and super in one place using our online services via a myGov account linked to the ATO.

When you will receive your TFN

You should receive your TFN within 28 days after we receive your completed application and required documents. To prevent delays don't lodge another application. We appreciate your patience during the processing period. If you haven't received your TFN after 28 days, contact us.

Your TFN and keeping it safe

A TFN is a unique number we issue to individuals. It is an important part of your tax and superannuation records as well as your identity. It is also an important part of locating and keeping track of your super savings.

In the wrong hands, your TFN could be used to commit fraud, so keep it safe. Make sure you protect your identity by keeping all your personal details, including your TFN, secure.

We only issue one TFN to you during your lifetime, even if you change jobs, change your name, or move.

To find out more about how to protect your TFN and avoid identity crime, refer to **Protect your information**.

If you've lost your TFN

If you've lost your TFN or aren't sure you have one, check all your correspondence from us, or contact your registered tax agent.

If you still can't find your TFN, go to **Lost or stolen TFN**.

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

Copyright notice

© Australian Taxation Office for the Commonwealth of Australia

You are free to copy, adapt, modify, transmit and distribute this material as you wish (but not in any way that suggests the ATO or the Commonwealth endorses you or any of your services or products).