

Applying For An ITIN

Instructions & Steps

Documents Needed

- Completed W-7 form
- Completed 1040NR return
- Certified copy of passport (see instructions for obtaining a certified passport)

Certified Copy of Passport

Since the fall of 2023, Passport Canada no longer embosses dry seals on certified copies of passports. Although these copies are still certified, the IRS unfortunately has not recognized this change and has been rejecting any ITIN applications since then.

Although it has created an inconvenience for Canadians requiring a certified copy of their passport, there is an alternative way to obtain one at an IRS Tax Assistance Center (TAC).

Please see the instructions below to make an appointment at an IRS TAC to obtain a certified passport.

Making an Appointment at the Nearest IRS TAC

1. **Locate the closest IRS TAC to you. Please make sure its' local services include Individual Taxpayer Identification Numbers and Form W-7 assistance.**

You can locate one here: <https://apps.irs.gov/app/office-locator/>

The closest ones to Ontario residents are the following two locations:

Buffalo

130 South Elmwood Ave.
Buffalo, NY 14202

Syracuse

One Park Place, 300 South State St.
Syracuse, NY 13202

2. **Call to make an appointment at your closest IRS TAC.**

Please call 844-545-5640. Note: this number is only reachable if calling with a US number.

If you are calling from a Canadian number, please call 1-267-941-1000, and ask them to transfer you to the number above so you can make an appointment at your preferred IRS TAC.

3. **Have all of your documents ready to bring with you to your appointment.**

The IRS TAC will not issue you a certified copy of your passport unless you have your completed W-7 form and return with you ready to be mailed to the IRS.